



Deltek

Deltek  
Vantagepoint® 3.5  
Settings and  
Configuration

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## Settings

Use Settings to establish fundamental information such as security settings, password policies, user records, and so on. You specify most settings in the browser application, while you set others in the desktop application.

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

### Security Settings

Security features make it possible for your system administrator to grant or restrict user access to applications, forms, and records.

To define each user's rights in Vantagepoint, the system administrator first creates user roles that reflect your organization's business rules. For example, a "marketing" role restricts a user's access to the features that relate to marketing. The system administrator then assigns each user to a role.

This "role-based" security approach provides flexibility and ensures that users have access to the specific processes and data that they need. When a user logs on, Vantagepoint verifies the person's username and password, and identifies the user's role.

When you save users, passwords, and roles, Vantagepoint automatically performs a licensed user check. The number of users that you set up must not exceed the number of licenses that your enterprise holds. For example, if you attempt to set up five CRM users, you must have a minimum of five CRM licenses. In calculating the number of employees set up, Vantagepoint does not count employee records that are marked as "Consultant" or "Terminated" in the Employees hub.

#### Windows Integrated Security

Information will be provided in a future release.

Vantagepoint supports Windows Integrated Security, which allows users to log in one time for both Windows and the Vantagepoint application. Integrated Security logs a user into Vantagepoint based on the user's Windows domain network login. If a user is not logged in to the company network, the user is prompted for a network ID and password before logging in.

### Checklist: Setting Up Security

Before you establish security settings for the first time, review the steps required.

Step	Description	Location
1	Open Vantagepoint Security and log on.	<b>Settings » Security</b>
2	Create roles.	<b>Settings » Security » Roles</b>
3	Establish role security settings.	<b>Settings » Security » Roles</b>
4	Select existing users or create users.	<b>Settings » Security » Users</b>

Step	Description	Location
5	Assign unique usernames and passwords for each user.	<b>Settings » Security » Users</b>
6	Assign password policies.	<b>Settings » Security » Password Policies</b>
7	Configure Windows Integrated Security.	<b>Settings » Security » Users</b>

## Roles

Security roles define each user's access rights and determine what actions the user can perform. Vantagepoint identifies a user's security role when the user logs in. You must assign each user to a role. Be sure to evaluate the predefined security roles before you create new ones.

You can assign multiple users to the same role, which is useful when you want to group employees with the same access rights. You can also establish separate roles for each business unit in your organization. For example, you might create a marketing role that restricts user access to only those features that relate to marketing, and set up a separate role for users who are authorized to use certain billing features.

How to...

Use Roles Security Settings to create security roles and assign users to them. You can then set up access rights, by security role, to reports and favorites, saved options and searches for reports, companies, application tabs, effective dates, and lookups.

### Evaluate Predefined Roles

If you implement Vantagepoint as a new system rather than upgrading from Vision or DPS, a set of predefined security roles are provided automatically. Before you create new security roles, evaluate the predefined security roles to see if any of them fill your needs.

For more information about the predefined roles, see [Predefined Security Roles for New Implementations](#).

#### To evaluate predefined roles:

1. Display each of the predefined roles on the Roles form (**Settings » Security » Roles**).
2. Review the predefined roles and decide if any of them fit into your security plan.
3. For each predefined role that you plan to use, evaluate the default access settings and make any necessary changes.
4. Delete any predefined roles that you do not intend to use.

## Create and Work With Roles

When you create a security role, you define the access rights of its members. After you create a role, you select the users who belong to the role. You can also modify the role or use it as the basis for another role.

### Create a New Role

Create a separate role for each group of people in your firm who share a distinct set of security requirements.

#### To create a new role:

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Actions bar of the Roles form, click **+ New Role**.
3. In the **Role Name** field, enter the name of the new role.
4. On the Overview tab, grant access to applications, select the role type, specify save rights for reports and dashboards, process queue priority, organization access, and allow access to SQL Where Clause searches, lookup limit overrides, and searching across hubs.
5. On the Record Access tab, grant access to hubs and the transaction center, enable self-service in Employee Review, allow changes to logins and passwords, specify project access for timesheets, billing, and expense reports, set project creation rights, and specify workflow approval access.

When you grant access to a hub, the new role can access only the Summary pane and Overview tab for the hub. When you make a hub tab available to a role, all fields on that tab become available. To hide fields for the role, set the appropriate field-level security in Screen Designer. For more information, see [Change the Properties for a Field in a Hub](#).

6. If your firm uses the Accounting application, use the Accounting tab to set options related to processing in prior or closed periods; establish access for labor burden rates, AR comments, and project budgets; set security options for payroll and for intercompany billing (if your firm uses multiple companies).
7. If your firm uses the Planning application, use the Planning tab to specify options for allowing changes to baselines, overhead percentages, budget types, and rate/method tables, and specify whether or not users in the role can hard book hours.
8. On the Access Rights tab, specify rights by functional area.  
For step-by-step procedures, see the topics in the Set Up Access Rights section.
9. Click **Save**.

### Select Users for a Security Role

After you create a security role, you assign one or more users to the role. These users will share the same security settings, including access rights to applications, tabs, and options.

You initially assign a role to a user when you add a new user in **Settings » Security » Users**. You can assign multiple users to a role at one time here in Role Security Settings. When you change settings in one place, they automatically update in the other.

#### To assign one or more users to a role:

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select the role to which you are assigning multiple users.
3. On the Access Rights tab, set the **Functional Area** option to **Users**.
4. Below the Users grid, click **+ Add/Remove**.
5. Use the **Roles** option on the Users dialog box to specify the users to display in the Available Usernames section.
6. Assign users to the security role or remove users from the role:

Option	Description
To assign users	In the Available Usernames section, select each user you are adding or click <b>Add All</b> . The users are moved to the Users Assigned to this Role section.
To remove users	In the Users for this Role section, click <b>X</b> at the end of the row for each user that you are removing, or click <b>Remove All</b> . The users are moved to the Available Users section.

The users' roles are also updated in the **Role** field in **Settings » Security » Users**.

7. Click **Save**.

### Select an Existing Role

You can select an existing role at any time to review its current settings or to copy the role and use it as the basis for a new one.

#### To find and select a role:

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.  
The search list only includes roles to which your security role gives you access. Click ▼ to display the list of roles returned by the current search.
3. If the currently displayed search is not the one that you want, select a standard or saved search:
  - Click **ALL** to select from a list of all roles (both active and inactive).

- Click a previously saved search to display the roles returned by that search.
- Click **+New Search** at the bottom of the list to create a new search using either the basic or advanced search feature.

**SQL Where Clauses:** If you have the appropriate security role access, you can instead use the SQL Where Clause search feature to build and edit complex searches.

For information about creating and using searches, see the [Search Vantagepoint](#) help topics.

4. Select the role from the search results list.

#### *Copy a Role to Create a New Role*

You can copy an existing role to create a new role. The access rights and privileges specified for the existing role, including record level security and favorite reports, are copied to the new role.

In Screen Designer you can hide and lock fields and tabs based on security role. Any hidden and locked properties for fields and tabs from Screen Designer are also copied to the new role. If the Screen Designer properties do not apply for the new role, you can remove the new role from the hidden and locked properties for fields and tabs in Screen Designer.

#### **To copy an existing role to create a new role:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to search for and select the role that you want to copy.
3. On the Actions bar, click **Other Actions » Copy**.  
A new record displays on the Roles form with some of the fields populated with the existing record's information.
4. In the **Role Name** field, enter a unique name for the new role.
5. Modify and complete the remaining fields on all tabs of the Roles form, paying special attention to the access rights for the new role.
6. Click **Save**.

#### *Modify a Role*

You can update settings for a security role at any time, to add more users to the role or to change the role's access rights.

#### **To modify a role:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to search for and select the role that you want to update.
3. Modify the information on the tabs of the Roles form.
4. Click **Save**.



### *Delete a Role*

You can delete a security role at any time, unless there are users assigned to the role. After you delete a role, however, you cannot restore it. If you need the role again in the future, you must recreate it.

#### **To delete a role:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. On the Actions bar, click **Other Actions » Delete**.  
If users are assigned to the role, an error message displays. You must remove the assigned users from the role before deleting the role.
4. Click **Delete** to confirm.

**Postrequisite:** After you delete a role, you **must** reassign any users of that role to another role. If you do not, those users will not be able to log in to Vantagepoint.

### **How to Set Up Access Rights**

You can grant or restrict access to reports and favorites, saved options and searches for reports, companies, application tabs, effective dates, and lookups. You specify access rights by security role.

### *Set Up Access to Reports*

For each security role, you can assign access rights to both standard and custom reports. You can grant access to all reports or to individual reports that you specify.

#### **To specify the reports that a role can access:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. On the Access Rights tab, set the **Functional Area** option to **Reports**.
4. To allow members of the security role access to all reports, select the **Full Access to all Reports** option.  
The change is saved automatically and you are done with this procedure.
5. To allow members of the security role access to only the reports that you specify, click **+ Add/Remove** below the Reports for this Role grid and complete these actions on the Reports dialog box:
  - a) Use the **Report Type** option to select a type, such as project reports, or leave the default of all reports.
  - b) Use the **Custom Type** option to specify whether you are setting access rights for standard reports or custom reports.
  - c) Grant or remove access to reports:

Option	Description
To give access	In the Available Reports section, select each report to which you are granting access or click <b>Add All</b> . The reports are moved to the Reports for this Role section.
To remove access	In the Reports for this Role section, click <b>X</b> at the end of the row for each report that you are removing from access, or click <b>Remove All</b> . The reports are moved to the Available Reports section.

- d) Click **Save**.

### *Set Up Access to Favorite Reports*

You can specify a security role's access to favorite reports. These settings work in conjunction with settings for the Reporting application.

#### **To specify the favorite reports that a role can access:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. On the Access Rights tab, set the **Functional Area** option to **Favorite Reports**.
4. To allow members of the security role access to favorite reports that you specify, click **+ Add/Remove** below the Favorite Reports grid and complete these actions on the Favorite Reports dialog box:
  - a) Use the **Report Type** option to select a type, such as project reports, or leave the default of all favorite reports.
  - b) Grant or remove access to reports:

Option	Description
To give access	In the Available Reports section, select each favorite report to which you are granting access, or click <b>Add All</b> . The reports are moved to the Reports Assigned to this Role section.
To remove access	In the Reports Assigned to this Role section, click <b>X</b> at the end of the row for each favorite report that you are removing from access, or click <b>Remove All</b> . The reports are moved to the Available Reports section.

- c) Click **Save**.

### *Set Up Access to Report Columns and Groups*

As part of setting up a role's security access to reports, you can limit the role's access to certain report columns and groups.

**Prerequisites:** [Set up access to reports](#).

**To specify group and column security access for reports:**

1. In the Reports for this Role grid on the Access Rights tab of the Roles form, select the reports.
2. To set up group security:
  - a) In the **Set Group Access** column in the Reports for this Role grid, click the **Set Group Access** link for the report.  
If the report does not have grouping security options, the link is not displayed.
  - b) On the Group Fields for <Report Name> dialog box, select grouping fields in the Available Fields section.  
The grouping fields are moved to the Selected Fields section, indicating that the security role can access them.
  - c) To remove access to a field, click the **X** at the end of its row.
  - d) Click **Save**.
3. To set up column security:
  - a) In the **Set Column Access** column in the Reports for this Role grid, click the **Set Column Access** link for the report.  
If the report does not have column security options, the link is not displayed.
  - b) On the <Report Name> Columns dialog box, select columns in the Available Columns section.  
The columns are moved to the Selected Columns section, indicating that the security role can access them.
  - c) To remove access to a column, click the **X** at the end of its row.
  - d) Click **Save**.

*Set Up Access to Saved Report Options*

For each security role, you can specify access to saved options that are used in reports.

**To specify the saved report options that a role can access:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. On the Access Rights tab, set the **Functional Area** option to **Saved Options**.
4. To allow members of the security role access to the saved options that you specify, click **+ Add/Remove** below the Saved Options grid and complete these actions on the Saved Options dialog box:
  - a) Use the **Option Type** option to select a type, or leave the default of all saved options.
  - b) Grant or remove access to sets of saved options:

Option	Description
To give access	In the Available Options section, select each set of saved options to which you are granting access, or click <b>Add All</b> . The saved options are moved to the Options for this Role section.
To remove access	In the Options for this Role section, click ✕ at the end of the row for each set of saved options that you are removing from access, or click <b>Remove All</b> . The saved options are moved to the Available Options section.

- c) Click **Save**.

### *Set Up Access to Saved Searches*

For each security role, you can assign access rights to saved searches. You can grant access to all saved searches, or to the searches that you specify.

#### **To specify the saved searches that a role can access:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. On the Access Rights tab, set the **Functional Area** option to **Saved Searches**.
4. To allow the role access to saved searches that you specify, click **+ Add/Remove** below the Saved Searches grid and then complete the appropriate actions on the Saved Searches dialog box:
  - a) Use the **Search Type** option to specify an application area, such as accounts, contacts, or billing terms, or leave the default of all saved searches.
  - b) Grant or remove access to saved searches:

Option	Description
To give access	In the Available Searches section, select each search to which you are granting access, or click <b>Add All</b> . The searches are moved to the Searches for this Role section.
To remove access	In the Searches for this Role section, click ✕ at the end of the row for each search that you are removing from access, or click <b>Remove All</b> . The searches are moved to the Available Searches section.

5. Click **Save**.

### Set Up Access to SQL Where Clause Search

You can assign a user to the security role that has access to SQL Where Clause search functionality.

**Warning:** When you assign SQL Where Clause search access to a security role, all users assigned to that role will have access to every field in the database. Therefore, you should carefully consider which types of users should be assigned to a SQL Where Clause security role.

#### To set up security role access to SQL Where Clause searches:

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. In the Additional Search Options section, select the **Allow Access to SQL Where Clause** option.
4. On the Access Rights tab, set the **Functional Area** option to include those areas that will be needed for executing SQL Where Clause searches.

### Set Up Access to Companies

If your enterprise has multiple companies, you can control a role's access to data, by company. Employees in the role can have access to only their home company, or to multiple companies. You set up companies in Organization Settings.

#### To specify the companies that a role can access:

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. On the Access Rights tab, set the **Functional Area** option to **Companies**.
4. To allow the role access to all companies, select **Full Access to All Companies**.  
The change is saved automatically and you are done with this procedure.
5. To allow the role access to only the companies that you specify, click **+ Add/Remove** below the Companies grid and then complete the appropriate actions on the Companies dialog box:

Option	Description
<b>To give access</b>	In the Available Companies section, select each company to which you are granting access, or click <b>Add All</b> . The companies are moved to the Companies for this Role section.
<b>To remove access</b>	In the Companies for this Role section, click <b>X</b> at the end of the row for each company that you are removing from access, or click

Option	Description
	<b>Remove All.</b> The companies are moved to the Available Companies section.

- Click **Save** on the Companies dialog box.

### Set Up Access to Application Tabs

You can control whether or not the users who belong to a security role have access to standard and user-defined tabs in hubs and Chart of Accounts Settings.

When you do **not** give a role access to a tab, the tab and all its fields are hidden from users who belong to the role. For more information about what happens when you hide a tab and the fields that are secured or locked on a hidden tabs, see [Hiding Tabs in Vantagepoint](#).

This topic provides instructions on how to give access to hub tabs in **Settings » Security » Roles**. You can also use Screen Designer to hide or display hub tabs for a role. From either location, you accomplish the same thing. From Roles Security, you hide tabs separately for each role. From Screen Designer, you hide a tab from multiple roles at the same time. For instructions on how to hide a tab using Screen Designer, see: [Hide a Tab in Vantagepoint \(Screen Designer\)](#).

You can also use Screen Designer to hide specific fields from roles, rather than hiding a whole tab. For more details, see [Hiding and Securing Fields in Vantagepoint](#).

### To specify the tabs that a role can access:

- In the Navigation pane, select **Settings » Security » Roles**.
- On the Roles form, select a role.
- On the Access Rights tab, select **Application Tabs** in the **Functional Area** field.
- To allow the role full access to all tabs, select the **Full Access to All Application Tabs** check box.

The change is saved automatically and you are done with this procedure.

- To allow the role access to only the tabs that you specify, click **+ Add/Remove** below the Tabs for this Role grid, and then complete one of the following actions on the Application Tabs dialog box:

Option	Description
<b>To give access</b>	In the Available tabs section, select each tab to which you are granting access, or click <b>Add All</b> . The tabs are moved to the Selected Tabs section.
<b>To remove access</b>	In the Selected Tabs section, click <b>X</b> at the end of the row for each tab that you are removing from access, or click <b>Remove All</b> . The tabs are moved to the Available Tabs section.

- Click **Save** on the dialog box.

### *Set Up Access to Effective Dates*

Each security role that is involved in effective date configuration and setup must have full security access to the effective dates cost rates feature.

#### **To specify the effective dates that a role can access:**

1. On the Navigation menu in the desktop application, select **Settings » Security » Roles - Desktop**.
2. On the Roles form, click in the **Search** field, and select the security role.
3. On the Access Rights tab, set the **Functional Area** option to **Effective Dates**.
4. On the Accounting tab, in the **Miscellaneous** section, click in the **Labor Cost Rate/Amounts** field and select **Full Access** to grant menu-level access to the cost/pay rate tables.
5. If employees in more than one role are involved in the configuration and setup of effective dates cost rates, repeat steps 2 through 4 for each of those roles.
6. Click **Save**.

### *Set Up Access to Lookups*

You can control the fields that each role can search by in desktop application lookups.

These access rights do not apply to lookups in the browser application. In the browser application, if you use Screen Designer to hide fields for roles, those fields are automatically unavailable as search fields in lookups.

#### **To select the lookups that a role can access:**

1. On the Navigation menu in the desktop application, select **Settings » Security » Roles - Desktop**.
2. On the Roles form, click in the **Search** field, and select the security role.
3. On the Access Rights tab, set the **Functional Area** option to **Lookups**.
4. Select a lookup type and use the **Add** and **Remove** buttons to move fields between the **Available Fields** and **Fields for this Lookup** columns, or select **Full access to all lookups**.
5. Click **Save**.

### **Set Up Role Security for the Exports and Integrations Manager Utilities**

You can give a security role access to the Exports utility and Integrations Manager utility. The users assigned to the role can export Vantagepoint data to a file in those utilities.

### *Give a Security Role Export Administrator Access*

You should have at least one export administrator for the Exports utility and the Integrations Manager utility.

For more information about the abilities of an export administrator versus a non-export administrator, see [Role Security for the Exports and Integrations Manager Utilities](#).

#### **To give export administrator access to a security role:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. On the Overview tab of the Roles form, in the access-to-menu-items list, navigate to and select the following menu items to give access to those menu items:
  - **Utilities » Imports & Exports » Exports**
  - **Utilities » Integrations » Integrations Manager**
  - The hubs that are related to the data export definitions that you are giving the administrator access to, such as the Employees, Projects, Firms, and Contacts hubs.
4. Click the Access Rights tab.
5. In the **Functional Area** field on the tab, select **Data Export Definitions**.
6. Click the **Export Administrator** check box.
 

The following check boxes are automatically selected on the Access Rights tab, which gives the role access to all the data export definitions and all the data packs:

  - **Full Access to All Data Export Definitions** check box (You see this check box when you select **Data Export Definitions** in the **Functional Area** field.)
  - **Full Access to All Data Packs** check box (You see this check box when you select **Data Packs** in the **Functional Area** field.)

### *Give a Security Role the Ability to Export Vantagepoint Data to a File*

For security roles that do **not** have export administrator access, you can give the role access to some or all of the data export definitions for exporting Vantagepoint data to a file in the Exports utility and/or the Integrations Manager utility.

For more information about the abilities of an export administrator versus a non-export administrator, see [Role Security for the Exports and Integrations Manager Utilities](#).

The instructions in this topic apply for roles that do **not** have export administrator access (the **Export Administrator** check box is **not** selected on the on the Access Rights tab in Roles Security).

#### **To give a non-export administrator security role the ability to export Vantagepoint data to a file:**

1. In the Navigation pane, select **Settings » Security » Roles**.



2. On the Roles form, select a role.
3. On the Overview tab of the Roles form, in the access-to-menu-items list, navigate to and select the following menu items to give access to those menu items:
  - **Utilities » Imports & Exports » Exports**
  - **Utilities » Integrations » Integrations Manager**
  - The hubs that are related to the data export definitions that you are giving the role access to, such as the Employees, Projects, Firms, and Contacts hubs.
4. Before you can give a role access to a data export definition for exporting data, you must first give the role access to the specific data pack from which a data export definition is created. To do this, click the Access Rights tab, and in the **Functional Area** field, select **Data Packs**. Then complete the settings on the tab to give the role access to the appropriate data packs.  
For specific instructions, see [Give a Security Role Access to Data Packs](#).
5. To give the role access to some or all data export definitions for exporting data: In the **Functional Area** field on the Access Rights tab, select **Data Export Definitions**. Then complete the settings on the tab to give the role access to the appropriate data export definitions.  
For specific instructions, see [Give a Security Role Access to Data Export Definitions](#).  
The data export definitions that you can select in this step are determined by the data packs you selected in step 4. If you do not see a data export definition that you expect to see, check to be sure you selected its data pack when you selected **Data Packs** in the **Functional Area** field.
6. Click the Record Access tab, and review the settings in the Application Record Access grid for the hubs (Employees, Projects, Firms, and Contacts) that the role has access to.  
The settings on this tab also limit the data that the role to export using the Export utility and Integrations Manager utility.
7. If you gave the role access to a data export definition that includes labor cost rates and amounts, review the access level for viewing and exporting labor rates and amounts in the **Labor Cost Rates/Amounts** field on the Accounting tab of the Roles form.  
This field controls the ability to export that data as well as accessing that data on reports and forms. For more information, see [Accounting Tab of the Roles Form](#).

#### *Give a Security Role Access to Data Packs*

You can give a security role access to some or all of the data packs that are used in the Exports utility and Integration Manager utility.

When you give export administrator access to a role, the role automatically has access to all data packs and can create data export definitions using all the data packs.

You must give non-export administrator roles access to a data pack before you can give the role access to a data export definition that was create with the data pack. Then the role can export Vantagepoint data to a file with the data export definition. For roles that do **not** have export administrator access, having access to a data pack does **not** give them the ability to create new data export definitions using the data pack.

For more information about the abilities of an export administrator versus a non-export administrator, see [Role Security for the Exports and Integrations Manager Utilities](#).

Giving a role access to data packs is one part in the process of giving access to the export functionality. See the following topics for complete instructions on how to give export administrator access to roles or only the ability to export data:

- [Give a Security Role Exports Administrator Access](#)
- [Give a Security Role the Ability to Export Data to a File \(Non-Exports Administrator Access\)](#)

#### To give a role access to some or all of the data packs:

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab, and in the **Functional Area** field select **Data Packs**.
4. To give the role access to all data packs, select the **Full Access to All Data Packs** check box.

All the data packs display in the Data Packs for this Role grid.

If this role has already been given export administrator access, the **Full Access to All Data Packs** check box is automatically selected and cannot be cleared. You give a role export administrator access by selecting **Data Export Definitions** in the **Functional Area** field of the Access tab, and then selecting the **Export Administrator** check box on the tab.

5. To give a non-export administrator role access to only certain data packs, complete the following:

- a) Be sure that the **Full Access to All Data Packs** check box is cleared.
- b) Click **+ Add/Remove** below the Data Packs for this Role grid.
- c) On the Data Packs dialog box, select the category of the data packs to which you want to give access.
- d) In the Available Data Packs list, click each data pack that you want the role to access.

The data packs you selected are automatically added to the Selected Data Packs list on the dialog box.

- e) Click **Save**.

You are returned to the Access Rights tab of the Roles form. The data packs you selected display in the Data Packs for this Role grid.

Now you can give the non-export administrator role access to a data export definition that was created with the data packs that you just gave the role access to.

### *Give a Security Role Access to Data Export Definitions*

You can give a security role access to some or all of the data export definitions that are used in the Exports utility and the Integration Manager utility.

You use data export definitions to export Vantagepoint data to a file.

When you give export administrator access to a role, the role automatically has access to all the data export definitions.

You must give non-export administrator roles access to data export definitions if you want them to be able to export Vantagepoint data to a file using the definition.

For more information about the abilities of an export administrator versus a non-export administrator, see [Role Security for the Exports and Integrations Manager Utilities](#).

Giving a role access to data packs is one part in the process of giving access to the export functionality. See the following topics for complete instructions on how to give users export administrator access or only the ability to export data:

- [Give a Security Role Exports Administrator Access](#)
- [Give a Security Role the Ability to Export Data to a File \(Non-Exports Administrator Access\)](#)

**Prerequisite:** Before you can give a non-export administrator role access to a data export definition for exporting data, you must first give the role access to the specific data packs from which a data export definition is created. See [Give a Security Role Access to Data Packs](#).

#### **To give a role access to data export definitions:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab, and in the **Functional Area** field select **Data Export Definitions**.
4. If this role is for an export administrator, the **Full Access to All Data Export Definitions** check box is automatically selected when you select the **Export Administrator** check box on this tab.  
All the data export definitions display in the Data Export Definitions for this Role grid on the tab.
5. If this role is for non-export administrators, and you want to give the role access to all the data export definitions, select the **Full Access to All Data Export Definitions** check box.  
All the data export definitions for the data packs that you selected for the role are displayed in Data Export Definitions for this Role grid on the tab. Refer to the Prerequisites section above for info about selecting data packs.
6. If this role is for non-export administrators, and you want to give them access to only certain data export definitions, complete the following:
  - a) Be sure that the **Full Access to All Data Export Definitions** check box is cleared.
  - b) Click **+ Add/Remove** below the Data Export Definitions for this Role grid.

- c) On the Data Export Definitions dialog box, select the category of the data export definitions to which you want to give access.
- d) In the Available Data Definition list, click each data export definition that you want the role to access.  
The definitions that display in the list are based on the data packs that you gave the role access to.  
Each definition you select is added automatically to the Selected Data Definition list on the dialog box.
- e) Click **Save**.  
You are returned to the Access Rights tab. The definitions that you selected display in the Data Export Definitions for this Role grid.
- f) In the Data Export Definitions for this Role grid, select the **Editable** check box for the data export definitions that you want to allow the role to edit in the Exports utility.
- g) If you want to allow the role to edit parameters for the data export definition in the Exports utility, select the **Parameter** check box in the grid for that data export definition.

All the entries that you made are saved automatically.

#### **Print the Role Summary Report**

You can display or print a Role Summary report, which provides detailed information about your enterprise's security roles.

#### **To print the Role Summary report:**

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. On the Actions bar, click **Other Actions » Print Report**.
4. On the Reporting dialog box, click the Reports tab and set the **Type** option to **Administration**.
5. Click the Role Summary report and set options on the Role Summary dialog box to determine the role data included.
6. Run the report or schedule it to run at a later time.

## Fields and Options

Use the Roles form and related dialog boxes to create security roles, assign users to those roles, and specify access rights.

### Roles Form

Use the Roles form to establish security rights for each role. These rights determine a role's access to the modules, tabs, templates, reports, and records. In many cases, security rights are hierarchical, meaning that you make a basic choice, then further refine that choice.

You assign security roles to each user that you set up in **Settings » Security » Users**.

#### *Display the Roles Form*

You display the Roles form in Security Settings.



In the Navigation pane, select **Settings » Security » Roles**.

#### *Header Fields for the Security Roles Form*

Use the header fields above the Actions bar to search for existing roles, add new roles, or switch between list and detailed views. Header fields are generally available, whichever tab is currently selected.

### Contents

Field	Description
<b>Roles Search</b>	<p>Use the <b>Searches</b> list to find and select the role that you want to review or edit. To refine the results set, click ▼ <b>Searches</b> to select a standard or saved search. The available types of searches include:</p> <ul style="list-style-type: none"> <li>Click <b>All</b> to select from a list of all records (both active and inactive).</li> <li>Click a saved search under <b>My Searches</b> : to display a list of roles based on your personal search. Click the ✎ icon to display the Edit Search dialog box. You can then update your personal search for future use.</li> <li>Click a saved search under <b>Shared Searches</b> to display a list of roles based on a search shared with other team members and roles. Click the ✎ icon to display the Edit Search dialog box. You can then update the shared search for future use.</li> <li>Click <b>+ New Search</b> to create a new search for role records. Use both basic and advanced search features on the New Search dialog box to refine search criteria. You also can use the advanced search feature to build and edit more complex searches, such as legacy (from previous versions of the applications or legacy systems) and SQL Where Clause searches.</li> </ul>

Field	Description
	<p>If you have rights to edit the search, click the  icon to display the Edit Search dialog box.</p> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
◀x of x▶	Use these arrow icons to scroll through the records and open a different record on the form. The numbers indicate which record you are viewing out of the total number of records in the search results.
+ New Role	Click this option to add a new security role. Enter information for the security role on the tabs of this form.
≡	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the Select Columns dialog box.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information about working in list view, see <a href="#">Use List View</a>.</p>
□	After you switch to list view, you can click the Switch to Detail View icon to switch back to the detailed view of the form. In detail view, all selected fields are displayed on the form. This is the default view when you first open the application. Subsequently, the view that was active when you closed the application is the one that displays when you open it again. Detail view is the view that is described in the Help.
Role Name	<p>This field displays below the roles search fields when you do either of the following:</p> <ul style="list-style-type: none"> <li>You click <b>+ New Role</b> to create a new security role. Enter the name of the new role in this field.</li> <li>You select an existing role using the search fields. The name of the role that you selected is displayed.</li> </ul>
Last modified	These fields, located below the role name, display the date the information was last changed and the name of the person who made the changes, unless the user ID is not mapped to a user name, in which case only the user ID displays.

### *Actions Bar for the Roles Form*

Use the Actions bar to edit and save role information.

### **Commonly Used Actions**

Click the buttons on the Actions bar to quickly access commonly performed actions.

Field	Description
<b>Edit</b>	Click this button to open the Roles form to make changes to the currently selected role.

### Other Actions



Click this menu to choose other actions.

Field	Description
<b>Copy</b>	<p>Click this action to copy the currently displayed role to create a new role. A new role record displays in the Roles form with some of the fields populated with the existing role's information. Enter a unique name for the new role, and modify and complete the remaining fields for the new role.</p> <p>The existing role's access rights and privileges, including record level security and favorite reports, are copied to the new role. The hidden and locked properties for fields and tabs from Screen Designer are also copied to the new role. In Screen Designer you can hide and lock fields and tabs based on security role. For example, if you used Screen Designer to hide some fields in the Employees hub from the users who are members of the role you are copying, those hidden fields will also be hidden for members of the new role you create. If the Screen Designer properties do not apply for the new role, you can remove the new role from the hidden and locked properties for fields and tabs in Screen Designer.</p>
<b>Delete</b>	Click this action to delete the currently displayed role. Vantagepoint prompts you to confirm the deletion.
<b>Print Report</b>	Click this action to open the role in the Reporting form and access your favorite reports, create new reports, and view running and archived reports.

### Customize the Grid View for the Roles Form

When you choose the List View to display your role records, you see multiple records, arranged in a grid. You can customize the columns that display in the grid.

#### To customize the grid view:

1. On the Roles action bar, click  **List View**.  
In list view, a compilation of fields are displayed in columns in a grid rather than on separate tabs, which allows you to view multiple records at one time and evaluate record data quickly.
2. Click  **Select Columns**.
3. In the **Available Columns** list, select the column that you want to add to the grid.  
The column is added to the **Selected Columns** list.
4. To remove a column from the **Selected Columns** list, click that column.  
The column is moved back to the **Available Columns** list.
5. Click **OK** to display the grid with your new settings.

### Overview Tab of the Roles Form

Use this tab to enter basic settings for a security role, such as the ability to access Vantagepoint applications (menu items), role type, search and save rights, and more.

### Contents

#### Access to Menu Items

Field	Description
<b>Full access to menu items</b>	<p>Select this check box to assign this role full access to all Vantagepoint menu items in both the browser and desktop applications. All menus added in future versions of Vantagepoint will also be available to this role.</p> <p>If you do not select this check box, select the specific menu items that the role can access in the menu tree below the check box.</p> <p>After you save a role record, to select or clear this check box, you must first click the <b>Edit</b> action on the Roles form.</p> <div> <p><b>Warning:</b> Use this option with caution. When you select this check box, a warning message displays to indicate that users assigned to the role will be able to view and edit every record and field in the Vantagepoint database, regardless of their other security settings.</p> </div>
<b>Navigation menu tree</b>	<p>If you do not select the <b>Full access to menu items</b> check box for a role, use this menu tree to select the check box for each menu item that the role is allowed to access. Click ► next to a menu item to expand the tree and see sub-menus. When you select a parent item, all respective sub-menu items are automatically selected. Therefore, make sure that the role should have access to all sub-menu items before you select a parent-level item.</p> <p>The menu tree contains all the standard menu items in the Navigation pane and any additional items that you added through customization. Menu items that exist in both the browser and desktop applications appear only once in the tree, and when you select the one menu item, the role has access to the menu item in both browser and desktop.</p> <div> <p><b>Warning:</b> Use the <b>Security</b> menu and <b>Roles</b> and <b>Users</b> sub-menu options with caution. When you select any of these options in the Navigation menu tree, a warning message displays to indicate that users assigned to the role will be able to view and edit every record and field in the database for all users, regardless of their other security settings.</p> </div> <p>When you give a role access to a hub, the role can access only the Summary pane and Overview tab for that hub. To give access to additional tabs in a hub, on the Access Rights tab of the Roles form, set the <b>Functional Area</b> option to <b>Application Tabs</b> and then specify the hub tabs that the role can access.</p> <p>Security role access also determines which applications are available via the <b>Find Application</b> search tool on the Navigation pane. When you search for an</p>



Field	Description
	<p>application, Vantagepoint returns application results only and all other submenus are excluded. For more information, see <a href="#">Finding an Application</a>.</p> <p>These menus within the Navigation menu tree have significant security implications when selected. Be sure to review these items before making your selections:</p> <ul style="list-style-type: none"> <li>▪ <b>Security:</b> All security options will be selected and the role will have access to all users and roles.</li> <li>▪ <b>Security » Roles</b></li> <li>▪ <b>Security » Users</b></li> <li>▪ <b>Workflow:</b> Users will have access to scheduled and user-initiated workflows.</li> <li>▪ <b>Workflow » User-initiated workflows</b></li> <li>▪ <b>Workflow » Scheduled workflows</b></li> </ul> <p>By having access to any of these applications a user can increase their security access to all areas.</p>
<b>Enable All/Disable All</b>	<p>Click the <b>Enable All</b> button to enable all menu options shown on the menu grid. Click the <b>Disable All</b> button to disable all menu options shown on the menu grid. This is helpful for when you need to quickly disable all menu options for a role.</p> <div style="border: 1px solid red; padding: 5px; color: red;"> <p><b>Warning:</b> Use the <b>Enable All</b> option with caution. When you select this check box, a warning message displays to indicate that users assigned to the role will be able to view and edit every record and field in the database, regardless of their other security settings.</p> </div>

### Type of Role section

Select one or more of the following check boxes to determine the type of role:

Field	Description
<b>Setup</b>	<p>If you create a security role for use during the setup process, select this check box. When you do, the other check boxes in the Type of Role section are selected as well, giving the role all of the properties provided by the other role types. In addition, the menu options list on this tab changes to display the options relevant to the setup process so you can select those that you want the role to have access to. When users are assigned a setup role to log in to Vantagepoint, the Navigation pane displays only the setup options to which their role gives them access.</p>
<b>Administrator</b>	<p>Select this check box to give the role administrative privileges for the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Dashboard:</b> The role can save the dashboard layout for other users.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Process Queues:</b> The role can stop and start process queues and see jobs submitted by other users in the process queue manager.</li> <li>▪ <b>Lookups:</b> The role can access all records in lookups.</li> <li>▪ <b>Hubs:</b> The role can use the Screen Designer to customize hub labels.</li> <li>▪ <b>Login:</b> The role can retain log in privileges even if all users are disabled in the "user activity" application.</li> </ul> <p>The <b>Available to CRM Users</b> and <b>Available to Accounting Users</b> options that display in the hubs for project, employee, and vendor type firm records do not impact the Administrator role's ability to view a record.</p>
<b>Accounting</b>	<p>This check box is available when you have the Accounting and CRM modules, or only the Accounting module. This option enables the Select Period dialog box. You can set the <b>Type of Role</b> option to either <b>Accounting</b> or <b>Administrator</b>, which allows enterprises with non-accounting users to enter new projects and associated information, without the ability to approve them for use in accounting applications.</p> <p>Employees who have the Accounting role can approve projects, firms, and employees for use in Accounting applications.</p> <p>The administrator can designate certain hub fields as <b>Required</b> for an Accounting user. Fields that are marked required must contain data to save the respective hub record.</p>
<b>CRM</b>	<p>This check box is available when Accounting and CRM are installed. It gives users access to employee, project, and firm records marked as <b>Available to CRM users</b>. If the user is not also marked as an Accounting user, they can enter new records but do not have to complete fields required for Accounting users. They cannot approve records for use in Accounting applications.</p> <p>The administrator can designate certain hub fields as required for a CRM user.</p>

### Save Rights section

Field	Description
<b>Reports, Searches, and Options</b>	<p>This setting controls the role's ability to save or delete searches, favorites, reports, dashboards, and dashparts. It also controls whether a member of the role who creates a custom search for a hub or application in the browser application can make that search available to other users.</p> <p>Select one of the following options in this field:</p> <ul style="list-style-type: none"> <li>▪ <b>Save Personal Only:</b> The role can save searches, favorites, dashboards, dashparts, and sets of report options for personal use only. You cannot share them with other Vantagepoint users. You cannot create, rename, or delete folders within any of the Global folders.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Save For My Role:</b> The role can save searches, favorites, dashboards, dashparts, and sets of report options for yourself and all others who share your security role.</li> <li>▪ <b>Save For All Roles:</b> The role can save searches, favorites, dashboards, dashparts, and sets of report options for yourself, all others who share your security role, and for global access by any co-worker using Vantagepoint.</li> </ul>
<b>Dashboards and Dashparts</b>	<p>This setting controls the role's ability to create and edit dashboards and dashparts. Select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Save For All Roles:</b> The role can save and edit dashboards and dashparts.</li> <li>▪ <b>None:</b> The role cannot save or edit dashboards or dashparts.</li> </ul>
<b>Allow Access to Vantagepoint Intelligence Dashparts</b>	<p>Use this setting to control the role's ability to select and display Vantagepoint Intelligence workbooks in dashboards and dashparts.</p>

### Process Queues section

Field	Description
<b>Allow Priority</b>	<p>Use this setting to control the role's ability to schedule report and postings jobs. A setting of <b>0</b> gives the role access to schedule all reports and postings to all queues. A higher setting limits the queues the role can use.</p> <p>For example, <b>Allow priority 2 (or higher)</b> means that a role only has permission to schedule jobs in queues marked as priority 2, 3, 4, and so on. Users cannot submit jobs to priority 1 queues.</p>

### Organization Record Access section

Field	Description
<b>Organization Record Access</b>	<p>Select the organizations that the role can access on the Organization lookup. This setting also applies to General Ledger Reporting.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>All Organizations:</b> This option saves gives access to all organizations in the Vantagepoint database.</li> <li>▪ <b>Individual Organizations:</b> Use the Advanced search options to look up and select individual organizations.</li> </ul>

### Additional Search Options section

Select additional options that the role can use when searching for records in the browser and desktop applications.

Field	Description
<b>Allow Access to SQL Where Clause</b>	<p>Select this check box to allow access to SQL Where Clause searches, which make it possible to perform more complex searches from the Advanced Search dialog. You can build a SQL Where Clause search to find records across multiple Vantagepoint hubs and applications. You can also use them to include fields not found in the standard searches. For more information, see <a href="#">SQL Where Clause Searches</a>.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p><b>Warning:</b> When you grant a user security role access to SQL Where Clause searches, they will have access to every field in the database. Therefore, you should grant this access to only those users who have expertise in building SQL Where Clause searches.</p> </div>
<b>Enable Searching Across Hubs in the Desktop Application</b>	Select this check box to enable an additional <b>Lookup Search Types and Fields</b> column on the Advanced Search dialog box in the desktop application. Use these fields to dictate the search criteria for searching across multiple hub records.
<b>Allow Lookup Limit Override</b>	Select this check box to make the <b>Override Lookup Limit</b> button available on the lookup dialog box for the selected role. This option is editable if the <b>Use Lookup Limits</b> option is selected in the Desktop Lookups section of the Options form in <b>Settings » General » Options</b> .

#### *Record Access Tab of the Roles Form*

Use the Record Access tab to determine a role's access rights to specific menus and records. For example, a project manager needs full access to records in the Projects hub, but a project consultant only needs read access to these records.

Even if a role does not have access to a hub or application, you can still set up record level read and update criteria for reporting purposes. Before you can assign access rights to any Vantagepoint module, you must activate the module in **Settings » General » Modules**.

## Contents

### Application Record Access Grid

Use this grid to control the role's access to portions of Vantagepoint, including access to menu items and records. Options on this grid depend on the modules that are activated.

Field	Description
<b>Hub Name (Application)</b>	Select the application for which you want to establish access rights. The applications that display depend on the Vantagepoint applications that you install.

Field	Description
<b>Access</b>	<p>Click in this field, and use the drop-down list to select the access rights for the selected item.</p> <ul style="list-style-type: none"> <li>▪ <b>Read Only:</b> The role can look at records but not add, modify, or delete record information.</li> <li>▪ <b>Modify Only:</b> The role can read records and modify information, but cannot add new records or delete records.</li> <li>▪ <b>Add/Modify:</b> The role can read, modify, and add records, but cannot delete records.</li> <li>▪ <b>Full:</b> The role can read, add, modify, and delete records.</li> </ul> <p>The <b>Access</b> column is view-only for certain applications. You must use the Vantagepoint default for these applications.</p> <p><b>Options for Billing Terms</b></p> <p>If a role is not given full access to <b>Hubs » Projects » Billing Terms</b> on the Overview tab, you can select one of the following settings in the <b>Access</b> field on this tab to specify access to Billing Terms:</p> <ul style="list-style-type: none"> <li>▪ <b>Percent Complete:</b> Users assigned to a role for which this setting is selected can view all information on the Fees tab on the Billing Terms form but can only update percent complete and fee-to-date fields on the Fees tab and the <b>Description</b> field on the General tab.</li> <li>▪ <b>None:</b> Users assigned to a role for which this setting is selected can view all information on the Fees tab and General tab on the Billing Terms form, but cannot update any of that information. These users cannot use the <b>Billing Terms</b> link in the Navigation pane, in the Projects hub, or in Interactive Billing to display the Billing Terms form. These users can only view the fee information on the Fees tab in Interactive Billing or Draft Invoice Approvals in the Projects hub (assuming that they have access to these tabs).</li> </ul> <p>Users who only have this access to fee information and the description in Billing Terms cannot use the <b>Billing Terms</b> link in the Navigation pane, in the Projects hub, or in Interactive Billing to display the Billing Terms form. They can view the fee information using the <b>Update Fees</b> options in Invoice Approvals, Interactive Approvals, or Interactive Billing (assuming they have access to one or more of those forms).</p> <p><b>Options for Employee Assignments and Generic Assignments</b></p> <p>The access options for <b>Employee Assignment</b> and <b>Generic Assignment</b> are <b>Can Add</b> and <b>Can't Add</b>. If you select <b>Can Add</b>, use the <b>Record Level Update</b> field to specify the employees and generic resources for which the role can add and update assignments in project plans. Regardless of the option you select, you can use <b>Record Level View</b> to specify the employees and generic resources for which the role can view plan assignments.</p>

Field	Description
<b>Record Level View</b>	<p>Click in this field and then use the Search dialog box to specify the records that members of this role can view for the selected application. For example, you might give a role the ability to see information for only a subset of firms that are identified as clients in the Firms hub.</p> <p>This setting also controls the list of records displayed in the search results for lookup fields, including user-defined lookup fields, when you are working in other applications. For example, the record level view determines which firm records are listed for the <b>Primary Client</b> lookup in the Projects hub). For more information about the search feature, see <a href="#">Search Lookups</a>.</p> <p>The role's access rights that are entered in the <b>Access</b> field in this grid supersede the record level view rights that are entered in the <b>Record Level View</b> field. You cannot give a role permission to view a record if the role does not have permission to access the corresponding application.</p> <p>The default for this field is <b>Not In Use</b>.</p> <p><b>Exceptions and Additional Information for the Employees Hub</b></p> <p>The record level view setting that you assign for the Employees hub application:</p> <ul style="list-style-type: none"> <li>Does <b>not</b> control the list of records that are returned in search results for the Employee lookup fields in other hubs (for example, the <b>Principal</b>, <b>Project Manager</b>, or <b>Supervisor</b> lookup fields in the Projects hub).</li> <li>Determines how much employee information that the members of this role see in the employee card.</li> </ul> <p>Members of this role will see:</p> <ul style="list-style-type: none"> <li>All possible information in the employee card for the employees that you specify in the <b>Record Level View</b> field.</li> <li>Limited information in the employee card for the employees who are not specified in the <b>Record Level View</b> field: <ul style="list-style-type: none"> <li>The employee's name and organization displays (if you use organizations).</li> <li>The Profile tab displays limited information—the employee's full name, email address, labor category, hours per day, and utilization target (if none of those fields have been hidden for the security role in Screen Designer).</li> <li>Other tabs that you would normally see in the employee card do not display.</li> </ul> </li> </ul> <p>For more information about the Employee Card, see <a href="#">Employee Card</a>.</p> <p><b>Employees Hub Example</b></p> <p>You set up record level view security so that security role A can view only one employee, Emily Collins. John is assigned to role A.</p> <p>Outcome:</p>

Field	Description
	<ul style="list-style-type: none"> <li>In the Employees hub: When John uses the Employee lookup in the <b>Search</b> field, the only employee that will be returned in the search is Emily Collins. This is the only employee whose record John can view in the Employees hub.</li> <li>In the Projects hub: When John opens the Employee lookup in the <b>Principal</b>, <b>Project Manager</b>, or <b>Supervisor</b> fields or in a user-defined employee field, all employees are returned in the search. John can assign any employee to a project in the Projects hub.</li> <li>When John clicks Emily Collins' name in various applications (such as the Projects hub), the employee card opens and displays all the information that is viewable through the employee card for Emily Collins. When John clicks an employee's name other than Emily Collins in various applications, the information that displays in the employee card is limited. The employee's name and organization (if you use them) display. On the Profile tab there is limited information: the employee's full name, email address, labor category, hours per day, and utilization target. No other tabs display in the employee card.</li> </ul> <p><b>Firms Hub Example</b></p> <p>You set up record level view security so that security role A can view only one client, Brown and Associates. John is assigned to role A.</p> <p>Outcome:</p> <ul style="list-style-type: none"> <li>In the Firms hub, when John opens the Firms lookup in the <b>Search</b> field, the only client that will be returned in the search is Brown and Associates. This is the only client whose record John can view in the Firms hub.</li> <li>In the Projects hub, when John opens the Client lookup in the <b>Primary Client</b> field, the only client that will be returned in the search is Brown and Associates. This is the only client that John can assign to a project in the Projects hub.</li> <li>In the Projects hub, when John opens the Client lookup in a user-defined client field, the only client that will be returned in the search is Brown and Associates. This is the only client in the user-defined client field that John can assign to a project in the Projects hub.</li> </ul>
<b>Record Level Update</b>	<p>Click in this field, and then use the Search dialog box to determine the records that this role can update in the selected application. For example, you might give a role the ability to update information for only a subset of client type firms in the Firms hub.</p> <p>The default for this field is <b>Same as View</b>, meaning that the <b>Record Level Update</b> setting is the same as the <b>Record Level View</b> setting.</p>

Field	Description
	<p>The role's <b>Access</b> settings supersede <b>Record Update View</b> rights. You cannot give a role permission to update a record if the role doesn't have permission to access the corresponding application.</p> <p>For more information about the search feature, see <a href="#">Search Lookups</a>.</p>

Field	Description
<b>Apply Record Access to All Transaction Centers</b>	Select this check box to apply record level security to limit access to certain records in the Transaction Center. This option only applies to the desktop application.
<b>Limit Users Access to Only Their Own Data in Self Service</b>	Select this check box to allow employees to view a summary of their own payroll and expense check information on the Employee Review screen. Your role determines access to the Employee Review features. This option only applies to the desktop application.
<b>Allow Modification of Disable Login User Setting in Users When Read-only Access</b>	Select this check box to give users in this role access to modify the enable/disable login user setting when they only have read-only access to the Users application. This option only applies to the desktop application.
<b>Allow Modification of Passwords in Users When Read-only Access</b>	Select this check box to give users in this role access to modify user passwords even if they only have read-only access to the Users application. This option only applies to the desktop application.
<b>Allow Changes to Supporting Documents</b>	<p>This check box is available if the role has access to Interactive Billing or Interactive Approvals. Select this option to give the users in this role the ability to modify supporting documents that have been uploaded for transactions.</p> <p>Possible modifications include:</p> <ul style="list-style-type: none"> <li>Change the description of a supporting document</li> <li>Upload a supporting document in Interactive Billing</li> <li>Delete a supporting document</li> <li>Change the <b>Print with Invoice</b> setting of the supporting document</li> </ul> <p>By default, this option is cleared and users can only view supporting documents.</p> <p>This option only applies to the desktop application.</p>



### Apply Project Access To

Field	Description
<b>Timesheets</b>	Select this check box to apply project record level security to limit which projects a user can see when entering personal Timesheet information. This option displays if your enterprise has activated the Time and Expense module.
<b>Billing</b>	<p>Select this check box to apply project record level security to Billing. This option controls the projects that you can access when you perform the following Billing functions:</p> <ul style="list-style-type: none"> <li>Interactive Billing</li> <li>Batch Billing</li> <li>Billing Terms</li> <li>Billing Groups</li> <li>Billing Rate Tables</li> <li>Refresh Billing Extensions</li> <li>Invoice Template Editor</li> </ul> <p>If you do not select this option, your billing personnel will have access to <b>all</b> projects.</p> <p>If your enterprise uses multiple companies, and you do not select this option, your billing personnel will have access to all projects where the main billing project belongs to the active company.</p> <p>This option displays if your enterprise uses Billing.</p>
<b>Expense Reports</b>	Select this check box to apply project record level security to limit which projects a user can see when entering personal expense report information. This option displays if your enterprise has activated the Time and Expense module.
<b>Sub Projects in Billing Groups</b>	Select this check box to restrict sub-project lookups based on project record level security when setting up billing groups. When you select this option, the role can view and edit information for all of the accessible main projects, and can add any sub-project to which the role has security access. If the role does not have access to the main project, however, it cannot view the sub-projects, regardless of the rights to access these sub-projects individually.

### Project Creation Rights

The section's settings are enabled if the role has either Add/Modify or Full record level access rights for the Projects hub.

Field	Description
<b>Allowed Charge Types for New Projects</b>	<p>Select one or more charge types to Indicate the types of projects that users with this role are allowed to create:</p> <ul style="list-style-type: none"> <li>Regular</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Overhead</li> <li>Promotional (standalone promotional projects that are not linked to a regular project)</li> </ul> <p>For example, you could create a role that could add new regular and promotional projects but not overhead projects.</p> <p>Your selections in this field, along with the <b>Allow Creation for Linked Promotional Projects</b> option, determine whether or not you can create promotional projects that are linked to regular projects.</p>
<b>Allow Creation for Linked Promotional Projects</b>	<p>Select this check box to allow users assigned this role to create a promotional project that is linked to a regular project that your enterprise is pursuing.</p> <ul style="list-style-type: none"> <li>If this check box is not selected, the users can neither create a linked promotional project at the time they create a regular project nor link a promotional project to an existing regular project.</li> <li>If this check box is selected but <b>Regular</b> is not selected in <b>Allow Charge Types for New Projects</b>, the users cannot create regular projects so they also cannot create a linked promotional project during the process of creating a regular project. They can, however, select an existing regular project and create a linked promotional project for it.</li> <li>If this check box is selected and <b>Regular</b> is selected in <b>Allow Charge Types for New Projects</b>, the users can create a linked promotional project during the process of creating a regular project, and they can select an existing regular project and create a linked promotional project for it.</li> </ul>

### Approval Workflow Record Access Grid

This grid displays the applications that use approvals and the type of access allowed for each application.

Field	Description
<b>Application</b>	This column displays the approval application.
<b>Access</b>	<p>This column displays the type of access that is granted to the user for the corresponding approval application. In order to view a record, the user must be logged in to the company to which the record belongs. Use the drop-down field to select any of the following access controls:</p> <ul style="list-style-type: none"> <li><b>Assignments only:</b> This option allows access to records that the user created, submitted, approved, or rejected. As a supervisor, the user can also view all records created, submitted, approved, or rejected by subordinate users.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>View All Records:</b> This option allows the user to access all records that are available in the corresponding approval application. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record.</li> <li>▪ <b>Apply Employee Record Level View Access:</b> This option only applies to the Absence Requests application. This option allows the user to search for and select any absence request record that belongs to an employee for which the user has employee record level view access. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record.</li> <li>▪ <b>Apply Vendor Record Level View Access:</b> This option only applies to AP Invoice Approvals. This option allows the user to search for and select any AP Invoice Approval record that belongs to a vendor for which the user has firm record level view access. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record.</li> </ul>

#### *Accounting Tab of the Roles Form*

Use the Accounting tab to control users' access to accounting-related functions and records.

### Contents

#### Transaction Types Section

Field	Description
<b>Full Access to All Transaction Types</b>	Select this check box to give the role full access to all transaction types in the Transaction Center. If you do not want to give the role full access, keep this check box cleared, and use the Transaction Types grid below to select the types of transactions that the role can access and the functions that they can perform. Selecting this check box disables the Transaction Types grid.
<b>Transaction Types grid</b>	<p>This grid is enabled when the <b>Full Access to all Transaction Types</b> check box is cleared. Use this grid to select the types of transactions that the role can access and the functions that they can perform in the Transaction Center and related advanced utilities. This includes transaction entry, viewing transaction lists, and the ability to generate posting logs. The selections that you make here do not control access to Posting Log Review reports. They do, however, impact the information that displays on the Role Summary report.</p> <p>To select a transaction type, click <b>+ Add Transaction Type</b> below the grid and use the <b>Transaction Types</b> column to specify a type of transaction or to select <b>&lt;All Types&gt;</b> (to enable access to all transaction types).</p>

Field	Description
	<p>Use the additional columns in this grid to refine the role's access rights for each transaction type. Some transaction types do not have all options available because Vantagepoint automatically performs these functions.</p> <p>For those transactions where these options are available, select the check boxes in each column as needed:</p> <ul style="list-style-type: none"> <li> <b>Enter:</b> Selecting this check box enables the ability to create a new transaction file for the selected transaction type in Transaction Entry. This also allows you to create the records within transaction files, modify the contents of existing transaction files, set control totals, establish recurring transactions, and use the data import utility for the selected transaction type. You can also delete transaction files, if needed, and unlock locked transaction files (<b>Utilities » Transactions » Locked Transactions</b>). </li> <li> <b>Report:</b> Selecting this check box enables the ability to create a transaction list report in the Transaction Center and see and print posting logs for the selected transaction type. Transaction lists are printouts of the transaction files that you create in transaction entry. To reduce the chances of posting inaccurate data, review transaction lists before you post data to the database. <p>You must select this check box for AP Disbursements, Cash Disbursements, Employee Payments, Payroll, and Vendor Payments transaction types if you want these items included in the drop-down list in the <b>Transaction Type</b> field in the Search Criteria Panel of the Payment Review form in <b>Cash Management » Payment Review</b> for the role.</p> <p>When you select this check box for the payroll transaction type, you must also select the <b>Include Paychecks on Register and Bank Reconciliation</b> check box in the Payroll Security section on this tab for the <b>Payroll Payments</b> item to be included in the <b>Transaction Type</b> drop-down list in Payment Review. This gives the role the ability to review payroll payments, send or resend electronic payment remittances for EFT payroll payments, and void payroll payments in Payment Review.</p> </li> <li> <b>Post:</b> Selecting this check box enables the ability to post in the Transaction Center and print posting logs for the selected transaction type. When you post the transaction files in Vantagepoint, you make the data a permanent part of your database. Posting updates your general ledger, subsidiary ledgers, and project files; it also allows you to generate up-to-date reports for the selected transaction type. <p>When you select this check box for the Void Payment transaction type, you allow the role to have access to the <b>Void</b> option in <b>Cash Management » Payment Review</b>.</p> </li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li> <b>Company:</b> If you have multiple companies in Vantagepoint, this column also displays. By default, this option is set to <b>&lt;All&gt;</b> to provide access to all companies that this role has rights to. However, you can use the drop-down list in this column to limit the role's access rights to one company. For example, a role may have the ability to enter, report, and post for AP vouchers in Company 12, but can post AP disbursements for all companies. In this case, <b>AP Voucher</b> would have the <b>Enter</b>, <b>Report</b>, and <b>Post</b> check boxes selected and <b>Company 12</b> specified in the <b>Company</b> column. <b>AP Disbursement</b> would only have the <b>Post</b> check box selected and <b>&lt;All&gt;</b> specified in the <b>Company</b> column. No two rows can have the same <b>Transaction Type</b> and <b>Company</b>.  You can have a row with a <b>Transaction Type</b> that applies to only one company and then have another row with the same <b>Transaction Type</b> that applies to <b>&lt;All&gt;</b> companies. However, the two rows must have different rights. Vantagepoint will use the row that matches the <b>Transaction Type</b> and exact company first.  For example, a role may have the ability to <b>Enter</b>, <b>Report</b>, and <b>Post</b> for Cash Receipts in <b>&lt;All&gt;</b> companies, and also have a row that only has the <b>Enter</b> and <b>Report</b> check boxes selected for Cash Receipts in Company 12 (a specific company). The role will not be able to post Cash Receipts for Company 12 because the company-specific row is used before the row for <b>&lt;All&gt;</b> companies.  To remove this role's access rights to a transaction type, highlight the transaction type and click <b>X</b>. </li> </ul>

### Billing Security: Interactive Billing and Invoice Approvals Section

Use these check boxes to give the role access to options and features in Interactive Billing and Invoice Approvals (if you use approvals) in the Billing application.

If you do not select at least one check box, the role will be able to view only the **Status** column in the Labor grid on the Labor tab of the Interactive Billing form in **Billing » Interactive Billing**.

Field	Description
<b>Allow Hold</b>	Select this check box to give access to the <b>Hold</b> action on the transaction detail tabs (Labor, Expenses, Units, and Fees tabs) of the Interactive Billing form and Invoice Approvals form so you can save a transaction for billing at a later date.
<b>Allow Modify</b>	Select this check box for access to the <b>Modify</b> action, <b>Status</b> drop-down list, and <b>Insert</b> option to review, modify, and add new billing information on the transaction detail tabs (Labor, Expenses, Units, and Fees tabs) of the Interactive Billing form and Invoice Approvals form.
<b>Allow Final Processing</b>	Select this check box for access to accept a billing invoice, void an invoice, assign an invoice number, bill retainage, and enter notes on the General tab of Interactive Billing. This check box must be selected before you can select

Field	Description
	the <b>Allow Invoices on File to be Deleted</b> check box or the <b>Allow Edits to Accept</b> check box in this section.
<b>Allow Invoices on File to be Deleted</b>	This check box is enabled only if the <b>Allow Final Processing</b> check box is selected. Select this check box if you want users in this role to be allowed to delete invoices from the Invoice History tab in Interactive Billing. Deleting an invoice prevents you from being able to re-print or void the invoice. Use caution in permitting users to have this access.
<b>Allow Insert</b>	Select this check box for access to the <b>Insert</b> action to review, modify, and add new billing information on the transaction detail tabs (Labor, Expenses, Units, and Fees tabs) of the Interactive Billing form and Invoice Approvals form.
<b>Allow Delete</b>	Select this check box for access to the <b>Delete</b> action transaction detail tabs (Labor, Expenses, Units, and Fees tabs) of the Interactive Billing form and Invoice Approvals form. Use delete to remove a transaction from the set of billable transactions. Changing the status to Delete does not actually delete the transaction. The status of Delete allows you to run reports that distinguish between a write-off and a transaction that was entered but removed before invoicing, possibly due to a data entry error.
<b>Allow Edits to Accept</b>	<p>This check box displays when you select the <b>Allow Final Processing</b> check box in this section. Select the <b>Allow Edits to Accept</b> check box to add a <b>Review GL Details on Accept</b> check box to the Billing Session Options dialog box in Interactive Billing for the role.</p> <p>When you select the <b>Review GL Details on Accept</b> check box on the Billing Sessions Options dialog box, the Invoice Accept dialog box displays when you final accept an invoice in Interactive Billing. You can review and edit the GL details on the Invoice Accept dialog box.</p> <p>When you do not select the <b>Review GL Details on Accept</b> check box, the Invoice Accept dialog box does <b>not</b> display when you final accept an invoice in Interactive Billing. However, the Invoice Accept dialog box will display if you are processing a final invoice that you downloaded for editing in Microsoft Word and Excel, PDF, and so on using <b>Other Actions » Download for Editing</b> on the Interactive Billing form.</p>
<b>Allow Changes to Supporting Documents</b>	This check box is enabled if you use the Transaction Document Management (TDM) feature. Select this check box if the role should be able to upload supporting documents to, or delete supporting documents from, Interactive Billing. Selecting this option also enables you to print supporting documents with an invoice.
<b>Allow Write-off</b>	Select this check box for access to the <b>Write-off</b> action on the transaction detail tabs (Labor, Expenses, Units, and Fees tabs) of the Interactive Billing form and Invoice Approvals form. Use write-offs to mark hours that have been charged but cannot be billed. Selecting this option prevents the transaction from being billed, but allows the amount to appear on reports. When you write off a transaction, no accounting entries are made.

Field	Description
<b>Allow Transfer</b>	Select this check box to enable the Transfer action on the transaction detail tabs (Labor, Expenses, Units, and Fees tabs) of the Interactive Billing form and Invoice Approvals form.
<b>Allow Edit/Upload</b>	Select this check box to enable the <b>Upload</b> option in Interactive Billing.

### Batch Billing Section

Use this option to specify privileges for roles that have access to Batch Billing.

Field	Description
<b>Allow Final Processing</b>	Select this option to enable the <b>Run Type</b> field on the Batch Billing form, which allows the role to process final bills. By default, this option is not selected.

### Miscellaneous Section

Field	Description
<b>Allow Processing in Closed Periods</b>	<p>Select this check box to allow access to postings and other account related processing menus in closed periods. If you do not select this check box, Vantagepoint disables access to these menus in a closed period.</p> <p>This setting affects most accounting and transaction applications. The user receives an error message when attempting to do any of the following:</p> <ul style="list-style-type: none"> <li>Run an affected application while in a closed period.</li> <li>Switch to a closed period while running an affected application.</li> <li>Switch to another company that has the active period closed while running an affected application.</li> </ul>
<b>Allow Processing in Prior Periods</b>	<p>Select this check box to allow access to postings and other account related processing menus in prior periods. The current period is the most recent period that has been opened.</p> <p>This setting affects most accounting and transaction applications in Vantagepoint. The user receives an error message when attempting to do any of the following:</p> <ul style="list-style-type: none"> <li>Run an affected application while in a prior period.</li> <li>Switch to a prior period while running an affected application.</li> <li>Switch to another company that has the active period closed while running an affected application.</li> </ul>
<b>Allow Modifications in Voucher Review</b>	Select this check box if users in this role can make modifications in Voucher Review, including modifying the address code, payment date, or bank code for all accounts payable vouchers that have a balance.

Field	Description
<b>Allow Equipment Entries for AP Vouchers and Journal Entries</b>	<p>If you use the Asset Management application, select this check box to give users in this role the ability to enter asset items for accounts payable vouchers and journal entries. When you select this check box, the <b>Allow Asset Entries</b> option is enabled on the New Files dialog box in the Transaction Center for journal entries and AP vouchers:</p> <ul style="list-style-type: none"> <li>For AP vouchers, Vantagepoint enables the <b>Create Asset</b> option in the AP Vouchers form in the Transaction Center. When you select the <b>Create Asset</b> option for a line item, Vantagepoint automatically generates a new equipment record for the asset item in the Equipment hub for the AP voucher line item when you post the AP voucher. In addition, you can add to the acquisition cost of an existing asset record in the Equipment hub.</li> <li>For Journal Entries, Vantagepoint adds an <b>Equipment</b> column to the Journal Entries form in the Transaction Center. This creates a relationship between the equipment, or asset item, and is recorded on the History register for the transaction. The equipment number links the depreciation general ledger entry to the asset item.</li> </ul>
<b>Labor Cost Rates/ Amounts</b>	<p>Specify the level of access that you want users in this security role to have for reviewing labor cost rates and amounts on Vantagepoint forms and reports. This setting also controls the ability to export labor cost rates and amounts in the Exports utility in <b>Utilities » Imports &amp; Exports » Exports</b>. Options are:</p> <ul style="list-style-type: none"> <li><b>No Access:</b> Users with this role cannot enter or view cost rates or cost amounts on forms and reports. Users cannot export cost rates and amounts using the Exports utility.</li> <li><b>Subtotals Only:</b> Users with this role can access cost information on subtotal and grand total rows on forms and reports, but not on detail rows. Users cannot export cost rates and amounts using the Exports utility.</li> <li><b>Final Totals Only:</b> Users with this role can access cost information on grand total rows on forms and reports, but not on detail rows or subtotal rows. Users cannot export cost rates and amounts using the Exports utility.</li> <li><b>Full Access:</b> Users with this role can access all cost rates and cost amounts on forms, reports, and export cost rates and amounts in the Exports utility.</li> </ul> <p>This setting applies to actual JTD labor cost amounts and rates, planned and budgeted labor cost amounts and rates, and associated calculations (for example, EAC labor cost).</p> <p>Keep these facts in mind when assigning cost rate and amount access:</p>



Field	Description
	<ul style="list-style-type: none"> <li>Because cost rates impact many areas of Vantagepoint, it is important to ensure that the correct level of security is assigned. Contact your implementation specialist for further details.</li> <li>To view cost rates or amounts for a plan at the resource level, a role must have this setting set to <b>Full Access</b>. <b>Subtotals Only</b> provides access to cost rates and amounts at any work breakdown structure (WBS) level or at the labor code level, but not at the resource level. <b>Final Totals Only</b> provides access to budgeted cost rates or amounts at the project level, but not at lower work breakdown structure (WBS) levels, the labor code level, or the resource level.</li> <li>To view cost rates or amounts for a budget at the labor code level, a role must have this setting set to <b>Full Access</b> or <b>Subtotals Only</b>. <b>Final Totals Only</b> provides access to budgeted cost rates or amounts at the project level, but not at lower work breakdown structure (WBS) levels or at the labor code level.</li> </ul>
<b>Include Cost Amounts in Spent and Profit Calculations</b>	<p>If <b>Labor Cost Rates/Amounts</b> is set to anything other than <b>Full Access</b>, select this check box if you want users assigned this role to be able to see spent and profit amounts when they generate reports at cost rates.</p> <p>If <b>Labor Cost Rates/Amounts</b> is set to <b>Full Access</b>, this option does not apply. They have full access to cost information.</p>
<b>Labor Burden Rates/Amounts</b>	<p>Specify the type of access that you want users in this security role to have for reviewing labor burdened cost rates and amounts on forms and reports. Options are:</p> <ul style="list-style-type: none"> <li><b>No Access:</b> The user cannot access burden rates or burden amounts on screens and reports.</li> <li><b>Subtotals Only:</b> The user can access burden amounts on subtotal lines on reports but not on detail lines or screens.</li> <li><b>Final Totals Only:</b> The user can access burden amounts on grand total lines on reports but not on detail lines, screens, or subtotal lines.</li> <li><b>Full Access:</b> The user can access all burden rates and burden amounts.</li> </ul> <p>This setting applies to actual job-to-date labor burdened cost amounts and rates, planned and budgeted labor burdened cost amounts and rates, and associated calculations (for example, EAC labor burdened cost).</p> <p>When assigning burden rate and amount access, keep in mind that to view burdened cost rates or amounts for a budget at the labor code level, a role must have this setting set to <b>Full Access</b> or <b>Subtotals Only</b>. <b>Final Totals Only</b> provides access to budgeted burdened cost rates or amounts at the project level, but not at lower WBS levels or at the labor code level.</p>

Field	Description
<b>Include Burden Amounts in Spent and Profit Calculations</b>	<p>Select this check box if you want users in this role to see spent and profit calculations when viewing labor cost amounts when a report is run at burden rates.</p> <p>If <b>Labor Burden Rates/Amounts</b> is set to anything except <b>Full Access</b>, select this option if you want users assigned this role to be able to see spent and profit amounts when they generate reports at burdened cost rates.</p> <p>If <b>Labor Burden Rates/Amounts</b> is set to <b>Full Access</b>, this option does not apply. They have full access to burdened cost information.</p>
<b>Accounts Receivable Comment Review Access</b>	<p>Specify the type of access that you want users in this role to have for reviewing comments on invoices, reports, and in Project Review.</p> <ul style="list-style-type: none"> <li>▪ <b>Full:</b> Users can review all comments.</li> <li>▪ <b>None:</b> Users cannot see any comments.</li> <li>▪ <b>By User:</b> Each user can review only those comments that they created.</li> </ul>
<b>Accounts Receivable Comment Update Access</b>	<p>Specify the type of access that you want users in this role to have for updating comments on invoices, reports, and in Project Review.</p> <ul style="list-style-type: none"> <li>▪ <b>Full:</b> The user can update all comments.</li> <li>▪ <b>None:</b> The user cannot update any comments.</li> <li>▪ <b>By User:</b> The user can update only those comments that they created.</li> </ul>
<b>Project Budget, Summary and Update % Dialog Access</b>	<p>Specify the type of access that you want users with this role to have to project budgets.</p> <ul style="list-style-type: none"> <li>▪ <b>Read Only:</b> Users can view the budget information on the Budget form in the Projects hub and on the Cost Summary dialog box and Billing Summary dialog box but can make no changes.</li> <li>▪ <b>% Complete Only:</b> Users can make modifications to the overall, labor, and expense percents complete on the Budget form and on the Cost Summary dialog box and Billing Summary dialog box.</li> <li>▪ <b>Budgeted Value and % Complete Only:</b> User can modify existing budgets, add or delete budgets, and enter percent complete values.</li> <li>▪ <b>Full:</b> Users can add, modify, or delete budgets; enter compensation, consultant fees, and reimbursable amounts; and enter percent complete values on the Budget form and on the Cost Summary dialog box and Billing Summary dialog box.</li> </ul>

## Payroll Security Section

Use these options to specify privileges for roles that have access to Payroll.

Field	Description
<b>Include Paychecks on Register and Bank Reconciliation</b>	<p>If this role has access to the <b>Bank Reconciliation</b> and <b>Check Register Accounting</b> applications, select this check box to make payroll processing entries available to the role.</p> <p>For the role to access the Check Register report, the <b>Check Register</b> report must be selected in the <b>Reports for this Role</b> grid on the Access Rights tab.</p> <p>If you want <b>Payroll Payments</b> to be included in the drop-down list in the <b>Transaction Type</b> field in <b>Cash Management » Payment Review</b> for this role, you must select the <b>Include Paychecks on Register and Bank Reconciliation</b> check box and complete either of the following:</p> <ul style="list-style-type: none"> <li>Select the <b>Full Access to all Transaction Types</b> check box in the Transaction Types section on this tab.</li> <li>Do not select the <b>Full Access to all Transaction Types</b> check box in the Transaction Types section on this tab. Instead, add <b>Payroll</b> to the Transaction Types grid, and select the <b>Report</b> check box for it in the grid.</li> </ul> <p>In <b>Cash Management » Payment Review</b>, you select the <b>Payroll Payments</b> transaction type to review payroll payments, send or resend electronic payment remittances for EFT payroll payments, and void payroll payments.</p>
<b>Allow Payroll Processing in Prior W2 Quarter</b>	<p>Select this check box to allow payroll processing in a prior or closed period, or prior W2 quarter. Deltek recommends that you do not process payroll in a previous period. Doing so could invalidate any data already processed in subsequent periods, such as limits on withholdings, wage base considerations for withholdings, and so on.</p>

### Multicompany Security Section

The settings in this section apply if you have multiple companies in Vantagepoint. Use these options to specify privileges for roles that have access to multiple companies.Vantagepoint .

Field	Description
<b>Allow Cash Receipts for Other Companies</b>	<p>Select this check box to allow this role to enter invoice-related receipts in <b>Transaction Center » Transaction Entry » Cash Receipts</b>. These receipts are entered across companies for all projects in the database. If this check box is not selected, users can enter only cash receipts for projects that were billed in the same company in which the cash receipt is being recorded.</p>
<b>Allow Reprocessing of Intercompany Billing Files</b>	<p>Select this check box to allow this role to reprocess intercompany billing files with a status of <b>Processed</b> in <b>Accounting » Intercompany Billing</b> in the desktop application. Reprocessing intercompany billing files may result in a duplicate General Ledger posting.</p> <p>When you select this check box, the role can access the <b>Show Posting Logs where Intercompany Billing Has Already Been Run</b> option on</p>

Field	Description
	the General tab of <b>Accounting » Intercompany Billing</b> in the desktop application.

### *Planning Tab of the Roles Form*

Use the Planning tab to establish a role's access rights to several project planning functions.

## Contents

### General

Field	Description
<b>Allow Changes to Baseline</b>	Select this option if the role can change the baseline plan. You can have only one baseline version for a plan at any given time. If you use the <b>Save Baseline</b> option again for the same plan, you will overwrite the previous contents of the baseline.

### Analysis

#### Plan Settings

Field	Description
<b>Allow Changes to Budget Type</b>	Select this option if the role can change the budget type. There are three possible budget types: Cost, Billing, and Cost and Billing. Cost rates represent your enterprise's cost to produce a service. Billing rates represent the amount the client will pay for the service your enterprise provides.
<b>Allow Changes to Rate/ Method Tables</b>	Select this option if the role can change the rate and method tables.
<b>Allow Changes to Overhead %</b>	Select this option if the role can change the percentage of overhead to be applied to the planned labor cost.

### Resource Management

Field	Description
<b>Allow to Hard Book Planned Hours</b>	Select this option for the role to see both soft and hard booking menu options within the Resource Management application. In the Planning application, all planned labor changes will default to hard booked.  If this option is not selected, the role is not allowed to change the booking status. The default is soft booked.

Field	Description
	This option displays if the <b>Use Soft and Hard Booking for Assignments</b> option is selected on the Resource Settings form in <b>Settings » Resource Planning » Resource Settings</b> .

### *Access Rights Tab of the Roles Form*

Use this tab to assign a role access to different functional areas and types of data in Vantagepoint, including access to specific tabs, searches, reports, and so on.

Field	Description
<b>Functional Area</b>	In this field, select the functional area for which you want to set up access rights for the current role. You can specify different access rights for each functional area. When you select a functional area, a specific grid for that functional area displays below the <b>Functional Area</b> field.
<b>Full Access to All &lt;xxx&gt;</b>	<p>This check box displays when you select the <b>Application Tabs, Companies, Data Export Definitions, Data Packs</b> or <b>Reports</b> in the <b>Functional Area</b> field. Select this check box to allow full access to the functional area that you selected in the <b>Functional Area</b> field.</p> <p>When you select <b>Data Export Definitions</b> in the <b>Functional Area</b> field, and you select the <b>Export Administrator</b> check box on this tab, the <b>Full Access Rights to All Data Export Definitions</b> check box is automatically selected, and cannot be changed.</p>
<b>Export Administrator</b>	<p>This check box displays when you select <b>Data Export Definitions</b> in the <b>Functional Area</b> field. Select this check box to give export administrator access to the role. This gives the role full access to the Exports utility in <b>Utilities » Imports &amp; Exports » Exports</b> and the Integrations Manager utility in <b>Utilities » Integrations » Integrations Manager</b>. You should have at least one export administrator at your organization.</p> <p>With export administrator access, a security role can do the following:</p> <ul style="list-style-type: none"> <li>■ Create new data export definitions using any of the provided data packs in the Exports utility.</li> <li>■ Modify and delete any data export definition in the Exports utility.</li> <li>■ Create, modify, and delete the targets for data export definitions in the Exports utility.</li> <li>■ Use all the data export definitions to export Vantagepoint data to a file in the Exports utility or the Integrations Manager utility.</li> <li>■ View the history for past export files created with a data export definition.</li> </ul> <p>When you select the <b>Export Administrator</b> check box, the following check boxes are automatically selected on the Access Rights tab, which gives the role access to all the data export definitions and all the data packs:</p>

Field	Description												
	<ul style="list-style-type: none"><li>▪ <b>Full Access to All Data Export Definitions</b> check box (You see this check box when you select <b>Data Export Definitions</b> in the <b>Functional Area</b> field.)</li><li>▪ <b>Full Access to All Data Packs</b> check box (You see this check box when you select <b>Data Packs</b> in the <b>Functional Area</b> field.)</li></ul> <p>For more information about the abilities of an export administrator versus a non-export administrator, see <a href="#">Role Security for the Exports and Integrations Manager Utilities</a>.</p> <p>For full instructions on how to set up an export administrator, see <a href="#">Give a Security Role Export Administrator Access</a>.</p>												
Grid Below the Functional Area Field	<p>A different grid displays, based on what you selected in the <b>Functional Area</b> field. Click <b>+ Add/Remove</b> below the grid to open the associated dialog box, and add or remove access to the functional area for the role. For more information, see the respective procedure and dialog box topics listed in the following table for each functional area.</p> <table><tr><th>Functional Area</th><th>How Used</th><th>Procedure</th><th>Associated Dialog Box</th></tr><tr><td>Application Tabs</td><td>Specify whether or not the role has access to a standard or user-defined tab in a hub or Chart of Accounts Settings. When the role does not have access a tab, the tab is hidden. You cannot hide the Overview tab in a hub or the General tab in Chart of Accounts Settings.</td><td><a href="#">Set Up Access to Application Tabs</a></td><td><a href="#">Application Tabs Dialog Box</a></td></tr><tr><td>Company</td><td>If your enterprise uses multiple companies, you can control a role's access to data by company. Members of the role can have access to only their home</td><td><a href="#">Set Up Access to Companies</a></td><td><a href="#">Companies Dialog Box</a></td></tr></table>	Functional Area	How Used	Procedure	Associated Dialog Box	Application Tabs	Specify whether or not the role has access to a standard or user-defined tab in a hub or Chart of Accounts Settings. When the role does not have access a tab, the tab is hidden. You cannot hide the Overview tab in a hub or the General tab in Chart of Accounts Settings.	<a href="#">Set Up Access to Application Tabs</a>	<a href="#">Application Tabs Dialog Box</a>	Company	If your enterprise uses multiple companies, you can control a role's access to data by company. Members of the role can have access to only their home	<a href="#">Set Up Access to Companies</a>	<a href="#">Companies Dialog Box</a>
Functional Area	How Used	Procedure	Associated Dialog Box										
Application Tabs	Specify whether or not the role has access to a standard or user-defined tab in a hub or Chart of Accounts Settings. When the role does not have access a tab, the tab is hidden. You cannot hide the Overview tab in a hub or the General tab in Chart of Accounts Settings.	<a href="#">Set Up Access to Application Tabs</a>	<a href="#">Application Tabs Dialog Box</a>										
Company	If your enterprise uses multiple companies, you can control a role's access to data by company. Members of the role can have access to only their home	<a href="#">Set Up Access to Companies</a>	<a href="#">Companies Dialog Box</a>										

Field	Description			
	Functional Area	How Used	Procedure	Associated Dialog Box
		company, or to multiple companies. The list of available companies is based on the companies that are set up in Organization Settings.		
	Data Export Definitions	<p>Give a role access to one or more data export definitions that are used in the Exports utility in <b>Utilities » Imports &amp; Exports » Exports</b>.</p> <p>Data export definitions identify the Vantagepoint columns (fields) that determine a specific set of Vantagepoint data to export to a file.</p> <p>For more information, see:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Exports Utility</a></li> <li>▪ <a href="#">Role Security for the Exports and Integrations Manager Utilities</a></li> </ul>	<a href="#">Give a Security Roll Access to Data Export Definitions</a>	<a href="#">Data Export Definitions Dialog Box</a>

Field	Description			
	Functional Area	How Used	Procedure	Associated Dialog Box
	Data Packs	<p>Give a role access to one or more data packs (Vantagepoint applications) that are used to create data export definitions in the Exports utility in <b>Utilities » Imports &amp; Exports » Exports</b>.</p> <p>In order to give a role access to a data export definition, you must first give the role access to the data pack that was used to create the data export definition.</p> <p>For more information, see:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Exports Utility</a></li> <li>▪ <a href="#">Role Security for the Exports and Integrations Manager Utilities</a></li> </ul>	<a href="#">Give a Security Roll Access to Data Packs</a>	<a href="#">Data Packs Dialog Box</a>
	Favorite Reports	<p>Control access to favorite reports by individual role or for multiple roles. These settings work in conjunction with</p>	<a href="#">Set Up Access to Favorite Reports</a>	<a href="#">Favorite Reports dialog box</a>



Field	Description			
	Functional Area	How Used	Procedure	Associated Dialog Box
		Reporting. You must use the Assign Reports dialog box to configure favorite reports before you assign favorite reports to one or more roles.		
	Reports	Assign access to reports for the role. The list of available reports is based on the reports that are set up in Reporting. If you own the PSA module, you do not have access to the Cash Flow Forecast, Cash Flow Statement, and Cash Journal reports.	<a href="#">Add Reports</a>	<a href="#">Reports Dialog Box</a>
	Saved Options	Assign saved options to or from the role.	<a href="#">Set Up Access to Saved Options</a>	<a href="#">Saved Options Dialog Box</a>
	Saved Searches	Specify a set of saved search criteria that will be available when members of a given security role use a lookup to perform a standard or advanced search.	<a href="#">Set Up Access to Saved Searches</a>	<a href="#">Saved Searches Dialog Box</a>
	Users	Assign users to the role.	<a href="#">Select Users for a Security Role</a>	<a href="#">Users Dialog Box</a>

## Roles Form (Desktop)

Use the Roles form in the desktop application to manage the lookup access rights for roles.

Other role security settings are configured in **Settings » Security » Roles** in the browser application.

### Display the Roles Form (Desktop)


You display the Roles form of the desktop application in Security Settings.

On the Navigation menu in the desktop application, select **Settings » Security » Roles - Desktop**.

### Toolbar of the Roles Form

Use the save or search field in the toolbar to find roles and modify lookup access for roles.

#### Contents

Field	Description
<b>Search</b>	Use the search field to select the role that you want to configure.
 <b>Save</b>	Click this option to save the changes that you make in the Roles form.

### Access Rights Tab of Roles (Desktop)

This tab controls a role's access to lookups in Vantagepoint.

#### Contents

Field	Description
<b>Functional Area</b>	This field displays Lookups to signify that you are working on lookup access rights for the role that you are modifying. This field is not editable. To configure the security settings for other functional areas of Vantagepoint, go to the Access Rights tab of the Roles form in the browser application ( <b>Settings » Security » Roles</b> ).
<b>Full access to all lookups</b>	Select this check box to allow full access to all available lookups for the role you are modifying. Do not select this check box If you want to restrict the access of specific fields for a particular lookup for the role you are modifying. If you do not select this check box, you need to review and configure all lookup types to make sure that the correct fields are used for each lookup type.
<b>Lookup Type</b>	Use this field to select a lookup that is available in Vantagepoint. After selecting a lookup type, the <b>Available Fields</b> list displays all fields that can be selected for the selected lookup type. Select fields from the <b>Available</b>

Field	Description
	<b>Fields</b> list and click <b>Add</b> to move the selected fields to the <b>Fields for this Lookup</b> list. The fields that are included in the <b>Fields for this Lookup</b> list are used by the selected lookup type in the corresponding lookup fields of Vantagepoint when a lookup is performed.
<b>Available Fields</b>	This list area displays a list of fields that can be used for the lookup type when lookup fields are used. To use the fields for lookups, select the fields that you want to use for the lookup type and click <b>Add</b> . The selected fields are moved to the <b>Fields for this Lookup</b> list.
<b>Fields for this Lookup</b>	This list area displays a list of fields that are used by the lookup fields when a lookup is used in Vantagepoint.
<b>Add/Remove</b>	Use these button to add or remove fields from the <b>Fields for this Lookup</b> list. To select all available fields in the <b>Available Fields</b> list or <b>Fields for this Lookup</b> list, select the first field list and then press and hold SHIFT and then select the last field in the list. If there are many fields for the lookup type, scroll down to the bottom of the list to be able to select it.

### Application Tabs Dialog Box

Use this dialog box in Roles Security Settings to assign access to application tabs in Vantagepoint applications.

#### Display the Application Tabs Dialog Box

You display this dialog box in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
3. On the Access Rights tab, set the **Functional Area** option to **Application Tabs**.
4. Below the grid, click **+ Add/Remove**.

#### Contents of the Application Tabs Dialog Box

Use this dialog box to specify access to application tabs for security roles.

### Available Tabs Section

Field	Description
<b>Available Tabs</b>	Select one or more tabs that you want to assign to the specified role. You can assign multiple tabs to the same role, so that they share the same security privileges. This is an efficient way to set up and maintain security for multiple tabs.

Field	Description
	To limit the number of tab names that display in the columns, enter the first few letters of the tab name in the <b>Find Available Tabs</b> field and matching results display in the column.
<b>Add All</b>	Click this option to add all tabs to the Selected Tabs section. This is an efficient way to set up and maintain security for groups of tabs.

### Selected Tabs Section

Field	Description
<b>Selected Tabs</b>	The tabs that members of the role can access display in this section. All tabs listed are assigned to the same role and share the same security privileges. To limit the number of tab names that display in the column, enter the first few letters of the tab name in the <b>Find Selected Tabs</b> field and matching results will display in the column.
<b>Remove All</b>	Click this option to remove access to all tabs for the security role.

### <Report Name> Columns Dialog Box

Use this dialog box to select the columns that members of a security role can access in a report.

### Display the <Report Name> Columns Dialog Box

You display this dialog box from the Roles form in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
3. On the Access Rights tab, set the **Functional Area** option to **Reports**.
4. Click **+ Add Report** and select a report on the Add Report dialog box if there are no reports in the Reports for this Role grid; if there are reports in the grid, click **Set Column Access** under the **Set Column Access** column.

Not all reports have column access options. If the check box under the **All Columns** column is selected for a report, the **Set Column Access** link is disabled.

### Contents of the <Report Name> Columns Dialog Box

Use the available options to select the columns that can be accessed by a role for a report.

Field	Description
<b>Available Fields</b>	This list displays available columns for the report. You can use the search field at the top of the list to find a column. Click a column in this list to select

Field	Description
	the column and thus allow the security role to access it. Selected columns are moved to <b>Selected Fields</b> .
<b>Add All</b>	Use this option to add all available columns to the <b>Selected Fields</b> list.
<b>Selected Fields</b>	This list displays the columns for the report that can be accessed and used by the role. A search field on top of the list can be used to find a column. To remove a column from this list, move the mouse cursor over a column and click <b>x</b> .
<b>Remove All</b>	Use this option to remove all selected columns from the <b>Selected Fields</b> list.
<b>Save</b>	Click this option to save the changes and close the dialog box.
<b>Cancel</b>	Click this option to close the dialog box without saving the changes.

### Companies Dialog Box

If your enterprise uses multiple companies, you can use this dialog box to assign one or more companies to the active role. Employees that are assigned to the role can have access to only their home company, or to multiple companies.

The list of available companies is based on the companies that are set up in Organization Configuration.

#### *Display the Companies Dialog Box*

You display this dialog box in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
3. On the Access Rights tab, set the **Functional Area** option to **Companies**.
4. Click **+ Add/Remove**.


#### *Contents of the Companies Dialog Box*

Use this dialog box to assign companies to security roles.

#### **Available Companies/Company**

Select one or more companies that you want to assign to the specified role. You can assign multiple companies to the same role, so that they share the same security privileges. This is an efficient way to set up and maintain security for multiple companies.

To limit the number of company names that display in the columns, enter the first few letters of the company name and matching results will display in the respective column.

Click  to filter the grid contents based on column values. For information about how the filter works, see [Filter the Grid Results](#).

Field	Description
<b>Add All</b>	Click this option to add all companies to the <b>Companies for this Role</b> column. This is an efficient way to set up and maintain security for groups of companies.

### Companies for this Role

The selected companies for the role display in this column. All companies in this column share the same security privileges.

Field	Description
<b>Remove All</b>	Click this option to remove access to all companies for the security role.

### Favorite Reports Dialog Box

Use this dialog box in Security Settings to specify security role access for favorite reports. These favorite reports are then available in My Stuff.

#### *Display the Favorite Reports Dialog Box*

You display this dialog box in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
3. On the Access Rights tab, set the **Functional Area** option to **Favorite Reports**.
4. Below the grid, click **+ Add/Remove**.

#### *Contents of the Favorite Reports Dialog Box*

Use this dialog box to assign access rights to favorite reports.

Field	Description
<b>Report Type</b>	Select the type of report that you want to assign to the role.
<b>Search Fields</b>	Use the search fields at the top of the Available Reports grid and Reports Assigned to this Role grid to limit the number of favorite reports that are listed in each section. To filter a list, click in the search field and use the filtering options.

Field	Description
<b>Available Reports Section</b>	Select one or more favorite reports to assign to the security role. The favorite reports that you select are moved to the Reports Assigned To This Role section.
<b>Reports Assigned To This Role Section</b>	The security role has access rights to all favorite reports listed in this section. To remove a favorite report, hover over the row and click <b>x</b> . To remove all favorite reports in this section, click <b>Remove All</b> .
<b>Add All</b>	Select this option to add all reports that are displayed in the Available Reports section to the Reports Assigned To This Role section. If you used filters, only those favorite reports that meet the filtering criteria are moved to the Reports Assigned To This Role section.
<b>Remove All</b>	Select this option to remove access rights to all favorite reports from the role.
<b>Save</b>	Select this option to save the changes made to favorite report access rights for the role.
<b>Cancel</b>	Select this option to close the dialog box without saving the changes.

#### Group Fields for <Report Name> Dialog Box

Use this dialog box to select fields that can be used for groupings in reports for a role.

#### Display the Group Fields for <Report Name> Dialog Box

You display the dialog box from the Roles form in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
3. On the Access Rights tab, set the **Functional Area** option to **Reports**.
4. Below the grid, click **+ Add/Remove**.
5. On the Reports dialog box, select reports in the Available Reports section to move them to the Reports for this Role section.
6. Click the **Set Group Access** link under the **Set Group Access** column.  
Not all reports have group access options. Also, if the check box under the **All Groups** column is selected for a report, the **Set Group Access** link is disabled.

### Contents of the Group Fields for <Report Name> Dialog Box

Use the available options to select the group fields that members of a security role can access for a report.

#### Contents

Field	Description
<b>Available Fields</b>	This list displays available group fields for the report. Use the search field at the top of the list to find a group field. Use this list to select the report group fields that you want to allow access for a role. Click a group field to select it. Selected group fields are moved to <b>Selected Fields</b> .
<b>Add All</b>	Use this option to add all available group fields to the <b>Selected Fields</b> list.
<b>Selected Fields</b>	This list displays the group fields for the report that can be accessed and used by members of the role. The search field at the top of the list can be used to find a group field. To remove a group field from this list, move the mouse cursor over a group field to display <b>x</b> . Click <b>x</b> to remove the group field.
<b>Remove All</b>	Use this option to remove all selected group fields from the <b>Selected Fields</b> list.
<b>Save</b>	Click this option to save the changes in the dialog box.
<b>Cancel</b>	Click this option to close the dialog box without saving the changes.

### Reports Dialog Box (Security Roles)

Use this dialog box in Roles Security Settings to assign access to reports for the selected role.

#### Display the Reports Dialog Box

You display this dialog box in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
3. On the Access Rights tab, set the **Functional Area** option to **Reports**.
4. Click **+ Add/Remove**.



*Contents of the Reports Dialog Box*

Use this dialog box to specify report access for security roles.

Field	Description
<b>Report Type</b>	Select the type of report that you want to assign to the role.
<b>Custom Type</b>	Specify whether the report type is <b>Standard</b> or <b>Custom</b> .
<b>Available Reports</b>	<p>The available reports that display in this list depend on the type of report that is specified. For example, <b>[All Reports]</b> displays all saved reports while <b>Accounting</b> limits the list to reports that are assigned to Accounting.</p> <p>From this list, select one or more reports that you want to assign to the specified role. You can assign multiple reports to the same role so that they share the same security privileges. This is an efficient way to set up and maintain security for multiple reports.</p> <p>To limit the number of report names that display in the columns, enter the first few letters of the report name and matching results will display in the respective column.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p>
<b>Add All</b>	Click this option to add all reports to the <b>Reports for this Role</b> column. This is an efficient way to set up and maintain security for groups of reports.
<b>Reports for this Role</b>	The selected reports for the role display in this column. All reports in this column are assigned to the same role and share the same security privileges.
<b>Remove All</b>	Click this option to remove all reports from the role.

**Saved Searches Dialog Box**

Use the dialog box to assign saved searches that can be accessed by the selected role in lookup fields throughout the application.

*Display the Saved Searches Dialog Box*

You display this dialog box in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
3. On the Access Rights tab, set the **Functional Area** option to **Saved Searches**.
4. Click **+ Add/Remove**.

*Contents of the Saved Searches Dialog Box*

Use this dialog box to assign access rights to saved searches for security roles.

Field	Description
<b>Search Type</b>	Select the type of saved search that you want to assign to the role.
<b>Search Fields</b>	<p>Use the search field found at the top of the each column to limit the number of saved searches that are displayed in the corresponding columns based on your search criteria. Different filter options are available in the left side of the search field. Click the filter option to display a drop-down menu and select the filter option for the search field.</p> <p>This field is available in the <b>Available Searches</b>, <b>Available To All Roles</b>, and <b>Searches For This Role</b> columns.</p>
<b>Available Searches</b>	Select one or more saved searches that you want to assign to the specified role. Selected favorite reports are displayed in the <b>Searches For This Role</b> column.
<b>Available To All Roles</b>	This column displays information if the saved search is available to all roles or not.
<b>Searches For This Role</b>	The selected saved searches for the role is displayed in this column. The specified role has access rights to all saved searches in this column. To remove a saved search in this column, hover over the saved search and click <b>X</b> at the end of the row. To remove all the saved searches in this column, click <b>Remove All</b> .
<b>Add All</b>	<p>Click this option to move all saved searches that are displayed in the <b>Available Searches</b> column to the <b>Searches For This Role</b> column.</p> <p>If you used the search field in the <b>Available Searches</b> column, only those saved searches that are displayed on the list based on the search criteria is moved to the <b>Searches For This Role</b> column.</p>
<b>Remove All</b>	Click this option to remove all saved searches from the role.

Field	Description
<b>Save</b>	Click this option to save the changes made to saved search access rights for the role.
<b>Cancel</b>	Click this option to close the dialog box without saving the changes.

### Saved Options Dialog Box

Use this dialog box to assign access right to saved options in reports for the selected security role.

#### Display the Saved Options Dialog Box

You display this dialog box in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
3. On the Access Rights tab, set the **Functional Area** option to **Saved Options**.
4. Click **+ Add/Remove**.

#### Contents of the Saved Options Dialog Box

Use this dialog box to assign access rights to saved options in reports for members of security roles.

Field	Description
<b>Option Type</b>	Select the type saved option that you want to assign to the role.
<b>Search Fields</b>	Use the search field found at the top of the each column to limit the number of saved options that are displayed in the corresponding columns based on your search criteria. Different filter options are available in the left side of the search field. Click the filter option to display a drop-down menu and select the filter option for the search field.  This field is available in the <b>Available Options</b> , <b>Available To All Roles</b> , and <b>Options For This Role</b> columns.
<b>Available Options</b>	Select one or more saved options that you want to assign to the specified role. Selected favorite reports are displayed in the <b>Options For This Role</b> column.

Field	Description
<b>Available To All Roles</b>	This column displays information if the saved option is available to all roles or not.

Field	Description
<b>Options For This Role</b>	The selected saved options for the role is displayed in this column. The specified role has access rights to all saved options in this column.  To remove a saved option in this column, hover over the saved option and click <b>X</b> at the end of the row. To remove all the saved options in this column, click <b>Remove All</b> .

Field	Description
<b>Add All</b>	Click this option to add all saved options that are displayed in the <b>Available Options</b> column to the <b>Options For This Role</b> column. If you used the search field in the <b>Available Options</b> column, only those saved options that are displayed on the list based on the search criteria is moved to the <b>Options For This Role</b> column.
<b>Remove All</b>	Click this option to remove all saved options from the role.

Field	Description
<b>Save</b>	Click this option to save the changes made to saved option access rights for the role.
<b>Cancel</b>	Click this option to close the dialog box without saving the changes.

### Users Dialog Box

On this dialog box, you add users to a security role or remove users from a security role.

#### Display the Users Dialog Box

You display this dialog box in Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. Use the **Search** field at the top of the Roles form to search for and select the role that you want to view or edit.  
The search list only includes roles to which your security role gives you access. Click ▼ to the left of the field to display the list of roles returned by the current search.
3. Use the **Search** field at the top of the Roles form to find and select the role that you want to view or edit.
4. On the Access Rights tab, set the **Functional Area** option to **Users**.
5. Click **+ Add/Remove**.

#### Contents of the Users Dialog Box

Use these options to add or remove users to or from security roles.

Field	Description
<b>Role</b>	After you create a separate role for each group of people in your organization with a distinct set of security requirements, you can assign users to the role. Select the role to which you want to add or remove users. <b>Default</b> , the standard, pre-defined default role, is for the system administrator. Selecting the default role provides access to all features and functions.

### Available Usernames/Roles

Select one or more users that you want to assign to the specified role. You can assign multiple users to the same role, so that they share the same security privileges. This is an efficient way to set up and maintain security for groups of employees.

For example, if your Marketing department is divided into teams, Marketing Communication and Product Management, you can create a different role for each of these teams and assign each Marketing user to the appropriate role.

To limit the number of user names or roles that display in the columns, enter the first few letters of the name or role and matching results will display in the respective column.

Field	Description
<b>Add All</b>	Click this option to add all user names to the Users Assigned to this Role column. This is an efficient way to set up and maintain security for groups of employees.

### Users Assigned to this Role

The selected users for the role display in this column. All users in this column are assigned to the same role and share the same security privileges.

Field	Description
<b>Remove All</b>	Click this option to remove all users from the role.

### Data Export Definitions Dialog Box

Use this dialog box to select the data export definitions that a security role can access in the Exports utility.

The Exports utility is located in **Utilities » Imports & Exports » Exports**.

*Display the Data Export Definitions Dialog Box*

You display this dialog box in Role Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab, and in the **Functional Area** field, select **Data Export Definitions**.
4. Be sure that the **Full Access to All Data Export Definitions** check box is cleared.
5. Below the Data Export Definitions for this Role grid, click **+ Add/Remove**.

### Contents of the Data Export Definitions Dialog Box

Use the fields and options on this dialog box to select the data export definitions that a security role can access in the Exports utility.

#### Contents

Field	Description
<b>Category</b>	Select the category of the data export definitions to which you want to give access.
<b>Available Data Definition</b>	<p>This list contains all of the data export definitions available in the Exports utility. Click each data export definition that you want the role to be able to access in the Exports utility. Each definition that you click is automatically added to the Selected Data Export Definition list on the dialog box. Or, click <b>Add All</b> at the top of the list to add all the data export definitions to the Selected Data Definition list.</p> <p>To find a data export definition in the list if it is not visible and the list is long, use the scroll bar beside the list or use the search field above the list.</p>
<b>Selected Data Definition</b>	<p>This list contains all the data export definitions that you selected from the Available Data Definitions list that the role can access in the Exports utility.</p> <p>To remove a data export definition from this list and make it unavailable to the role, click the definition to move it back to the Available Data Definition list. You can click <b>Remove All</b> at the top of the Selected Data Definition list to move all data export definitions back to the Available Data Definition list.</p>

### Data Packs Dialog Box

Use this dialog box to select the data packs that a security role can use in the Exports utility, to create data export definitions.

The Exports utility is located in **Utilities » Imports & Exports » Exports**.

#### Display the Data Packs Dialog Box

You display this dialog box in Role Security Settings.

1. In the Navigation pane, select **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab, and in the **Functional Area** field, select **Data Packs**.
4. Be sure that the **Full Access to All Data Packs** check box is cleared.
5. Below the Data Packs for this Role grid, click **+ Add/Remove**.

### Contents of the Data Packs Dialog Box

Use the fields and options on this dialog box to select the data packs that a security role can access in the Exports utility, to create data export definitions.

#### Contents

Field	Description
<b>Category</b>	Select the category of the data packs to which you want to give access.
<b>Available Data Packs</b>	<p>This list contains all of the data packs that are provided with Vantagepoint. Click each data pack that you want the role to be able to access in the Exports utility. Each data pack that you click is automatically added to the <b>Selected Data Packs</b> list on the dialog box. Or, click <b>Add All</b> at the top of the list to add all the data packs to the <b>Selected Data Definitions</b> list.</p> <p>To find a data pack in the list if it is not visible, use the scroll bar beside the list or use the search field above the list.</p>
<b>Selected Data Packs</b>	<p>This list contains all the data packs that you selected from the <b>Available Data Packs</b> list that the role can access in the Exports utility.</p> <p>To remove a data pack from this list and make it unavailable to the role, click the data pack to move it back to the <b>Available Data Packs</b> list. You can click <b>Remove All</b> at the top of the <b>Selected Data Packs</b> list to move all data packs back to the <b>Available Data Packs</b> list.</p>

Learn More About...

Review scenarios for setting up security roles, background information on record level security, and guidelines for providing access to transactions, dashboards, Screen Designer, and more.

### Predefined Security Roles for New Implementations

If you implement Vantagepoint as a new system, a set of predefined security roles are provided automatically. You can actually assign users to these roles, or you can use them as models to create your own security roles.

If, on the other hand, you upgrade to Vantagepoint from Vision or Deltek for Professional Services, the upgrade process moves your existing security roles from that product into the Vantagepoint database, and these predefined roles are not added.

### How to Use the Predefined Roles

All predefined roles described below have the access necessary to enter timesheets and expense reports and to use other basic applications under **My Stuff** in the Vantagepoint Navigation pane. In most cases, however, each role is designed to provide more limited access than it is eventually expected to offer when you have fully implemented Vantagepoint. As your users are trained, you review and reconcile your data, and you define your internal procedures related to Vantagepoint, you can modify the roles to open up access to more functionality. For example, most of these

roles have limited access to reports by default. After your initial data is in place and reviewed and you have determined which reports each role needs, you can expand report access accordingly.

Access to labor cost rates and amounts is almost universally a security concern for businesses. As you are assigning users to security roles, be aware that the DEFAULT, SETUP, and ACCOUNTING predefined security roles provide access to those rates and amounts by default. The other predefined roles provide no access to them. See [Accounting Tab of the Roles Form](#) for more on how to grant or remove access to labor cost rates and amounts.

To review the access provided by each of the predefined security roles, do either of the following:

- Review role settings on the Roles form ( **Settings » Security » Roles**).
- Review role settings on the Role Summary report. To generate that report, click **Other Actions » Print Report** on the Actions bar of the Roles form. On the Reports tab of the Reporting form, click **Role Summary** in the **Name** column of the grid. On the Options tab for the report, select the options you want and click **Run** on the Actions bar.

### Predefined Roles

This table lists the predefined security roles that are set up by default for a new Vantagepoint implementation.

Role	Intended Users	Notes
ACCOUNTING	Accounting supervisors, accounting super-users	Includes access to cash, to labor cost rates/amounts, and to all companies in a multiple company system.
ACCOUNTS	AP, AR, or billing clerks	No access to cash or to labor cost rates/amounts.  If you decide that you want to divide up this group of accounting users into multiple roles, copy this role to create the other two and then make the necessary changes to the access that each provides. You can also do this if you want billing clerks to have access to cost rates/amounts but do not want other accounting clerks to have that access.
CRM	Marketing or CRM team members	No access to labor cost rates/amounts.
CRMADMIN	Marketing or CRM super-users	Same access as the CRM role, plus additional access for modifying settings and performing other CRM and proposals administrative tasks. No access to labor cost rates/amounts.
DEFAULT	Vantagepoint system administrators	Provides complete access to Vantagepoint, including labor cost rates/amounts.
EMPLOYEE	General employees	Provides very limited access. Able to enter time and expenses and use other applications under My Stuff in the Navigation pane. No access to labor cost rates/amounts.



Role	Intended Users	Notes
MANAGER	Project managers	Includes access to project planning and budgeting. No access to labor cost rates/amounts.
PLANADMIN	Project managers with administrative responsibilities	Same access as the MANAGER role, plus additional access for modifying settings and performing other project and resource planning administrative tasks. No access to labor cost rates/amounts.
SETUP	Members of the Vantagepoint setup team	Provides complete access to the Setup applications, including labor cost rates/amounts.

### Example of How to Set Up Security

If you are new to Vantagepoint, you may find it helpful to review an example that shows how an enterprise uses Security Settings to set up 300 users.

The 300 employees are divided into the following departments, each of which performs a different job function and has separate needs for information:

- 200 Customer Service Representatives
- 50 Marketing Communications personnel
- 25 Product Managers
- 25 Account Representatives

### Sample Solution

1. Create a role for each group of users:
  - a. In the Navigation pane, select **Settings » Security » Roles**.
  - b. On the Actions bar of the Roles form, click **+New Role**.
  - c. In the blank field at the top of the form, enter **CustomerService** as the role name.
  - d. On the Overview tab, select the menu items that the role can access.
  - e. Use the other tabs to establish additional access rights for the role and click **Save**.
2. Assign users to the role and automatically generate passwords:
  - a. In the Navigation pane, select **Settings » Security » Users**.
  - b. On the Actions bar, click **Other Actions » Generate Users**.
  - c. In the **Generate Users for Employees that Do Not Have a Username** list on the Generate Users dialog box, select the names of the 200 employees who belong in this role.
  - d. For the **Role** option, select **CustomerService**.
  - e. For the **Username Format** and **Initial Password** options, select appropriate settings.

- f. Click the **Generate Users** button to associate the selected employees with the CustomerService role.
3. Repeat these steps for each security role.

### Examples of Security Roles

If you are new to Vantagepoint, you may find it helpful to review security role examples.

Example roles:

- **Administrator (Admin):** The System Administrator establishes security, performs database configuration changes, and completes maintenance routines.
- **Accounting (Acct):** This individual is responsible for general ledger and project reporting. This person ensures that project numbers such as revenue, effective multipliers, and accounts receivables are accurate. This person also compares the income statement to the forecasted operating budget and provides balance sheet account analysis for the organization's auditors.
- **Accounts Payable (AP):** This individual enters all accounts payable vouchers received into the accounting database and reconciles vendor's statements.
- **Billing (Bill):** This individual distributes pre-bills to project managers, makes corrections to labor and expense transactions, and updates fee schedules.

The following table lists an example setup of the Vantagepoint menus that each of these roles can access:

Vantagepoint Menu	Admin	Acct	AP	Bill
Hub	*	All		
Clients	*	*		*
Contacts	*	*		
Employees	*	*		*
Projects	*	*	*	*
Units	*	*		*
Vendors		*		*
Boilerplate		*		
Accounts		*		*
Chart of Accounts		*		
Account Group Names		*		
Account Group Tables		*		
<b>Calendar/Activities</b>				
Calendar		*		
Activity Manager		*		

Vantagepoint Menu	Admin	Acct	AP	Bill
<b>Proposals</b>				
Custom Proposals				
SF330 Proposals				
SF255 Proposals				
SF254 Proposals				
<b>Planning</b>				
Project Planning		*		
Resource Management		*		
Top Down Budget Tool				
Top Down Planning				
<b>Billing</b>		*		*
Interactive Billing		*		*
Batch Billing		*		*
Billing Terms		*		*
Billing Groups		*		*
Rate Tables		*		*
Labor Rates		*		*
Labor Categories				*
Labor Code		*		*
Labor Overrides		*		*
Expense Accounts		*		*
Expense Categories				*
Expenses by Vendor		*		*
Refresh Billing Extensions		*		*
Invoice Template Editor		*		*
<b>Transaction Center</b>		*		
Transaction Entry		*		
Transaction Lists		*		
Transaction Posting		*		
Posting Logs		*		
Posting Review Report		*		
<b>Accounting</b>		*		

Vantagepoint Menu	Admin	Acct	AP	Bill
Accounts Payable		*	*	
Voucher Review		*	*	
Payment Processing		*	*	
Form 1099 Processing			*	
Employee Expenses		*		
Payment Processing		*		
Direct Deposit		*		
Void Check		*	*	
Accounts Receivable		*		
Invoice Review		*		
Budgeting		*		
General Ledger		*		
Cost/Pay Rate Tables				
Labor Rates				
Labor Categories				
Labor Code				
Consultant Accruals				
Labor Cross Charge		*		
Overhead Allocation		*		
Revenue Generation		*		
Adjust Salaried Job Cost		*		
Bank Reconciliation		*		
<b>Payroll</b>				
Benefit Hours				
Accruals				
Adjustments				
Payroll				
Payroll Processing				
Direct Deposit				
Export to ADP				
Form W-2 Processing				
Quarterly Processing				

Vantagepoint Menu	Admin	Acct	AP	Bill
<b>Time &amp; Expense</b>		*		
Timesheet		*		
Timesheet Line Approval				
Expense Report		*		
Expense Line Approval				
<b>Reporting</b>		*		
Client		*		
Contacts		*	*	*
Lead		*		
Marketing Campaign		*		
Employee		*		*
Project		*	*	
Vendors		*		*
Payroll		*		
Accounts Receivable				
Billing				
General Ledger				
Accounting		*		
Project Planning		*		
Performance Management				
Data Export				
<b>Utilities</b>		*		
Change Period		*	*	*
Open New Period		*		
Period Setup		*		
Open New Benefit Year				
Open New W-2 Quarter				
1099 Initialization				
User Activity				
Advanced Utilities	*			
Posted Transaction Files				
Undo Posting				

Vantagepoint Menu	Admin	Acct	AP	Bill
Locked Transaction Files				
Incomplete Postings				
File Reconciliation				
Tolerance Report				
Data Import				
Project Closeout	*			
AR Paid Update	*			
VO Paid Update	*			
Batch Deletes	*			
Key Conversions	*			
Account Range				
Accounts	*			
Banks	*			
Clients				
Contacts				
Employees	*			
Projects	*			
Phases	*			
Tasks	*			
Enable Phases/ Tasks	*			
Disable Phases/Tasks				
Project's Organizations				
Discount Codes	*			
Labor Codes				
Liability Codes	*			
Organizations				
Tax Codes	*			
Units	*			
Vendors	*			
Key Formats	*			
Accounts	*			
Clients				

Vantagepoint Menu	Admin	Acct	AP	Bill
Employees	*			
Projects	*			
Phases	*			
Tasks	*			
Units	*			
Organizations				
Labor Codes				
Vendors	*			
Process Server	*			
Queue Manager	*			
Profile Editor	*			
Server Management				
History Loading				
Labor and Expense				
Invoice and Receipt				
Accounts Payable				
Benefit Accrual				
Account Balances				
Payroll				
Backup Database	*			
Report Administration	*			
Download Macro				
Time Collection Interface				
Time Collection Export				
Time Collection Import				
<b>Configuration</b>	*			
General	*			
System Settings	*			
User Defined Tabs	*			
Lookup/Report Labels	*			
Calculated Fields	*			
Custom Report Options	*			

Vantagepoint Menu	Admin	Acct	AP	Bill
Code Tables				
Project Templates				
Merge Templates				
Holiday Calendar				
Alerts	*			
Security	*			
Roles	*			
Users	*			
Organization	*			
General	*			
Codes	*			
Individual	*			
Firm Setup – Proposals	*			
Billing	*			
General	*			
Default Terms	*			
Reporting Default Terms	*			
Accounting	*			
General	*			
Labor Types	*			
Time Analysis	*			
Taxes	*			
Banks	*			
Accounts Payable	*			
Accounts Receivable	*			
Overhead Allocation	*			
User Defined Revenue	*			
Labor Codes	*			
Payroll				
General				
Withholding Codes				
Time and Expense	*			



Vantagepoint Menu	Admin	Acct	AP	Bill
Timesheet	*			
Expense Report	*			
Timesheet Categories	*			
Expense Categories	*			
Module Activation	*			
About Vantagepoint	*			

### Record Level Security

In record level security, you determine a security role's access to specific hub records.

Record level security is implemented via the Vantagepoint lookups. After you specify the role's access to records, the lookup results list displays only those records to which the role has access rights. The users that are assigned to that role can only navigate to the Vantagepoint records to which they are granted access. You can also control whether a role is able to update a record or just view the record's contents.

For example, if you set the Read Level for the Projects hub WHERE Project Manager (the role) EQUALS John Jones AND state EQUALS Kansas, then the project manager named John Jones has read level access to the Projects hub records for the state of Kansas.

In addition to granting or restricting access to individual records, Record Level Security also supports granting or restricting access to hierarchical record structures. One possible hierarchical structure is the Project (Level 1), Phase (Level 2), and Task (Level 3) structure related to the work breakdown structure. For example, if a role has access rights to a Project, then that role will also have access to all Phases and Tasks within that Project. However, if a role only has access to a specific Phase within a Project, the role can only access Tasks within that particular Phase; the role cannot access other Phases or Tasks within the same Project or in other Projects.

### How Security is Applied in the Browser

You can grant or restrict user access to applications, forms, and records. This is typically a system administrator task.

To define each user's access rights, you first create user roles that reflect your organization's business rules. You then assign each user to a role, which determines which actions the user can perform. Each user's security role is identified at log-in.

You assign security role access to applications on the Overview tab of Role Security. You can assign full access rights to all options, or expand the tree and sub-menus to define specific rights to areas of the application.

When you grant access to a hub, the members of the security role can initially access only the Summary pane and Overview tab for that hub. To grant access to additional tabs in the hub, use the Access Rights tab of the Roles form.

After determining application access, you can use the Screen Designer feature to establish a role's access to the fields, grids, lookups, and report information for the hubs by doing the following:

- Show or hide tabs.
- Show or hide fields or grids. These settings also apply to any related fields or grids in custom searches.
- Lock a field or grid. This allows users to see the field or grid but not edit it.
- Require an entry in certain fields.

See the tab, field, and grid properties options on the Screen Designer form for more information.

### Hiding Tabs in Vantagepoint

When you hide a tab in the hubs or Chart of Accounts Settings from a security role, the tab is hidden, the non-essential fields on the tab are secured, and the essential fields on the tab are locked.

#### What Securing Does

Securing adds another layer of protection. The data for secured fields stays on the Vantagepoint server and is not pushed to the users' computers.

#### What Locking Does

Locking a field allows users to see the field, but they cannot make entries or changes to it.

#### Non-Essential Fields on a Hidden Tab

Non-essential fields on hidden tabs are automatically secured. A non-essential field contains data that is informational. Other data entry and processing in Vantagepoint are not dependent on non-essential fields.

For more information about essential versus non-essential fields, see [Essential Fields in Vantagepoint](#).

#### Essential Fields on a Hidden Tab

Essential fields are certain fields in hubs and Chart of Account Settings that are necessary for other applications in Vantagepoint to work properly.

When you hide a tab from a role, the essential fields on the tab are **not** secured, but they are locked by default.

- Not securing these fields prevents possible unexpected results when the users who belong to the role work in other Vantagepoint applications that require the hidden fields.
- Although a hidden tab and all the fields on it do not appear in detail view in a hub, the essential fields from hidden tabs display in a hub's list view. Locking the essential fields on hidden tabs prevents users from entering or changing data in the essential fields in a hub's list view. Locking is applied to all essential fields on a hidden tab, including fields that are in grids and compound fields with essential field components.

For more information, see:

- [Essential Fields in Vantagepoint](#)
- [Hide an Essential Field in Vantagepoint](#)

## How You Hide Tabs

You hide or display standard and user-defined tab in hubs and Chart of Accounts Settings for roles using the applications listed below. From either application, you accomplish the same thing. From Screen Designer, you hide a tab from multiple roles at the same time. From Roles Security, you hide tabs separately for each role.

- **Screen Designer:** Use the **Tab Security** field for a tab on the Tab Properties pane in Screen Designer to hide or display a tab from one or more roles.  
For more information, see [Hide a Tab in Vantagepoint](#).
- **Roles Security Settings:** On the Access Rights tab in **Settings » Security » Roles** for a security role, select the **Application Tabs** functional area, and then add or remove access to tabs for the role.  
For more information, see [Set Up Access to Application Tabs](#).

You cannot hide the Overview tab in a hub or the General tab in Chart of Accounts Settings.

## Essential Fields in Vantagepoint

Essential fields are certain fields in hubs and Chart of Account Settings that are necessary for Vantagepoint applications to work properly.

### Examples of Essential Fields

Examples of an essential field are **Employee Name** and **Employee Number**. You would not be able to identify employee records properly or complete processing in various applications such as Payroll or Expense Reports without access to these fields.

An example of a non-essential field is **Total Years with This Firm** in the Employees hub. This field is informational and other data entry and processing are not dependent on it.

### List of Essential Fields in Vantagepoint

The following are the hub and Chart of Account settings fields that the essential fields that are required for all in Vantagepoint applications to function properly.

Hub	Field Name
<b>Activities</b>	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Owner</li> <li>▪ Type</li> <li>▪ When (Day, Date)</li> </ul>
<b>Contacts</b>	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>▪ Email</li> <li>▪ Firm</li> <li>▪ Firm City</li> </ul>

Hub	Field Name
	<ul style="list-style-type: none"> <li>Firm State</li> <li>Mobile Number</li> <li>Name</li> <li>Owner</li> <li>Qualified Status (if applicable)</li> <li>Status</li> <li>Title</li> <li>Work Number</li> </ul> <p><b>Essential Fields for Only Roles that Have Access to Contacts</b></p> <ul style="list-style-type: none"> <li>Custom Currency Code</li> <li>Mailing Address indicator</li> <li>Status Reason (if <b>Lead Qualification</b> is enabled and <b>Qualified Status</b> is set to <b>Disqualified</b>)</li> </ul>
Employees	<p><b>Essential Fields for All Roles</b></p> <ul style="list-style-type: none"> <li>Approved for Use in Processing</li> <li>Email Address</li> <li>Employee Name</li> <li>Employee Number</li> <li>Hours Per Day</li> <li>Home Company</li> <li>Labor Category</li> <li>Location</li> <li>Mobile Number</li> <li>Status</li> <li>Title</li> <li>Utilization Ratio</li> <li>Work Number</li> </ul> <p><b>Essential Fields for Only Roles that Have Access to Employees</b></p> <ul style="list-style-type: none"> <li>ADP, Ceridian, or Paychex File Number</li> <li>Allow Employee to Change Labor Code in Timesheet</li> <li>Firm check box on the Overview tab</li> </ul>

Hub	Field Name
	<ul style="list-style-type: none"> <li>Cost RateTable Method</li> <li>Default Labor Code Levels (1–5) if applicable</li> <li>Default Meal End Time</li> <li>Default Meal Start Time</li> <li>Expense Administration Level</li> <li>Expense Group</li> <li>Email Payroll Remittance</li> <li>First Name</li> <li>Hire Date</li> <li>Only Include Local Jurisdictions</li> <li>Last Name</li> <li>Locale ID</li> <li>Locale Method</li> <li>Organization</li> <li>Pay Rate Table Method</li> <li>Require Employee to Enter Start and End Times</li> <li>Termination Date</li> <li>Timesheet Administration Level</li> <li>Timesheet Group</li> <li>Total Years With This Firm</li> <li>Payment Method on the Accounting tab</li> <li>Years With Other Firms</li> </ul>
<b>Firms</b>	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>Address</li> <li>Address 1</li> <li>Address 2</li> <li>Address 3</li> <li>Address 4</li> <li>Approved for Use in Processing in &lt;organization level 1&gt; if you use Organization Reporting</li> <li>City</li> </ul>

Hub	Field Name
	<ul style="list-style-type: none"> <li>▪ Client Address</li> <li>▪ Client ID</li> <li>▪ Country</li> <li>▪ Email</li> <li>▪ Firm</li> <li>▪ Firm City</li> <li>▪ Firm Name</li> <li>▪ Firm State</li> <li>▪ Firm Type</li> <li>▪ Market</li> <li>▪ Mobile Number</li> <li>▪ Name</li> <li>▪ Owner</li> <li>▪ Primary City</li> <li>▪ Primary Phone Number</li> <li>▪ Primary State</li> <li>▪ Qualified Status (if applicable)</li> <li>▪ State</li> <li>▪ Status</li> <li>▪ Title</li> <li>▪ Vendor Number</li> <li>▪ Vendor Type</li> <li>▪ Work Number</li> <li>▪ ZIP</li> </ul> <p><b>Essential Fields for Only Roles that Have Access to Firms</b></p> <ul style="list-style-type: none"> <li>▪ Country Code in the Address grid on the Overview tab</li> <li>▪ Custom Currency Code</li> <li>▪ Firm Type check box in the Firm Type dialog box</li> <li>▪ Paid Last Year (1099 Information for vendor-type firms)</li> <li>▪ Paid This Year (1099 Information for vendor-type firms)</li> <li>▪ Payment Terms (for vendor-type firms)</li> </ul>

Hub	Field Name
	<ul style="list-style-type: none"> <li>Primary check box in the Addresses grid on the Overview tab</li> <li>Relationship in the Our Team grid on the Our Team tab</li> <li>Role (for a project in the Projects grid on the Associations tab)</li> <li>Role Description (for a project in the Projects grid on the Associations tab)</li> <li>State in the Address grid on the Overview tab</li> <li>Vendor Type check box in the Firm Type dialog box</li> <li>Vendor Type (for vendor-type firms)</li> </ul>
Marketing Campaigns	<p><b>Essential Fields for All Roles</b></p> <ul style="list-style-type: none"> <li>Campaign Manager</li> <li>End Date</li> <li>Name</li> <li>Stage</li> <li>Start Date</li> <li>Status</li> </ul> <p><b>Essential Fields for Only Roles that Have Access to Marketing Campaigns</b></p> <ul style="list-style-type: none"> <li>Custom Currency Code</li> </ul>
Projects	<p><b>Essential Fields for All Roles</b></p> <ul style="list-style-type: none"> <li>Sync to Ajera</li> <li>Allocation Method</li> <li>Approved for Use in Processing</li> <li>Available for CRM</li> <li>Available for Accounting</li> <li>Bill by Default</li> <li>Billing Client ID</li> <li>Billing Contact ID</li> <li>Billing Currency Code</li> <li>Budget Source</li> <li>Budgeted flag</li> <li>Charge Type</li> <li>Client Address</li> <li>Client Billing Address</li> </ul>

Hub	Field Name
	<ul style="list-style-type: none"> <li>▪ Client ID</li> <li>▪ Contact ID</li> <li>▪ Contract End Date</li> <li>▪ Contract Start Date</li> <li>▪ Cost Rate Method</li> <li>▪ Cross Charge</li> <li>▪ Cross Charge Method</li> <li>▪ Estimated Fee</li> <li>▪ Intercompany Expense Billing: Apply Rate Method at this Level field</li> <li>▪ Intercompany Expense Billing: Rate Method field</li> <li>▪ Intercompany Labor Billing: Apply Rate Method at this Level field</li> <li>▪ Intercompany Labor Billing: Rate Method field</li> <li>▪ Organization</li> <li>▪ Pay Rate Method</li> <li>▪ Primary Client</li> <li>▪ Probability</li> <li>▪ Project Currency Code</li> <li>▪ Project Name</li> <li>▪ Project Number</li> <li>▪ Project Manager</li> <li>▪ Revenue Method</li> <li>▪ Revenue Upset Limits</li> <li>▪ Revenue Upset WBS2 Sublevel</li> <li>▪ Sibling WBS Level 1</li> <li>▪ Sibling WBS Level 1 Name</li> <li>▪ Stage</li> <li>▪ Status</li> <li>▪ Utilization Scheduled Flag</li> <li>▪ Weighted Fee</li> </ul>
	<b>Essential Fields for Only Roles that Have Access to Projects</b>



Hub	Field Name
	<ul style="list-style-type: none"> <li>Contact identified as the Owner Contact in the Team Members grid on the Team tab</li> <li>Employee in the Team Members grid on the Team tab</li> <li>Employee or Contact Name in the Team Members grid on the Team tab</li> <li>Firm Name in the Firms grid on the Team tab</li> <li>Labor Code 1–5 fields if applicable</li> <li>Pending Accounting Review setting in the Project Structure dialog box</li> <li>Primary Client Name (bolded) in the Firms grid on the Team tab</li> <li>Role in the Firms grid on the Team tab</li> <li>Role in the Team Members grid on the Team tab</li> <li>Type (Client or Vendor) in the Firms grid on Team tab</li> <li>Type (Employee or Contact) in Team Members grid on Team tab</li> </ul>
<b>User-Defined Hub</b>	<p><b>Essential Fields for All Roles</b></p> <ul style="list-style-type: none"> <li>Record Name</li> <li>Record Number</li> </ul> <p><b>Essential Fields for Only Roles that Have Access to User-Defined Hubs</b></p> <ul style="list-style-type: none"> <li>Custom Currency Code</li> </ul>

Chart of Accounts	Field Name
<b>Settings General Ledger Chart of Accounts</b>	<p><b>Essential Fields for All Roles</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Number</li> <li>Status</li> <li>Type</li> </ul> <p><b>Essential Fields for Only Roles that Have Access to Chart of Accounts</b></p> <p>None.</p>

### Role Security and the Employee Card

A user's security role determines how much information the user sees on the employee card for an employee.

The employee card allows you to view employee information without having to leave an application to open the Employees hub. For more information about the employee card, see [Employee Card](#).

### Record Access Security

In the Application Record Access grid on the Record Access tab of the Roles form (in **Settings » Security » Roles**), the entry that you make in the **Record Level View** field for the Employees hub determines which information that members of a security role can see on the employee card:

- All information that is viewable on the employee card, for those employees that you specify in the **Record Level View** field.
- Limited information on the employee card, for those employees who are not specified in the **Record Level View** field.
- The employee's name and organization (if you use organizations).
- Limited information on the Profile tab: the employee's full name, email address, labor category, hours per day, and utilization target.

### Other Security That Affects the Employee Card

#### Access Rights to Menu Items

On the employee card, an **Actions** drop-down menu lets you open the Employees hub or Resource View if your security role gives you access to these applications. Access rights to applications (menu items) are entered on the Access Rights tab of the Roles form in Security Settings.

When you open the employee card from Timesheet, Expense Report, Resource View, or Project View, you can open the Employees hub from the **Actions** menu if your role gives you access rights to the Employees hub.

When you open the employee card from Project View or on the Plan form in the Projects hub, you can open Resource View from the **Other Actions** menu, if your role gives you access rights to Resource View.

#### Field-Level Security

In Screen Designer, you can specify the fields in the Employees hub that you want to hide from users based on their security role. The Employees hub fields that you hide are also hidden on the employee card.

### Role Security for the Exports Utility and Integrations Manager Utility

In Roles Security Settings, a system administrator gives a role access to the appropriate export functionality in the Exports and Integrations Manager utilities.

The Exports utility is located in **Utilities » Imports & Exports » Exports**. For more information, see [Exports Utility](#).

The Integrations Manager utility is located in **Utilities » Integrations » Integrations Manager**. For more information, see [Integrations Manager Utility](#).

### Export Administrator Access

You should have at least one export administrator for the Exports utility and Integrations Manager utility. With export administrator access, a security role can do the following:

- Create new data export definitions using any of the provided data packs in the Exports utility.

- Modify and delete any data export definition in the Exports utility.
- Create, modify, and delete the targets for data export definitions in the Exports utility.
- Use all the data export definitions to export Vantagepoint data to a file in the Exports utility or the Integrations Manager utility.
- View the history for past export files created with a data export definition.

For more information, see [Give a Security Role Export Administrator Access](#).

### Non-Export Administrator Access

For non-export administrator security roles, you can give access to some or all of the data export definitions and their data packs. This allows the role to export Vantagepoint data to a file using the specified data export definitions. This also gives the role access to view the history for past export files created with the data export definition. You can also specify whether the role can edit the data export definitions that you give them access to.

Giving a non-export administrator role access to a data pack does not give the role the ability to create new data export definitions with the data pack as it does for export administrator roles. A non-export administrator cannot create or delete data export definitions or their targets.

For more information, see: [Give a Security Role the Ability to Export Data to a File \(Non-Export Administrators\)](#).

### Performance Canvases and Role Security

You can specify that a security role have access to the Vantagepoint Performance Canvases application. If you do, the performance canvases display as URLs in the **Available Web Dashparts** column.

The canvases that display in the **Available Web Dashparts** column are those that are approved. The System Administrator must select the approved canvases in order for the role to have access to them. Canvases are typically designed for specific roles, so when a canvas is selected the System Administrator can assign rights to the canvas.

If you do not want a role to be able to add canvases as dashparts, go to the Access Rights tab of the Roles form and set the **Functional Area** option to **Web Dashparts**. Make sure that the **Allow users to add web parts** option is not selected. Users assigned the role can add to their Dashboards any of the Web dashparts that are made available to the role, but they cannot create new Web dashparts.

If you want a role to be able to add canvases as dashparts that other users can then add to their own Dashboards, complete the following:

- On the General tab of the Roles form, select either **Save for My Role** or **Save for All Roles** in **Favorites Organizing**.
- On the Access Rights tab of the Roles form, select **Web Dashparts** in **Functional Area** and then select the **Allow users to add web parts** option.

If you want a role to be able to set up canvases as dashparts on their Dashboard and save that Dashboard for other users, complete the following:

- On the General tab of the Roles form, select **Administrator** in **Type of Role**.

- On the Access Rights tab of the Roles form, select **Web Dashparts** in **Functional Area** and then select the **Allow users to add web parts** option.

### Assigning Full Access Rights to Users

There are significant security implications when full access rights are assigned on the Overview tab of **Settings » Security » Roles**. Review these options for more information.

#### Full access to menu items

Select this check box to assign this role full access to all Vantagepoint menu items in both the browser and desktop applications. All menus added in future versions of Vantagepoint will also be available to this role.

Use this option with caution. When you select this checkbox, a warning message displays to indicate that users assigned to the role will be able to view and edit every record and field in the database, regardless of their other security settings.

#### Navigation menu tree

When assigning access rights through the navigation menu tree, use the **Security** menu and **Roles** and **Users** sub-menu options with caution. When you select any of these options in the Navigation menu tree, a warning message displays to indicate that users assigned to the role will be able to view and edit every record and field in the database for all users, regardless of their other security settings.

When you give a role access to a hub, the role can access only the Summary pane and Overview tab for that hub. To give access to additional tabs within a hub, on the Access Rights tab of the Roles form, select **Application Tabs** in the **Functional Area** field, and then specify the hub tabs that the role can access.

Your security role access also determines which applications are available via the **Find Application** search tool on the Navigation pane. When you search for an application, Vantagepoint returns application results only and all other submenus are excluded. For more information, see [Finding an Application](#). These menus within the Navigation menu tree have significant security implications when selected. Be sure to review these items before making your selections:

- **Security**: All security options will be selected and the role will have access to all users and roles.
- **Security » Roles**
- **Security » Users**
- **Workflow**: Users will have access to scheduled and user-initiated workflows.
- **Workflow » User-initiated workflows**
- **Workflow » Scheduled workflows**

By having access to any of these applications a user can increase their security access to all areas of the system. When any of these options are selected, a warning message displays to alert the user of the potential implications.

#### Enable All

It is important to use the **Enable All** option with caution. When you select this checkbox, a warning message displays to indicate that users assigned to the role will be able to view and edit every record and field in the database, regardless of their other security settings.

### Access to Transactions

In Role Security, you specify the types of transactions that each role can access, as well as the functions that the role can perform for each transaction type.

You use the Accounting tab of the Roles form in **Settings » Security » Roles** to specify a role's access to transactions. You can select **Full Access to all Transaction Types**, which allows access to all transaction types, or you can use the Transaction Types grid to select the types of transactions that the role can access. You also specify the functions that members of the role can perform when using the Transaction Center and related utilities.

When assigning specific rights, you can specify the following settings for each transaction type:

- **Enter:** The user can create a new transaction file for the transaction type. The user can create records in transaction files, modify the contents of existing transaction files, set control totals, establish recurring transactions, delete transaction files, and unlock locked transaction files.
- **Report:** The user can create a transaction list report and see and print posting logs for the transaction type.
- **Post:** The user can post transaction files and print posting logs for the selected transaction type.
- **Company:** If you have multiple companies, you can use the drop-down list in this column to limit the role's access rights to a single company. By default, this option is set to **<All>**, to provide access to all of the companies for which this role has access rights.

### Access to Dashboards

Each user's security role determines both access to the Dashboards form and the type of information that is displayed on it when users view specific dashboards.

You set up a role's access to the Dashboards form on the Overview tab of the Roles form (**Settings » Security » Roles**). Expand the **My Stuff** option and select both the **My Stuff** and **Dashboards** options.

### Access to Specific Dashboards

You set access to individual dashboards on the Share this Dashboard dialog box. To display the dialog box, on the My Dashboard form, click **Edit Mode** and then select **<Share**. While your role is set up so that members of your security role can access Dashboards, your role also determines the information that is displayed in the actual dashboard. For more information, see [Record Level Security](#).

### Apply Dashparts and Dashboards Changes to All Roles

You can save dashpart and dashboard changes across all roles. To do this, go to the Save Rights section on the Overview tab of the Roles form and set the **Dashboards and Dashparts** option to **Save for All Roles**.

### Access to Dashboard Designer

The user's security role determines access rights to the Dashboard Designer where dashparts and dashboards for the browser application are created and modified.

### Accessing Dashboard Designer

Users with appropriate access rights can access the Dashboard Designer from the Dashboards form when **Edit Mode** is selected. You set up a role's access to the Dashboards form on the Overview tab of the Roles form (**Settings » Security » Roles**). Expand the **My Stuff** option and select both the **My Stuff** and **Dashboards** options.

The information displayed in dashboards on the My Dashboards form is determined by the security role of the user viewing the dashboards. However, the role of the user who created the dashboard does not have any impact on what information is displayed in the dashboards they create. For more information, refer to [Record Level Security](#).

### Assign Rights to Access Dashboard Designer

You can save dashpart and dashboard changes across all roles. To do this, go to the Save Rights section on the Overview tab of the Roles form and set the **Dashboards and Dashparts** option to **Save for All Roles**. Users that are associated with a security role for which this access is specified ave the **Edit Mode** option enabled in **My Stuff » Dashboards**. Otherwise, the **Edit Mode** option is disabled.

### Access to Hubs

Using role security, a system administrator determines whether or not users have access to a hub, as well as which tabs and fields they can access in the hub.

### Access to a Hub

You control a role's access to each hub as a whole by giving or not giving the role access to the hub menu item in the Navigation pane. To give access to the whole hub, select the check box for the hub in the menu items list on the Overview tab of the Roles form in **Settings » Security » Roles**.

For example, you may set up a role for project managers that gives them access to only the Projects hub. You may set up a security role for marketing managers that gives them access to only the Contacts, Firms, Projects, and Marketing Campaigns hubs.

### Access to a Hub's Tabs

When you give a role access to a hub as described in the previous section, the users who belong to the role have access to only the Summary pane and Overview tab by default. All the other tabs remain hidden.

To give the role access to other standard and user-defined tabs in the hub, use either of the following applications:

- **Roles Security Settings:** On the Access Rights tab in **Settings » Security » Roles**, select the **Application Tabs** functional area, and then add or remove access to hub tabs for the role.  
For more information, see [Set Up Access to Application Tabs](#).
- **Screen Designer:** Use the **Tab Security** field for a tab on the Tab Properties pane in Screen Designer to hide or display a hub tab for one or more roles.  
For more information, see [Hide a Tab in Vantagepoint](#).

You cannot hide the Overview tab in a hub.

For more information on what happens when you hide a tab from a role, see [Hiding Tabs in Vantagepoint](#).

### Access to a Hubs Fields

When you give a role access to a hub, and a tab in the hub, the users who belong to the role have access to all the fields on the tab by default. Use Screen Designer to hide and secure certain fields from a role.

### Warning About Hiding Essential Fields

Vantagepoint has some essential fields in hubs that are required for applications throughout Vantagepoint to work properly. If you hide an essential field from a role, because the field is secured, unexpected results may occur when users who belong to the role use other Vantagepoint applications that require the field. When you try to hide an essential field, you receive a message that warns you about possible unexpected results. You can still hide the field, but to prevent any unexpected results, **Deltak recommends that you do not hide essential field**.

### How to Safely Hide Essential Fields in Chart of Accounts Settings

An alternative way to safely hide an essential field in a hub from a role without causing possible unexpected results is to hide the tab that contains the essential field, or move the essential field to a tab that you can hide. You can create a user-defined tab for this purpose if needed. Essential fields on hidden tabs are **not** secured, so they are still available to the applications that need them and possible unexpected results will not occur.

For information, see the following topics:

- [Hide an Essential Field in Vantagepoint](#)
- [Hiding and Securing Fields in Vantagepoint](#)
- [Hiding Tabs in Vantagepoint](#)
- [Essential Fields in Vantagepoint](#)

### Other Access in Hubs

Use the Record Access tab in Security Settings for roles to control access rights to specific records in a hub and determine whether or not users can view only, add, modify, or delete records in a hub.

For more information, see [Record Level Security](#).

## Access to Screen Designer

Role security determines whether or not a user has access to Screen Designer.

Screen Designer in the browser application and desktop application are similar but separate applications. You set up access to each separately.

### Screen Designer in the Browser Application

In the browser application, you open Screen Designer several ways:


- In the Navigation pane, select **Settings » General » Screen Designer** and then select a hub or Chart of Accounts in the application field on the Screen Designer form.
- In the Navigation pane, go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the hub or Chart of Account form, select **Design** from the **Other Actions** drop-down menu.

### Giving a Security Role Access to Screen Designer in the Browser Application

To give the members of a security role access to the Screen Designer application: In **Settings » Security » Roles**, in the access to menu items section on the Overview tab of the Roles form, expand **Settings**, expand **General**, and then select the **Screen Designer** check box.

This gives the members of this security role access to the Screen Designer application in the browser application from **Settings » General**, a hub, or Chart of Accounts, but only for the hubs and Chart of Accounts that you select for the role in the access menu items area of the Overview tab on the Roles form. When you select a hub in the access menu items area of the Overview tab, this gives members of the role access to the Summary pane and Overview tab for the hub. To give access to additional tabs within a hub, use the Access Rights tab of the Roles form. In the **Functional Area** field, select **Application Tabs** and add the hubs and tabs that the role can access.

### Screen Designer in the Desktop Application

In the desktop application, Screen Designer applies only for the Equipment hub. To open Screen Designer in the Equipment hub, click  in the bottom right corner of the Equipment hub form.

### Giving a Security Role Access to Screen Designer in the Desktop Application

To give members of a security role access to Screen Designer for the Equipment hub, the **Administrator** check box must be selected for the role in the Type of Role section on the Overview tab in **Settings » Security » Roles** in the browser application. Additionally, you must select the Equipment hub in the access to menu items section on the Overview tab of the Roles form. Then on the Access Rights tab of the Roles form, select **Application Tabs** in the **Functional Area** field to add the tabs that a role can access.



## Access to Activities

You can enter activities in the Activities hub, but you can also do so in many other hubs. Similarly, specifying access to activities for a security role may involve a number of different settings.

### Access to the Activities Hub

You control a role's access to the Activities hub as a whole by granting or denying access to the Navigation menu option for it. To grant access, select the check box for the hub in the menu options tree on the Overview tab of the Roles form (**Settings » Security » Roles**).

If you grant a role access to the Activities hub, you can use Screen Designer within the hub to control access to individual tabs, grids, and fields.

Access to the Activities hub that you define for a role has no effect on that role's access to activities in other hubs. For example, you can deny a role any access to the Activities hub but give them the access necessary to view and enter activities on the Activities tab in the Projects hub.

### Access to Activities in Other Hubs

In addition to the Activities hub, users can add, update, and view activities in most other hubs. Use Screen Designer in those hubs to control access to the Activities tab and to individual grids or fields on that tab. Access to activity tabs, grids, and fields that you define for one hub has no effect on a role's access to activities in other hubs. You grant or deny access to tabs, grids, and fields for each hub individually.

### Access to Individual Activity Records

In general, a role's level of access (Read Only, Modify Only, Add/Modify, Full) to individual activities corresponds to the role's level of access to the hub records with which the activity is associated, as specified on the Record Access tab of the Roles form.

For example, if a role is given full access to project 1001.01, users assigned to that role also have full access to existing activities associated with project 1001.01 and can add new activities for that project. That is true whether they are working on the Activities tab of the Projects hub, on the Activities tab of another hub, or in the Activities hub itself.

It is possible that a user can have conflicting levels of access to an activity. In that case, the level of access for the current hub determines what they can do. For example, if you are in the Contacts hub and have Read Only access to contacts, then you have Read Only access to the activities on the Activities tab in that hub, even if you have Full access to one of the activities through its associated contact. In that case, you must go to the Contacts hub if you want to modify that activity.

### Access to Activities for Which You Are an Attendee

If you are listed as an attendee for an activity, you can view, edit, or delete that activity, regardless of the record-level access defined for your role.

### Access to Activities Through Calendar Sharing

If another user shares their calendar with you, you can view all of their activities, whether or not you are an attendee and whether or not the record-level access defined for your role would normally give you access. The exceptions are activities designated as private. While you can

view all activities on a shared calendar, you can only edit one of the activities if your role gives you that level of access.

### Access to Private Activities

If an activity is designated as a private activity, only the attendees for that activity can view it or update it. If your calendar contains a private activity and you share your calendar with others who are not attendees for that activity, they can see the activity blocked out on your calendar, but they cannot view any information about it, even if the record-level access defined for their role would normally give them access.

### Access to Activities with No Associations

If an activity has no attendees or firms listed as stakeholders and is not associated with an project or marketing campaign, any user who has access to the Activities hub can view, edit, or delete that activity.

### Access to Resource Planning

In most cases, the settings that you select for a security role on the Roles form control the access to the Resource Planning module for users assigned that security role.

### Access to Menu Options

Use the menu access options on the General tab of the Roles form to select the Navigation pane options that are available to a role.

- **Resource management:** Select this option in the menu option structure to grant access to all resource management applications (Resource View, Project View, and so on), or expand **Resource Management** to grant access to some but not all of those applications.
- **Project planning:** Select **Hubs » Projects** to grant access to the Projects hub.

### Access to Project Planning Tabs

Use the Access Rights tab of the Roles form to select the project planning tabs that are available to a role in the Projects hub.

Set the **Functional Area** option to **Application Tabs** and select the tabs that you want the role to have access to when working with project plans. If no tabs are selected, the Plan form in the Projects hub is not available to users in that security role.

### Access to Types of Records

Use the Application Record Access grid on the Record Access tab of the Roles form to specify the types of records the role can access and what level of access (Full, Read Only, and so on) the role has to each type of record.

A role must have access to the Projects hub in order to have access to project plans. However, you can grant more access to plans than you do to other project information. For example, you could give a role Read Only access to projects but give Full access to project plans.

Record type	Hub Name column	Access column	Record Level View column	Record Level Update column
Employee resource assignments	Employee Assignment	Indicate whether or not the role can add employee resource assignments.	Restrict the employees for whom the role can view assignments.	Restrict the employees for whom the role can update assignments.
Generic resource assignments	Generic Assignment	Indicate whether or not the role can add generic resource assignments.	Restrict the generic resources for which the role can update assignments.	Restrict the generic resources for which the role can update assignments.
Project plans	Project Plans	Indicate the level of access the role has to project plans (Full, Add/Modify, and so on). (This setting is only available if you gave the role access to at least one of the following on the General tab of the Roles form: Projects hub, Resource View, or Project View.)	Restrict the projects for which the role can view plans.	Restrict the projects for which the role can update plans.

### Access to Resource Management Reports

When you specify the employee resource assignments and generic resource assignments that a role can view in Resource View, as described above, that also determines the resource assignments that the role can view on Resources reports in Resource Management.

When you specify the projects for which a role can view plan information in the Projects hub and in Project View, that also determines the project plans that the role can view on Projects reports in Resource Management.

### Access to Planning Reports

Use the Access Rights tab of the Roles form to select the planning reports that are available to a role in Reporting.

Set the **Functional Area** option to **Reports**, set the **Report Type** option to **Resource Planning**, and select the planning reports that you want the role to have access to.

### Access to Resource Planning Settings

Use the menu access options on the General tab of the Roles form to select the Settings menu options that are available to a role. Expand **Settings** in the menu option structure, and select

**Resource Planning** to grant access to all resource planning settings applications, or expand **Resource Planning** to grant access to some but not all of those applications.

A user who has access to a settings application has full access. For example, you cannot allow them to view the settings but prevent them from changing them.

### Other Access Options

The following settings on the Roles form also apply to Resource Planning users:

On the Accounting tab:

- **Labor Cost Rates/Amounts:** This option controls the extent to which users can view cost rates and amounts in project plans.

On the Planning tab:

- **Allow Changes to Baseline:** Allow users to save revised baseline versions. Does not apply to saving the original baseline for a plan, only to replacing the original version with an updated one.
- **Allow Changes to Budget Type:** Allow users to select a different budget type (Cost, Billing, or Cost and Billing) in the Plan Settings dialog box.
- **Allow Changes to Rate/Method Tables:** Allow users to change the rate calculation methods and rate tables that are used to calculate planned amounts.
- **Allow Changes to Overhead %:** Allow users to change the percentage of overhead to be applied to the planned labor cost.
- **Allow Changes to Hard Book Planned Hours:** Allow users to mark resource assignments as hard booked. This option is only available if Vantagepoint is set up to use soft and hard booking for assignments.

### Additional Notes

- If a user's security role does not give them access to a project, the user cannot view that project's plan in the Projects hub or in Project View. However, if that user does have access in Resource View to employees and generic resources that are assigned to that project, then they can view those assignments in Resource View. Without update access to the project, however, they cannot use Resource View to make changes to those assignments or to add new assignments for that project.
- If you grant record-level access to projects based on data for a lower level of the work breakdown structure (WBS), users with that role have access to all levels of the project plans. For example, if record-level access gives access to projects for which the user is the project manager at the phase level, users with access to project plans have access to all levels of the plans for the selected projects, not just to the parts of the plans for their phase.

## Users Settings

When you implement security, you must create a user record for each individual who will use Vantagepoint. Each user must have a unique username.

There are several methods for creating users:

Methods	On the Users form
<b>Recommended method:</b> Create multiple users, associate usernames with employee numbers or records already entered in the Employees hub, and generate passwords all at one time.	Click <b>Other Actions » Generate Users</b> .
Copy an existing user's record, modify the record, and save changes to create a new user. When you copy a user, the new user automatically inherits the first user's access rights and privileges, including record level security.	Click <b>Other Actions » Copy</b> .
Create new users, who do or do not have an employee record in the Employees hub.	Click <b>+ New User</b> .

Vantagepoint verifies a user when the user logs in with a username and password. After the initial log in:

- The user cannot change their username.
- The user can change their password.

How to...

You can create multiple users from existing employee records and simultaneously assign their initial passwords. Alternatively, you can create individual user records. At any time, you can modify user information and enable or disable user logins.

### Create Multiple New Users from Employee Records

You can use existing employee records as the basis for creating multiple user records at one time. You cannot exceed the number of users that your company is licensed to set up.

#### To create multiple new users:

1. In the Navigation pane, select **Settings » Security » Users**.
2. On the Actions bar of the Users form, click **Other Actions » Generate Users**.
3. On the Generate Users dialog box, in **Generate Users for Employees that Do Not Have a Username**, select employees from the list of those who do not yet have a user record.
4. Use the **Role** option to assign the user to a security role, which determines the applications, menu items, and options that the user is allowed to access.
5. In **Username Format**, select the format for the usernames that are generated from the employee records.  
Vantagepoint defaults to all capital letters. For example, the format **Last Name, First Initial, Middle Initial** displays the username Richard M. Freeman as **FREEMANRM**.

6. Use the **Initial Password** option to select the format of the automatically generated password that users are initially assigned.
7. In the **Domain** field, select the user's domain server name, which is necessary for Windows Integrated Security.  
This field is only enabled when you select the **Windows Authentication** option on the Users form.
8. Click **Generate Users** to generate the new users and their usernames.  
Emails are sent to newly-generated users with their new user name and password. When new users first log in, they must change the initial password.

### Create a New User

Create a new user record at any time. You can associate a user record with an employee, to support employee tasks such as timesheet entry or expense entry. Alternatively, you can create a generic user record without such an association for non-employees, such as consultants, who do not need access to timesheets or expense reports.

#### To create a new user:

1. In the Navigation pane, select **Settings » Security » Users**.
2. At the top of the Users form, click **+ New User**.
3. In the **User ID** field on the blank user record, enter a user ID that is unique across your enterprise.  
If the user ID is not an email address (does not include the @ character), the total length cannot exceed 120 characters. If the user ID is an email address (includes the @ character), the total length cannot exceed 113 characters, with up to 64 allowed before the @ character and up to 48 allowed after the @ character. The following characters are not allowed:
  - A @ character that does not separate the email username from the domain.
  - A period (.) character immediately preceding the @ character.
4. In the **Employee** field, select an employee record.  
Vantagepoint automatically creates a relationship between the selected employee record and the username that you specify in the **User ID** field. This relationship is important for timesheet entry, expense entry, and other employee functions.  
To create a generic user record, do **not** enter an employee in this field. A user who is not associated with an employee cannot access applications that require an employee number, such as Timesheets and Expense Reports, but can still use other parts of Vantagepoint. For example, if you have an outside consultant who does not need to use timesheets and expense reports, create a user record that is not associated with an employee.
5. In the **Password** field, enter the initial password for the user.  
Password policies are not enforced when you set a user's password. However, if the manually-entered password does not adhere to the password policies, the **Force User to Reset Password at Next Login** setting is automatically selected.

6. Use the **Role** option to specify the user's security role, which determines the applications, menu items, and options that the user is allowed to access.
7. To have Vantagepoint honor the user's Windows username and password, select the **Windows Authentication** option and specify a domain in the **Domain** field.
8. In the **Support Username** field, enter the username that you use for Deltek's Customer Care site.
9. In the **Support Password** field, enter the password that you use for Deltek's Customer Care site.  
This password is automatically encrypted for added security.
10. To specify how the user's reports display and print, complete the fields in the Default Print Settings section.
11. Click **Save**.

### Copy a User

To create a new user record, you can copy and modify an existing user record. The new user record must have a unique user ID. The newly created user record inherits the first user's access rights and privileges, including record level security.

#### To create a user from an existing user record:




1. In the Navigation pane, select **Settings » Security » Users**.
2. On the Users form, search for and select the user record that you want to copy.
3. On the Actions bar, click **Other Actions » Copy**.
4. In the **User ID** field, enter a new, unique user ID.  
If the user ID is not an email address (does not include the @ character), the total length cannot exceed 120 characters. If the user ID is an email address (includes the @ character), the total length cannot exceed 113 characters, with up to 64 allowed before the @ character and up to 48 allowed after the @ character. The following characters are not allowed:
  - A @ character that does not separate the email username from the domain.
  - A period (.) character immediately preceding the @ character.
5. Modify the remaining user information, including the default print settings.
6. Click **Save**.


### Use List View on the Users Form

On the Users form, you can view a record in either detail view or list view. The detail view displays a single record. List view lets you view multiple records at one time, in a grid, so that you can evaluate data quickly.

Detail view is the default view when you first open the Users form and is the format described in help topics. You can switch to list view at any time.

### To use List view:

1. In the Navigation pane, select **Settings » Security » Users**.
2. Click  to change to List view.  
On the Users form, multiple records are displayed in the grid, with fields arranged in columns and rows. The control at the top of the page indicates the number of records displayed.
3. While in list view, you can:
  - Modify a record's information.
  - Use  on the grid toolbar to add, remove, or change the order of the columns in the grid.  
For information about selecting columns, see [Select Columns for a Grid](#).
  - Use  on the grid toolbar to filter any of the columns to show only specified results.
  - Drag and drop columns to change their order.
  - Use the row tools to copy or delete a record.
  - Use the Other Actions menu to print or export the contents of the grid.

The **Search** field is not available while in list view.
4. Click  to change back to detail view.

### Modify User Information

You can modify a user record at any time.

### To modify user information:

1. In the Navigation pane, select **Settings » Security » Users**.
2. On the Users form, search for and select the user whose information you want to modify.
3. Do either of the following:
  - Make changes to individual settings on the Users form. Those changes are saved automatically.
  - Click **Edit** on the Actions bar to make changes in Edit mode and then click **Save**.



### Enable Users to Use Vantagepoint

Enable and activate users' access rights and ability to use Vantagepoint.

Enabling a user is required when the user's invalid login attempt total is automatically reset to zero. This is necessary when the user's login is automatically disabled after a certain number of consecutive unsuccessful login attempts, as defined by Password Policies.



### To enable users:

1. In the Navigation pane, select **Settings » Security » Users**.
2. On the Users form, click  to open the List view.
3. Use the selection check box to the left of the Username column to select the users that you want to enable.
4. Clear the **Disable Login** check box for each user that you want to enable.  
If this field is not visible in the grid, click  and add **Disable Login** to the selected columns.
5. Click **Save**.

### Enable All Users to Use <Vantagepoint

You can enable all users at the same time. This is helpful when you need to enable all users quickly after you disable users in order to perform system maintenance.



### To enable all users:

1. In the Navigation pane, select **Settings » Security » Users**.
2. Click **Other Actions » Enable All Logins**.
3. Click **Save**.

### Disable Users from Using Vantagepoint

System administrators can disable users so that they cannot use Vantagepoint. You cannot disable your own username.

### To disable users:

1. In the Navigation pane, select **Settings » Security » Users**.
2. On the Users form, click  to open the List view.
3. Use the check boxes to the left of the **Username** column to select the users that you want to disable.
4. Select the **Disable Login** option for each selected user.  
If this field is not visible in the grid, click  and add **Disable Login** to the selected columns.
5. Click **Save**.

### Disable All Users from Using Vantagepoint

System administrators use this function to disable all users from using Vantagepoint. This is helpful if you need to lock out all users when you perform system maintenance. You cannot disable your own username.

#### To disable all users:

1. In the Navigation pane, select **Settings » Security » Users**.
2. Click **Other Actions » Disable All Logins**.
3. Click **Save**.

### Fields and Options

You create and modify user records on the Users form.

### Users Form

On the Users form you set up Vantagepoint users and assign initial passwords. You can also set the **Windows Authentication** option on this form.


#### Display the Users Form



You display the Users form in Security Settings.

From the Navigation menu of the browser application, click **Settings » Security » Users**.

#### Contents of the Users Form

Use this form to create a user record, specify a username and password, assign a security role, and set up default report settings.

Click **+ New User** to add information for a new user record. To edit information after you save a record, hover over a field name and click  to open the field in edit mode. Alternatively, you can click **Edit** on the Actions bar to edit multiple fields without needing to hover over each field name.

Use the Detailed view of this form (the default for the form) to add or modify individual Vantagepoint user records. Switch to List view by clicking  in the upper right corner. This can be helpful if you need to enable or disable multiple users. To return to Detailed view, click .

### Contents

#### Fields


Field	Description
<b>Users Search</b>	Use the <b>Searches</b> drop-down list to find and select the user that you want to review or edit. The User ID appears above the mapped employee name.

Field	Description
	<p>To quickly find a user, type in a portion of the User ID or employee name to narrow the results.</p> <p>To refine the results set, click ▼ <b>Searches</b> to select a standard or saved search:</p> <ul style="list-style-type: none"> <li>Click <b>All</b> to select a standard search that lists all records (both active and inactive).</li> <li>Click <b>My Searches</b> : to display a list of users based on your personal search.</li> <li>Click <b>Shared Searches</b> to display a list of users based on a search shared with other team members and roles.</li> <li>Click <b>+ New Search</b> to create a new search for user records. Use both basic and advanced search features on the <b>New Search</b> dialog box to refine search criteria.</li> </ul> <p>Click the ✎ icon to display the Edit Search dialog box. You can then update your personal search for future use.</p> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
◀x of x▶	Use these arrow icons to scroll through the records and open a different record on the form. The numbers indicate which record you are viewing out of the total number of records in the search results.
+ New User	Click this option to add a user. Enter information for the user on the Users form.
≡Switch to List View	From Detail view, you can click this icon to switch to the List view of the Users form. In List view, fields are displayed in columns in one grid on the form rather than on separate tabs. One or more user records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can customize the columns and fields that display within the grid to quickly locate and evaluate data. For example, to locate a user record, you can use the list view to filter the records by name, and then review the list to locate the desired record.
☐Switch to Detail View	From List view, you can click this icon to switch to the Detail view of the form. Detail view is the default view that displays when you open a Users form for the first time. In Detail view, all the fields display on the Users form. The Detail view is the format that is described in help topics in the Online Help system.
Actions	<p>Use these options to edit and manage user information.</p> <ul style="list-style-type: none"> <li><b>Edit:</b> Edit the current user record.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Copy the current user information. A new record displays with some of the fields populated with the existing user's information. Specify a unique identifier for the user and edit the remaining fields with the new record's information.</li> <li>▪ <b>Reset Password:</b> Force the user to reset their assigned password.</li> <li>▪ <b>Enable All Logins:</b> Enable all users to use Vantagepoint at the same time. This is helpful when you need to enable all users quickly after you disable users in order to perform system maintenance.</li> <li>▪ <b>Disable All Logins:</b> Disable all users from using Vantagepoint. This is helpful if you need to lock all users out of Vantagepoint when you perform system maintenance. You cannot disable your own username.</li> <li>▪ <b>Generate Users:</b> Open the Generate Users dialog box, where you can create Vantagepoint users from employee records in the Employees hub. This is helpful when you need to create many users at one time. You cannot exceed the number of users that you are licensed to set up.</li> <li>▪ <b>Print Report:</b> Print the associated report directly from this form or to open a dialog box on which you can specify print options before generating the report.</li> </ul>
<b>User ID</b>	<p>Enter a user ID in this field. If the user ID is not an email address (does not include the @ character), the total length cannot exceed 120 characters. If the user ID is an email address (includes the @ character), the total length cannot exceed 113 characters, with up to 64 allowed before the @ character and up to 48 allowed after the @ character. The following characters are not allowed:</p> <ul style="list-style-type: none"> <li>▪ A @ character that does not separate the email username from the domain.</li> <li>▪ A period (.) character immediately preceding the @ character.</li> </ul> <p>Alternatively, you can use one of the predefined formats from the <b>Username Format</b> field on the Generate Users dialog box. For example, the format <b>Last Name, First Initial, Middle Initial</b> displays the username Richard M. Freeman as <b>FREEMANRM</b>. Vantagepoint defaults to all capital letters.</p> <p>If you edit an existing user ID, you must also change the associated password (unless your firm uses Windows Integrated Security). You cannot change your own user ID.</p> <p>If your firm uses Windows Integrated Security, the following apply:</p> <ul style="list-style-type: none"> <li>▪ The <b>User ID</b> field is disabled and your Windows username automatically displays in this field.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Embedded spaces (for example, Firstname_Lastname) are helpful in usernames because Vantagepoint usernames must match the Windows usernames, which often include embedded spaces.</li> </ul>
<b>Employee</b>	<p>Select an employee's name or click <b>Search</b> to find an employee.</p> <p>Vantagepoint automatically creates a relationship between the selected employee record and the username that you specify in the <b>User ID</b> field. This relationship is important for timesheet entry, expense entry, and other employee functions.</p> <p>If you want to create a generic user, do not enter an employee in this field. A username that is not assigned an employee cannot access the applications in Vantagepoint that require an employee number, such as timesheets and expense reports, but can still use other parts of Vantagepoint.</p> <p>For example, you can create a username that is not associated with an employee if you have an outside consultant who does not need to use Time and Expense.</p>
<b>Password</b>	<p>A password is required to log in to Vantagepoint. Enter the password, and document and save it in another location.</p> <p>For security purposes, after you enter and save a password, Vantagepoint converts it to an encrypted password that is stored in the database. This means that the password that you enter is not a string of characters that displays in the <b>Password</b> field; the characters represent the encrypted password, which you cannot convert back to the original password.</p> <p>Password policies assigned in <b>Settings » Password Policies</b> are not enforced when you set a user's password. However, if the manually entered password does not adhere to the password policies, the <b>Force User to Reset Password at Next Login</b> setting is automatically selected.</p> <p>Vantagepoint disables this field if you select the <b>Windows Authentication</b> option for the user.</p>
<b>Role</b>	<p>Use this drop-down list to select the role for the user. The role defines the user's access rights to Vantagepoint. Each user must have one assigned role. You create and maintain roles on the Roles form in <b>Settings » Security » Roles</b> in the desktop application.</p>
<b>Status</b>	<p>Select <b>Active</b> or <b>Inactive</b> as the user status. If you mark a user as inactive, other fields on this form are disabled and the user cannot log in to Vantagepoint.</p>
<b>Windows Authentication</b>	<p>Select this check box to set up the user for Windows Integrated Security. When you select this option, the user does not have to log in to Vantagepoint in order to use it, as long as the user logs into Windows with the proper network credentials.</p> <p>The login page detects the Windows username and domain, and attempts to log in to Vantagepoint with that username. If the username exists as a</p>

Field	Description
	<p>valid Vantagepoint user with a valid role, the user can proceed and the login page does not display.</p> <p>If the user is not logged in to the network, Vantagepoint prompts the user for a network identification and password.</p> <p>This check box applies if you set up single sign-on using Microsoft Azure Active Directory.</p>
<b>Domain</b>	<p>Enter the user's domain server name, which is required for Windows Integrated Security. This field is enabled when you select the <b>Windows Authentication</b> option.</p> <p>This field is also required if you set up single sign-on using Microsoft Azure Active Directory.</p>
<b>Support Username</b>	<p>Enter the username that you use for Deltek's Customer Care site. The field accepts user names up to fifty characters long.</p>
<b>Support Password</b>	<p>Enter the password that you use for Deltek's Customer Care site. The field accepts passwords up to fifty characters long. The password entered on this field is encrypted for added security.</p>
<b>Disable Login</b>	<p>Select this check box to revoke the user's ability to use Vantagepoint. When you clear this check box, the user is automatically enabled to use Vantagepoint.</p> <p>If you turned on ODBC connectivity for a user (you selected the <b>Enable Cloud ODBC Connectivity</b> check box in the Cloud ODBC Setting section on this tab), when you select the <b>Disable Login</b> check box, it does <b>not</b> disable ODBC access for the user. You must also clear the <b>Enable Cloud ODBC Connectivity</b> check box on this tab or delete the user completely to disable ODBC access for the user.</p>
<b>Force User to Reset Password at Next Login</b>	<p>This check box is selected by default for new user records. The user must reset their password the next time that they log in. When this option is selected:</p> <ul style="list-style-type: none"> <li>▪ The Welcome screen displays with an active Change Password dialog box.</li> <li>▪ The <b>Cancel</b> and <b>Exit</b> buttons on the dialog box are disabled.</li> </ul> <p>The user must complete the fields on the Change Password dialog box and click <b>OK</b>. The password is reset and the <b>Force User to Reset Password at Next Login</b> option is then cleared.</p>
<b>Multi-Factor Authentication</b>	<p>Select this option to enable multi-factor authentication security. This field is enabled when <b>Enable Multi-Factor Authentication Using TOTP</b> is selected in <b>Settings » Password Policies</b>.</p>
<b>Default Qualified Status</b>	<p>This option displays if you use CRM Plus and the Lead Qualification process is enabled in Settings. Use this option to specify the default value for the <b>Qualified Status</b> option when a new contact is created in the Contacts hub.</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>New Lead:</b> Select this option for all new contacts to be created with a qualified status of <b>New Lead</b>. This indicates that the contact is in the "lead" phase without any associated firm or other records. As you work with the contact and your relationship evolves through the lead qualification process, you can change the contact's status in the Contacts hub to <b>Qualified Contact</b>. Business developers are likely to select this option as the default. If the <b>Role</b> field is set to <b>CRM</b>, this field defaults to display <b>New Lead</b>. You can change the default setting.</li> <li>▪ <b>Qualified Contact.</b> Select this option for all new contacts to be created as qualified contacts. This option is selected by default and allows you to bypass the qualification process if your role does not typically work with prospects. If the <b>Role</b> field is set to <b>Accounting</b>, this field defaults to display <b>Qualified Contact</b>. You can change the default setting.</li> </ul>
<b>Country</b>	<p>Select the country location for the user.</p> <p>By default, this field displays the default country as configured in the Defaults tab of the My Preferences dialog box (to display the dialog box, click  on the Vantagepoint toolbar and select <b>My Preferences</b>).</p>

### Cloud ODBC Settings Section

This section displays if you have the Flex Cloud ODBC Connectivity module activated in **Settings » General » Modules**. This module allows you to turn on ODBC connectivity between an ODBC-compliant tool of your choice and the Vantagepoint transaction database. This connection allows you to extract and read data from the Vantagepoint database, for example for reporting purposes, or to pull Vantagepoint data into third-party software, and so on. With this module activated, you can configure up to five users for ODBC connectivity. For more information about setting up and using ODBC connectivity, see the [Set Up Direct Database Access](#) topic in the Vantagepoint Cloud Administrator's help.

Field	Description
<b>Enable Cloud ODBC Connectivity</b>	<p>Select this check box to turn on ODBC connectivity for a user. You can select this check box for only five users at one time. The <b>Email</b> and <b>Password</b> fields are enabled and require an entry when you select this check box.</p> <p>After you select this check box, enter an email and password, and save the settings. You receive a message that the ODBC account has been successfully created. Deltek Cloud Operations will complete the configuration for the account within three business days. Deltek Customer Support will notify you by email when the configuration is complete and the account is ready to use. The email from Deltek Customer Support is sent to the email address specified in the <b>Email</b> field for the ODBC user.</p> <p>After an ODBC account has been configured for a user, you can delete the account as needed. For example, you may want to free up an account for</p>

Field	Description
	<p>another user. To delete a user's ODBC account, clear the <b>Enable Cloud ODBC Connectivity</b> check box and click <b>Save</b>.</p> <p>If you delete a user record, the ODBC connectivity is automatically disabled for the user.</p>
<b>Email</b>	<p>This field is enabled when you select the <b>Enable Cloud ODBC Connectivity</b> check box. Enter the email address of the user for whom you are setting up ODBC connectivity.</p> <p>After an ODBC account has been created and configured for a user, you cannot change the email address directly in this field. If you need to change the email address, clear the <b>Enable Cloud ODBC Connectivity</b> check box and click <b>Save</b>. This completely deletes the user's ODBC account. Then select the <b>Enable Cloud ODBC Connectivity</b> check box again, and re-enter an email and password to set up a new ODBC account with the correct email address.</p>
<b>Password</b>	<p>This field is enabled when you select the <b>Enable Cloud ODBC Connectivity</b> check box. Enter the password that the ODBC user will use. The password must contain a combination of lower case letters, upper case letters, numbers, and symbols, and be at least eight characters in length. Password policies that are assigned in <b>Settings » Security » Password Policies</b> do not apply to this password. However, you can change the user's record to include a password at any time.</p> <p>After you select the <b>Enable Cloud ODBC Connectivity</b> check box, enter an email address and password, and click <b>Save</b>, you receive a message that an ODBC account has been successfully created. You will receive an email from Deltak Customer Care within three business days to let you know that the configuration is complete and the account is ready to use. The email is sent to the email address that is specified in the <b>Email</b> field for the ODBC user.</p> <p>You can change the password directly in this field at any time.</p>

### Default Print Settings Section

The options in this section determine how the user's reports display and print.

Field	Description
<b>Page Size</b>	<p>From the drop-down list, select the default page size for reports. The page size that you select in this field determines the <b>Page Width</b> and <b>Page Height</b> values. When you select <b>Custom</b>, you can enter the width and height of your choice. Users can modify the page size in <b>Reporting</b> in the desktop application.</p>
<b>Unit of Measure</b>	<p>From the drop-down list, select <b>Inches</b> or <b>Millimeters</b> as the unit of measure to use with the report measurements fields on this tab. Users can modify the unit of measure in Reporting.</p>
<b>Page Width, Page Height</b>	<p>Your setting for the <b>Page Size</b> option determines the width and height settings. The measurements display in either inches or millimeters, based on your selection in the <b>Unit of Measure</b> field.</p>



Field	Description
	If you select <b>Custom</b> in the <b>Page Size</b> field, these fields are enabled so you can enter a width and height of your choice.
<b>Top Margin</b>	Enter the top margin for a report page.
<b>Bottom Margin</b>	Enter the bottom margin for a report page.
<b>Left Margin</b>	Enter the left margin for a report page.
<b>Right Margin</b>	Enter the right margin for a report page.
<b>Font</b>	Select the default font for reports.

### Generate Users Dialog Box

Use the Generate Users dialog box to create Vantagepoint users from employee records in the Employees hub. This is helpful when you need to create many users at one time. You cannot exceed the number of users that you are licensed to set up.

#### Display the Generate Users Dialog Box

You open the Generate Users dialog box from the Users form.

1. In the Navigation pane, select **Settings » Security » Users**.
2. Select **Generate Users** from the **Other Actions** menu.

#### Contents of the Generate Users Dialog Box

Use this dialog box to generate Vantagepoint users from employee records.

#### Contents

Field	Description
<b>Generate Users for Employees That Do Not Have a Username</b>	Use this drop-down list to select employees who have records in the Employees hub but who do not yet have Vantagepoint usernames.
<b>Role</b>	Use this drop-down list to select the role for the user or group of users. The role defines the user's access rights to Vantagepoint. Each user must have one assigned role. You create and maintain roles on the Roles form in <b>Settings » Security » Roles</b> in the desktop application.

Field	Description
<b>Username Format</b>	Use this drop-down list to select the format for the usernames that will be generated. For example, the format <b>Last Name, First Initial, Middle Initial</b> displays the username Richard M. Freeman as <b>FREEMANRM</b> . Vantagepoint defaults to all capital letters.
<b>Initial Password</b>	Use this drop-down list to select the format for the user passwords that will be generated.
<b>Domain (Only for Windows Authentication)</b>	Use this field to enter to select the user's domain server name, which is necessary for Windows Integrated Security. This field is enabled when you select the <b>Windows Authentication</b> option in the <b>Initial Password</b> field.
<b>Generate Users</b>	Click this button to generate the new user and user name.

## Reports

You can print a report to review user records.

### User Accounts Report

The User Accounts report presents the usernames for each employee who is using Vantagepoint. You can use this report to verify your entries on the Users form in **Settings » Users**.

For each user, the User Accounts report lists the following:

- Username
- Role to which the username is assigned
- Employee number of the employee associated with the username
- Name of the employee associated with the username
- Login status: disabled or enabled

#### *Display the User Accounts Report*

The User Accounts report is an administration report.

1. On the Navigation menu in the desktop application, click **Reporting » Administration**.
2. In the Reports grid, select **User Accounts**.

### User Accounts Report Columns

The User Accounts report contains a standard set of columns.

#### Columns

Column	Description
<b>Username</b>	This column displays the username of the user account.
<b>Windows Authentication</b>	This column displays whether or not the user account has Windows authentication enabled.
<b>Domain</b>	This column displays the user's domain server name that was selected for Windows Integrated Security if Windows authentication is enabled.
<b>Login Status</b>	This column indicates whether or not the user account has the ability to use Vantagepoint.
<b>Force User to Reset Password at Next Login</b>	This column displays whether or not the user account is configured to ask the user to change the password. The column title in the report is shortened to <b>Reset Password at Next Login</b> to maximize the space in the report.
<b>Role</b>	This column displays the role of the user's account.
<b>Employee Number</b>	This column displays the user's employee number.
<b>Employee</b>	This column displays the name of the employee that is associated with the user account.

## Password Policies

Before creating users, use Password Policies Security to establish the criteria for acceptable Vantagepoint passwords. These policies apply when users change their own passwords, which they can do after the initial log in.

How to...

Learn how to set up multi-factor authentication in user accounts.

### Set Up Multi-factor Authentication for User Login

You can enable multi-factor authentication to require specific users to enter six-digit codes from an authentication application, in addition to their user ID and password, when they log in to Vantagepoint.

#### To set up multi-factor authentication for user login:

1. In the Navigation pane, select **Settings » Security » Password Policies**.
2. On the Password Policies form, select the **Enable Multi-Factor Authentication Using TOTP** check box.

A **Multi-factor Authentication** check box displays on the Users form, which allows you to enable multi-factor authentication for each user.

3. Click **Save**.
4. In the Navigation pane, select **Settings » Security » Users**.
5. On the Users form, select a specific user for whom you want to enable multi-factor authentication.
6. Select the **Multi-Factor Authentication** check box.  
After you save a user's record that has this option selected, that user must also provide a six-digit code from an authentication application on a mobile device to log in, in addition to their user ID and password. The user gets prompted the next time that they log in to Vantagepoint.

Repeat steps 5 and 6 for each user for whom you want to require multi-factor authentication.

## Fields and Options

Use the Password Policies form to set up password rules.

### Password Policies Form

Use the Password Policies form to specify the options and restrictions for passwords.

#### Display the Password Policies Form

You display the Password Policies form in Settings.

From the Navigation menu, click **Settings » Security » Password Policies**.

#### Contents of the Password Policies Form

Use the fields and options to specify the rules for passwords.

#### Contents

Field	Description
<b>Password Strength</b>	Choose an option to specify the password requirements: <ul style="list-style-type: none"> <li>▪ <b>Weak:</b> Allow passwords without any character requirement.</li> <li>▪ <b>Medium:</b> Require a number to be included</li> <li>▪ <b>Strong:</b> Require a number and a special character, such as &amp; or #, to be included</li> </ul>
<b>Minimum Length</b>	Enter the minimum number of characters that users must enter for a password.

Field	Description
<b>Expiration</b>	<p>Choose the time period when a password expires:</p> <ul style="list-style-type: none"> <li>▪ <b>Never</b></li> <li>▪ <b>30 days</b></li> <li>▪ <b>90 days</b></li> <li>▪ <b>6 months</b></li> <li>▪ <b>1 year</b></li> </ul> <p>After a password expires, the user is locked out of Vantagepoint and must change the password to log in again.</p>
<b>Log In Lockout</b>	Enter a numeric value for the number of invalid login attempts allowed before a user is disabled from using Vantagepoint. Each time that a login is successful, the counter clears and restarts at zero. After Vantagepoint locks out a user, their password will not work until the administrator reinstates the user's login rights.
<b>Restrict Password Reuse</b>	Select this check box to restrict the number of days that users cannot reuse a password after they change their password.
<b>Number of Days</b>	This field is enabled when you select the <b>Restrict Password Reuse</b> check box. Enter the number of days during which users cannot reuse the same password when they change their password.
<b>Enable Multi-Factor Authentication Using TOTP</b>	Select this check box to enable multi-factor authentication on Vantagepoint, which provides an additional layer of security. A corresponding option becomes available in the Users form to require users to provide a six-digit code from an authentication application on a mobile device, in addition to the user's ID and password.
<b>Username and Password Cannot Be the Same</b>	Select this check box to prevent Vantagepoint from accepting passwords that match usernames.
<b>Cannot Reuse Password</b>	Select this check box to restrict the reuse of old passwords when users change their password. This prevents users from using the same password for a certain number of times when they change their password.
<b>Number of Times</b>	This field is enabled when you select the <b>Cannot Reuse Password</b> check box. Enter the number of times that users cannot reuse their current password when they change their password.

## Set Up Multi-factor Authentication Dialog Box

Use this dialog box to scan the QR code to set up a new Vantagepoint account on your authentication application on your mobile device.

### *Display the Set Up Multi-factor Authentication Dialog Box*

You display this dialog box from the multi-factor authentication screen.

You only need to set up multi-factor authentication once.

### To display this dialog box:

1. Use your Vantagepoint URL to launch Vantagepoint and display the Vantagepoint login screen.
2. Select one of the following actions:
  - If you are logged in to Windows with your network login credentials and you want to log in to Vantagepoint using Windows Authentication, select the **Windows Authentication** check box when you log in.
  - If you are not using Windows Authentication, enter your user ID in **User ID** and your password in **Password**.
3. If more than one database is available, click ▼ in **Database** to select a different database.
4. Click **Log In**. (If you are logging in from the Vantagepoint desktop application, click **OK**.)
5. In the Vantagepoint Multi-factor Authentication screen (or in the Multi-factor Authentication dialog box in the desktop application), click **Set Up Multi-factor Authentication**.

### *Contents of the Set Up Multi-factor Authentication Dialog Box*

Use the fields and options to set up multi-factor authentication on an authentication application on your mobile device.

### Contents

Field	Description
<b>QR Code</b>	In the Vantagepointbrowser application, the Set Up Multi-factor dialog box appears when you click <b>Set Up Multi-factor Authentication</b> . Scan this QR code with the authentication application on your mobile device.  In the Vantagepoint desktop application, the dialog box extends to show the QR code.
<b>Done with Setup</b>	Click this button to close the Multi-factor Authentication dialog box and go back to the Vantagepoint login screen.

Learn More About...

Learn more about the reasons for using multi-factor authentication.

### Using Multi-factor Authentication for User Login

Multi-factor authentication provides another layer of security. This protects Vantagepoint from unauthorized access and safeguards the integrity of information.

In addition to a user ID and password, multi-factor authentication requires users to enter a six-digit code from an authentication application when they log in to Vantagepoint. This supplements the login credentials of users by proving their identity on a separate device.

To use multi-factor authentication to log in to Vantagepoint, each user must install an authentication application on their mobile device. Deltek recommends Google Authenticator, which has been tested with Vantagepoint. Although this application is recommended, you can also use other authentication applications.

Administrators and users with relevant role privileges can enable multi-factor authentication in **Settings » Security » Password Policies**.

Once the feature is enabled, it must also be activated for each user in **Settings » Security » Users**.

## Logins and Passwords

If you are new to Vantagepoint, you should become familiar with login procedures and know how to change your password.

If Windows Authentication is not enabled, you must enter a password; you cannot leave the password field blank. When you upgrade Vantagepoint from a prior version and login using a blank password, Vantagepoint requires you to change the password.

How to...

Your login procedure depends on whether or not you are using Windows Integrated Security.

### Open Security and Log In to Vantagepoint

If you are a new user, contact your administrator for your username and password information.

**To open Security and log in to Vantagepoint:**

1. Open your browser and click the Vantagepoint icon to open the Vantagepoint application.
2. On the Login page, enter your password.  
If this is the first time that you log on, the password field is blank. To ensure security, leave the password field blank and use the Change Password dialog box to enter a new password.
3. In the Navigation pane, select **Settings » Security » Users** .  
Vantagepoint is installed with a single user account called **ADMIN**.

**Alternative procedure:** If your company uses Windows Integrated Security, use the alternative procedure: "Log on to Vantagepoint Using Windows Integrated Security."

### Log In Using Windows Integrated Security

If your enterprise uses Windows Integrated Security with Vantagepoint, you can log in once for both Windows and Vantagepoint.

**Prerequisites:** You must be logged in to Windows with your network login credentials.

#### To log on to Vantagepoint using Windows Integrated Security:


1. Open Internet Explorer and start Vantagepoint.
2. If more than one database exists, select the database that you want to use.
3. In **Language**, select the language that you want to use while you work in Vantagepoint. The drop-down list contains all languages that Vantagepoint supports.
4. Click **Log In**.

### Change Your Password

Each Vantagepoint user has a unique username and password. Change your password regularly to ensure system security.

You cannot change your password if the **Windows Authentication** check box is selected when you log in.

#### To change your password:

1. On the toolbar, click  and select **My Preferences**.
2. On any tab of the My Preferences dialog box, click **Change Password**.
3. In **Old Password** on the Change Password dialog box, enter your current password.
4. In **New Password**, enter your new password.  
If your system administrator established password policies, your new password is accepted only if it meets those requirements.
5. In **Confirm Password**, enter your new password again.
6. Click **OK**.  
The next time that you log in, you must use the new password.

Learn More About...

Unsuccessful login attempts can result in a user's login being disabled.



### Automatically Disabled Logins

If a user has a certain number of consecutive unsuccessful log in attempts, the user's login is disabled.

You define the number of unsuccessful login accounts allowed on the Password Policies form in **Settings » Security » Password Policies**. After a user successfully logs in, the login attempt count is reset to zero. When a user is disabled, the system administrator must re-enable the user's login.

## Windows Integrated Security

Vantagepoint includes an option for Windows Integrated Security, which allows users to log in one time for both Windows and the Vantagepoint application.

Any user who is not properly logged in to the network is prompted for a network ID and password before the user can log in to Vantagepoint. Password policies and expiration dates do not apply to integrated security logins.

If you use the Vantagepoint cloud offering or on-premises Vantagepoint, you can use single sign-on functionality, if you sign up for and configure Microsoft Azure Active Directory (Azure AD).

How to...

You set up Windows Integrated Security using administrative tools.

### Configure Windows Integrated Security

Before you use Vantagepoint with Windows Integrated Security, you must configure the Vantagepoint Server Directory and enter Integrated and Domain information for users.

#### To configure Windows Integrated Security:

1. Use the Windows Internet Services Manager in the Control Panel Administrative Tools to access the IIS Virtual directory.  
This is usually called Vantagepoint. This server must be a member of the domain before it can be accessed.
2. On the Vantagepoint Properties menu, select the Directory Security tab.
3. On the Authentication Methods dialog box, click **Edit**.
4. Clear the selections by the **Anonymous Access** and **Basic Authentication** options.
5. Select the **Integrated Windows Authentication** option and click **OK**.
6. Click **OK** to save your changes.
7. Configure the **Windows Authentication** and **Domain** fields on the General tab of the Users form and save your work.

## Workflow Settings

Use workflows to specify conditions in applications for which you want to be alerted. You can also use the Numbering options to view the current formats for your firm's record identification numbers, and to set up auto numbering for records.

There are different types of workflows:

- **User initiated workflows** are triggered when a user adds, changes, or deletes a record or a portion of a record.
- **Scheduled workflows** are database queries that run at regular intervals via the process server. They are triggered when user-defined conditions are met.
- **Approval workflows** identify the steps, approvers, and alerts for approving certain items, such as timesheets and expense reports.
- **Web services** are created by your organization and triggered when a user saves, approves, or routes a record.

You can create workflows for both standard and user-defined fields and grids.

### Workflows and Hubs

When you create a workflow, you determine whether you want it to apply to an entire record or to only a part of the record. For example, you can create a workflow alert that is generated when a contact is associated with a record in the Projects hub.

### Workflow Events and Actions

The User Initiated and Scheduled Workflow forms each consist of two grids, Workflows and Actions. Use the Workflows grid to assign one or more events to the selected application. You can then use the Actions grid to assign an action to each workflow event. For both events and actions, you have the option to specify detailed conditions that determine when the event or action is fired and what parameters are required.

### Workflow and Multiple Languages

If your firm uses multiple languages, a Languages lookup displays on the Actions grid. This lookup displays the languages that the system administrator has enabled. Use this lookup to select the language for this workflow; only employees with the same language receive the message. If the field is blank, all employees receive the message.

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

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

### Workflows and Multiple Companies

If you use multiple companies, the scheduled and user-initiated workflows include field options and operators that provide access to all companies, including the home company. See the Concepts section of the online help for more information.

## Numbering

Use automatic numbering to automatically generate an identification number for new records created for hubs, organizations, labor codes, and in User Defined Components. You can define the structure of the identification numbers to match your business requirements. Automatic numbering is enabled on the Numbering form in **Settings » Workflow » Numbering**.

## User Initiated Workflow

When you set up user initiated workflows, you specify conditions so that certain events automatically trigger related actions, such as sending an alert or running a process. The events that you specify may occur in the hubs or in other applications. You set up user initiated workflows in Workflow Settings.

An "event" is when someone adds, changes, or deletes a record or a portion of a record in Vantagepoint. For example, someone adds a new employee in the Employees hub.

When an event takes place, if it meets the conditions of a user initiated workflow, Vantagepoint automatically performs the actions that are specified for it in the user initiated workflow, such as sending an email alert, changing the value of a column, creating an activity, or invoking a Web service. For example, when a new employee record is added to the Employees hub, the new employee's supervisor will receive an email alert notifying them that the new employee is now entered in the system.

In a user initiated workflow, you can specify one or more actions for an event. For example, you can create a workflow that states that when you add a new employee (event), Vantagepoint sends an email message to the manager (action) and sets up a lunch meeting (action).

The events that you specify in a user initiated workflow are based on Vantagepoint database tables, records, and fields. You can create workflows for both standard and user-defined fields and grids.

In Workflows, the word "column" is synonymous with "field."

If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

Deltak recommends that you review all conceptual and procedural information about workflows before you begin.

How to...

After you create user-initiated workflows, you can review their details on the related report.

## Create User Initiated Workflows

You can create user-initiated workflows for events that occur in various applications. For each workflow, you specify an event, including conditions for the event, and the action that triggers the event.

If you plan to create an Insert/Associate type workflow and a similar Change type workflow, create the Insert/Associate workflow first, test it, and then copy it to create the Change type workflow.

**To create a user-initiated workflow:**

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.
2. On the User Initiated Workflows settings form, use the **Area** option to select the application for which you want to create a workflow.
3. To create a workflow event, click **+Add Workflow** below the Workflows grid and complete the following actions:
  - a) In **Workflow Table**, select the entire record or select a specific table/grid for which to create a workflow.  
 The tables available are specific to the application that you selected with the **Area** option.
    - Entire records display in brackets, such as [Employee Record], and consist of both standard and user-defined fields.
    - User-defined grids display with underscores, such as Employee\_Profile.
 If you select **Approval Workflow** in the **Area** field and select an approval workflow in the **Approval Type** field, the **Workflow Table** column in the grid displays **ApprovalItem**.
  - b) In **Workflow Type**, select the type of workflow for which you want to generate an action:
    - **Change**: Vantagepoint generates an action when a change (other than an Insert or Delete) occurs in an existing record. For example, if the status of a client changes from Active to Inactive, an action occurs.
    - **Insert/Associate**: Vantagepoint generates an action when new information is added to the specified workflow table entered above. For example, when a new project record is added, an action occurs.
    - **Delete/Remove**: Vantagepoint generates an action when information is deleted from the specified workflow table. For example, if a project record is deleted, an action occurs.
  - c) If you are setting up a workflow for the Projects hub, use the **Level** drop-down list to specify the WBS level at which the workflow event should execute.
  - d) Select **Active** to enable the workflow.  
 After the workflow event is saved, you can clear this option to disable the event temporarily without deleting it from the database.
  - e) Enter a description for the event.
  - f) To enter one or more conditions for which you want actions to take place when the workflow event conditions are met, click "" **Ellipsis** in the **Conditions** field, and complete the Conditions dialog box.
  - g) After you finish creating events, drag and drop rows in the Workflows grid to specify the sequence in which the events are executed.

4. To create one or more actions for the workflow, in the Actions grid, use the **Add Action** drop-down list to select an action to add to the workflow and complete the following actions.

The dialog box that displays depends on the action that you select. For example, if you select **Email Alert**, you then complete the fields on the Email Configuration dialog box.

- a) Complete the fields and options on the dialog box and click **Apply**.  
The name of the action displays in the **Action** column in the Actions grid.
- b) If you are setting up a workflow for the Projects hub, specify at what WBS level the action should execute.
- c) Select **Active** to enable the action.  
After the action is saved, you can clear this option to disable the event temporarily without deleting it from the database.
- d) Enter a description for the action.
- e) To enter one or more conditions for which you want actions to take place when the workflow event conditions are met, click "⋮" **Ellipsis** in the **Conditions** field, and complete the Conditions dialog box.
- f) If you are using multiple languages and the action is an Email Alert, Notification, Validate Warning, or Validate Error, click "⋮" and use the Languages dialog box to select the language to use with this action. Employees in the specified role or group with the selected language receive the action in their language. If an email address is entered for an alert action, the employee receives the alert whether or not the language matches.
- g) After you finish creating actions, drag and drop rows in the Actions grid to specify the sequence in which the actions are executed.

5. Click **Save**.

### Print the Workflow Report

Use the Workflow report to review the information that you entered for a Workflow event and action, including the type of workflow, whether it is active, the conditions in the workflow, and the workflow's description.

#### To print a Workflow report:

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows** or select **Settings » Workflow » Scheduled Workflows**.
2. On the User Initiated Workflow settings form or the Scheduled Workflows settings form, use the **Area** option to select the type of workflow for which you want to generate a report.
3. Select one of the following actions:
  - To print the information for all workflows for the application area, click **Print All Workflows** on the Actions bar. Vantagepoint prints out the information for each workflow event for that area, followed by the information for all the actions for that event.

- To print the information for a single workflow, select that workflow in the Workflows grid and click **Print Workflow** on the grid toolbar. Vantagepoint prints out the information for only the selected workflow, followed by the information for all the actions for that event.

## Fields and Options

Use the form and related dialog boxes to create and modify user-initiated workflows.

### User Initiated Workflow Form

Use this form to create user-initiated workflows that automatically trigger actions, such as sending alerts or creating activities, as a result of an event, such as a change that someone makes to an existing Vantagepoint record.

#### Display the User Initiated Workflow Form

You display the form in Workflow Settings.

In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.

#### Contents of the User Initiated Workflow Form

Use these fields and options to create user initiated workflows that automatically trigger actions.

Field	Description
<b>Area</b>	<p>Select the application for which you want to create a workflow.</p> <p><b>Important:</b> Workflows fire only if the event that creates the action takes place from within the application that you select here. There can be more than one "point of entry" from within the hubs. When this is the case, you must set up the workflow row for the event from each potential hub.</p> <p>For example, on the Associations tab of the Contacts form, you add a new project. Vantagepoint displays the New Project form, which is actually a part of the Projects hub. Therefore, if you want to create a workflow that alerts you each time that a project is added for a contact, you need to create two workflow rows: one for the Contacts hub and one for the Projects hub.</p> <p>Equipment hub workflows fire when you save a new equipment item in that hub or when an equipment item is created automatically when you final print a purchase order.</p> <p><b>Approval Workflows</b></p> <p>You can select <b>Approval Workflow</b> for this option only if you have the Purchasing or Accounting application activated. Select this option to view each step of an approval workflow that was set up in <b>Settings » Workflow » Approval Workflows</b>, in the desktop application. You can see the details on how the</p>

Field	Description
	<p>workflow progresses from step to step. This can be helpful for administrators who are troubleshooting any issues with an approval workflow. Although you can view approval workflows from User Initiated Workflow Settings, you must create the approval workflows in the desktop application.</p> <p>You can also add advanced actions, such as stored procedures, functions, and web services to the steps of approval workflows. However, when you do this, if you ever need to edit the workflow steps again in Approval Workflow Settings, you must complete additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways.</p>
<b>Approval Name</b>	<p>This field displays only when you select <b>Approval Workflow</b> for the <b>Area</b> option. Select the name of an approval workflow that you want to view or add advanced steps to. You set up approval workflows in <b>Settings » Workflow » Approval Workflows</b>, in the desktop application.</p>

### Workflows Grid

In this grid, enter one or more workflows that apply for the application that you specified in the **Area** field. Each row in the grid represents a separate workflow. The order in which multiple workflows display in the grid determines the order in which they are executed.

For each workflow that you enter in the grid, you choose a record (field) from the application, a workflow type, and conditions that together identify the workflow event and conditions that will trigger the workflow actions.

To enter or view the actions for a workflow, click a workflow row in the Workflows grid to select it, and then enter or view actions for it in the Actions grid.

When you select **Approval Workflow** in the **Area** field and select an approval workflow in the **Approval Name** field, the rows in this grid prefill with steps from the approval workflow that you entered in Approval Workflows Settings. You can view the information for the approval workflow steps in **Settings » Workflow » Approval Workflows**, in the desktop application.

### Workflows Grid Options

Field	Description
<b>+ Add Workflow</b>	Click this option to create a new workflow.
<b>Filter ▼</b>	Click this icon to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>Options :</b>	<p>The row options (vertical ellipsis) appear at the end of each workflow row. Click this icon and select from the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> To copy an existing workflow to create a new one, select the workflow in the grid that you want to copy and click this option. The new workflow displays below the existing one in the grid. Edit the new</li> </ul>

Field	Description
	<p>workflow and save it. For Change and Delete/Remove type workflows, the new workflow will have the same workflow type as the one you copied. You cannot change the workflow type.</p> <p>If you are planning to create an Insert/Associate type workflow and a Change type workflow that are similar, you should first create the Insert/Associate workflow. Then test it before you copy it to create a Change type workflow. If you create them the other way around, you will not be able to copy the Change type workflow. You would then need to manually re-create the conditions and actions for the Insert/Associate type workflow or contact Deltek Consulting Services for assistance.</p> <p>When you copy an Insert/Associate type workflow, you have the following additional options to choose from in the <b>Copy</b> menu:</p> <ul style="list-style-type: none"> <li>▪ <b>Create Change Workflow:</b> This copies the selected workflow and creates a new one that is a Change workflow type.</li> <li>▪ <b>Create Insert/Associate Change Workflow:</b> This copies the selected workflow and creates a new one that is an Insert/Associate workflow type.</li> <li>▪ <b>Create Delete/Remove Change Workflow:</b> This copies the selected workflow and creates a new one that is a Delete/Remove workflow type.</li> </ul> <p>To create a new Insert/Associate type workflow from a Change type workflow, contact the Deltek Consulting group. They can provide you with assistance on a time and materials basis.</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Select the workflow that you want to delete and click this option. To disable a workflow temporarily but not delete it, clear the <b>Active</b> option.</li> </ul>
<b>Set Workflow Order</b>	<p>The order in which the workflows display in the grid determines the order in which they are executed. For example, the first grid row is the first workflow that is run. To change the order of the workflows in a grid, drag and drop the grid rows individually until they are in the correct order.</p> <p>If a workflow fails to finish because of an error, subsequent workflows with the same conditions are not executed.</p>

### Workflows Grid Fields

Field	Description
<b>Workflow Table</b>	<p>Select the entire record or select a specific table/grid for which to create a workflow. The tables in this field are from the application that you selected with the <b>Area</b> option.</p> <ul style="list-style-type: none"> <li>▪ Entire records appear in brackets, such as [Employee Record] and consist of both standard and user-defined fields.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>If your company uses user-defined grids, the grids display in this field with underscores, such as, Employee_Profile.</li> </ul> <p>For approval workflows, the <b>Workflow Table</b> field displays <b>ApprovalItem</b>.</p>
<b>Workflow Type</b>	<p>Select the type of workflow for which you want to generate an action:</p> <ul style="list-style-type: none"> <li><b>Change:</b> Vantagepoint generates an action when a change (other than an Insert or Delete) occurs in an existing record. For example, if a client address changes or the status of a client changes from Active to Inactive, an action occurs.</li> <li><b>Insert/Associate:</b> Vantagepoint generates an action when new information is added to the specified workflow table entered above. For example, if a team member is associated with a project or a new project record is added, an action occurs.</li> <li><b>Delete/Remove:</b> Vantagepoint generates an action when information is deleted from the specified workflow table. For example, if an employee address is deleted or a project record is deleted, an action occurs.</li> </ul> <p>For approval workflows, the <b>Workflow Type</b> field displays <b>Approval</b>.</p>
<b>Level</b>	<p>If you are creating a workflow for the Projects hub, use this field to specify the WBS level at which the workflow event is executed.</p> <p>For example, assume that an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select <b>Project (Level 1)</b> in the <b>Level</b> field, the administrator is only notified if the record inserted is a project.</p> <p>When an option other than <b>All</b> is selected, the workflow executes only at that level. If you select <b>All</b>, the workflow executes for any WBS level.</p> <p>The WBS level can be set for both the workflow event and the action. Therefore, Vantagepoint looks at the workflow event level first. If the record does not pass the requirement set for the level at the event level, none of the actions for that event are considered.</p>
<b>Active</b>	<p>Select this option to enable the workflow. To disable the workflow temporarily without deleting it, clear this check box.</p>
<b>Description</b>	<p>Enter a description for the workflow, such as <b>Send Email to Director</b>.</p> <p>For approval workflows, this field displays the description for the approval workflow step entered in <b>Settings » Workflow » Approval Workflows</b>, in the desktop application.</p>
<b>Conditions</b>	<p>Enter one or more conditions for which you want actions to take place when the workflow event conditions are met. To do this, click ... <b>Ellipsis</b> in the <b>Conditions</b> field, and enter field information on the Conditions dialog box, as described below. Vantagepoint looks at the conditions in the order in which you specify them on this form. Drag and drop grid rows to change the order as needed.</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Column:</b> This field lists all the fields on the form in the hub that you selected. Select the column to which you want to apply the workflow.</li> <li>▪ <b>Operator:</b> Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select <b>equals</b> in this field and then enter <b>10</b> in the <b>Value</b> field. Or, if you want to be alerted when empty fields now contain information, select <b>not empty</b>.</li> <li>▪ <b>Value:</b> Use this field in conjunction with the <b>Operator</b> field to set the condition. <ul style="list-style-type: none"> <li>▪ The popup that this field displays depends on the column that you select. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field displays a calendar from which you can select a date. If you select <b>EM.Vendor</b>, this field contains the Vendor lookup. In some cases, you enter the information directly in this field.</li> <li>▪ If you select <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</li> </ul> </li> <li>▪ <b>AND/OR:</b> Use these operators to define the conditions further. Deltek recommends that you select either all <b>ANDs</b> or all <b>ORs</b> in these fields.</li> </ul>


### Actions Grid

Use the Actions grid to create the actions that apply for the workflow that you currently have selected in the Workflows grid. The actions will occur when the conditions that are specified for the workflow in the Workflow grid are met.

When you select **Approval Workflow** in the **Area** field and select an approval workflow in the **Approval Name** field:

- The rows in this grid prefill with all the alerts for the approval workflow steps that you select in the Workflows grid, excluding the past due alerts, the supervisor escalation alerts, and the reminder alerts.
- You can use the **Add Action** option to add advanced actions, such as stored procedures, functions, and web services to the approval workflow.
- To make changes to an approval workflow alert, go to **Settings » Workflow » Approval Workflows**, in the desktop application.

### Grid Options

Field	Description
<b>Add Action</b>	Select an action to add to the workflow.
<b>Filter</b> 	Click this icon to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .

Field	Description
<b>Options :</b>	<p>The row options (vertical ellipsis) appear at the end of each workflow row. Click this icon and select from the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Highlight an action on the grid and click this option to copy and create a new action.</li> <li>▪ <b>Delete:</b> Highlight an action on the grid and click this option to remove the action from the grid. To disable an action temporarily but not delete it, clear the <b>Active</b> option.</li> </ul>

Field	Description
<b>Set Action Order</b>	<p>The order in which the actions display in the grid determines the order in which they are executed. For example, the first grid row is the first action that is run. To change the order of the actions in a grid, drag and drop the grid rows individually until they are in the correct order. If an action fails to finish because of an error, subsequent actions with the same conditions are not executed.</p>

### Actions Grid Fields

Field	Description
<b>Action</b>	<p>This field displays the name of the selected action. For example, when a workflow that requires a change is triggered, you can specify that Vantagepoint first make the change, then send an email message to the manager.</p>
<b>Level</b>	<p>This field only applies to the Projects hub. Use it to specify the WBS level at which the action executes. For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select <b>Project</b> in the <b>Level</b> field, the administrator is only notified if the record inserted is a project.</p> <p>When an option other than <b>All</b> is selected, the workflow action executes only at that level. If you select <b>All</b>, the workflow action executes for any WBS level. The WBS level can be set for both the event and the action. Therefore, Vantagepoint looks at the event level first. If the record does not pass the requirement set for this level, no actions are considered.</p>
<b>Active</b>	<p>Select this option to enable the action or clear the option to disable it. This feature allows you to disable the action temporarily but not delete it.</p>
<b>Description</b>	<p>You must enter a description for the action, such as <b>Send Email to Supervisors</b>. If you selected <b>Validate Error</b> or <b>Validate Warning</b> for the action, information entered in this field displays to the user on a dialog box.</p>
<b>Conditions</b>	<p>Enter one or more conditions for which you want actions to take place when the conditions are met. To do this, click ... in the <b>Conditions</b> field and enter field information on the Conditions dialog box as described below. Vantagepoint looks at the conditions in the order in which you specify them on this form. Drag and drop grid rows to arrange them in the correct order in which they should execute.</p> <ul style="list-style-type: none"> <li>▪ <b>Column:</b> This field lists all the fields on the form in the hub that you selected. Select the column to which you want to apply the workflow.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Operator:</b> Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select <b>equals</b> in this field and then enter 10 in the <b>Value</b> field. Or, if you want to be alerted when empty fields now contain information, select <b>not empty</b>.</li> <li>▪ <b>Value:</b> Use this field in conjunction with the <b>Operator</b> field to set the condition. <ul style="list-style-type: none"> <li>▪ The popup that this field displays depends on the column you select. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field displays a calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field.</li> <li>▪ If you select <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</li> </ul> </li> <li>▪ <b>AND/OR:</b> Use operators to define the conditions further. Deltek recommends that you select either all <b>ANDs</b> or all <b>ORs</b> in these fields.</li> </ul>
<b>Language</b>	This field displays when more than one language is enabled in Vantagepoint. Click ... <b>Ellipses</b> to use the Languages dialog box to select the language in which you want the email to display. This list includes all languages that are enabled in <b>Settings » General » Options</b> . Leave this field blank to allow employees to receive email messages in the language that is specified as the default language.

### Conditions Dialog Box (User Initiated Workflows)

When you set up a workflow, you can use the Conditions dialog box to specify the conditions under which the action will take place.

When you create conditions, Vantagepoint evaluates and then executes the conditions in the sequence in which you list them in the grid. You can use the drag and drop feature to rearrange the order as needed.

If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

### Display the Conditions Dialog Box (User Initiated Workflows)

Display the dialog box in Workflow Settings.

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.
2. On the User Initiated Workflows form, select an application from the **Area** drop-down list.
3. Insert a row in either the Workflows grid or the Actions grid.
4. In the **Conditions** field, click "...".

### Contents of the Conditions Dialog Box (User Initiated Workflows)

Use these fields and options to specify the conditions under which an action will take place.

Field	Description
<b>Column</b>	This field lists all the columns (fields) in the hub that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list.
<b>Operator</b>	<p>Select the appropriate operator for the workflow condition. For example, if you are creating a workflow for your employees' tenth anniversary, select <b>equals</b> in this field and then enter <b>10</b> in the <b>Value</b> field. Or, if you want to be alerted when fields that were empty now contain information, select <b>not empty</b> in this field.</p> <p>If you selected a date column in the <b>Column</b> field, additional date operators such as <b>Month is</b>, <b>This Week</b>, and <b>Last Days</b> are available.</p> <ul style="list-style-type: none"> <li>The date operators that begin with "in" (such as <b>In Months</b>) trigger the workflow one time, x days (or weeks, or months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days.</li> <li>The date operators that end with "ago" (such as <b>Weeks Ago</b>) trigger the workflow one time, x weeks (or days, or months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has passed.</li> <li>The date operators that begin with "Next" and "Last" (such as <b>Next Days</b>, <b>Last Month</b>) cause an alert to be sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Project Estimated Completion date is within the next 30 days. The email would continue to be sent every day until the Project Estimated Completion date is reached or you change it to a date outside of the range specified.</li> </ul>
<b>Value</b>	<p>Use this field in conjunction with the <b>Operator</b> field to set the condition. Choices available here depend on the column that you selected. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field contains a pop-up calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list.</p> <p>In some cases, you enter the value directly.</p> <p>If you selected <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</p>
<b>Expression</b>	Build expressions when the basic conditions fields are not sufficient. When you select this option, Vantagepoint displays the SQL Expression Builder dialog box, which you use to build your own SQL expression for the event.
<b>AND/OR</b>	Use this field to define the conditions more completely. Deltek recommends that you select either all ANDs or all ORs in these fields.

## SQL Expression Builder Dialog Box

Use the SQL Expression Builder to build simple or complex SQL expressions using Vantagepoint database fields. When you create conditions, you can use the Expression Builder or all the other condition fields (**Column**, **Operator**, **Value**, **AND/OR**), but not both.

### Display the Scheduled Workflow SQL Expression Builder Dialog Box

Display the dialog box in Workflow Settings.

1. In the Navigation pane, click **Settings » Workflow** and open the desired workflow.
2. Select an application from the **Application** menu.
3. Insert a row in the Scheduled Workflows grid.
4. In the **Conditions** field, click "".
5. Insert a row in the grid.
6. In the **Expression** field on the Conditions dialog box, click "".

### Contents of the SQL Expression Builder Dialog Box

Use these fields and options to create SQL expressions.

The expression can be as simple as the column name from a table in the database, or it can be a complex SQL statement with various operators and conditions. The SQL expressions are not validated or evaluated when they are being built. Deltek recommends that you check expressions for accuracy before you save them.

Field	Description
<b>Columns</b>	<p>Select the column for which you want to create an expression. To select a field, double click on it, or select it and click <b>Add Field</b>. The field name displays in the Expression grid. The list of columns available for use is based on the workflow table selected. When the main record/table for the hub is selected as the workflow table, the list of columns includes columns from the main hub table and also any form-type or grid-type user-defined fields created for the hub. Calculations can be simple or complex. You can create them using either the <b>Calculator</b> or the <b>Use a Condition</b> tool.</p> <p>All character/string type fields are added to the expression with qualifiers (single quotes) around them when the <b>Add Column</b> button is used. All numeric type fields are added with no qualifiers.</p>
<b>Calculator</b>	<p>Use the Calculator tool to create simple expressions using numbers and math calculations. In addition to clicking on the Calculator to select a number or symbol, you can also enter the number or symbol directly in the Expression grid.</p>

Field	Description
<b>Expression</b>	<p>This field displays the expression that you created. In addition to creating expressions using the Calculator and Use a Condition, you can also enter conditions in this grid.</p> <p>To insert a column, click <b>Insert</b>. If you are using the Use a Condition feature, first select the <b>Expression</b> field for which you want to enter a column and then click <b>Insert</b>. Vantagepoint displays a list of columns available for that hub.</p> <p>To undo the last change that you made, click <b>Undo Last Change</b>.</p> <p>To clear the expression, click <b>Clear Expression</b>.</p>

### Languages Dialog Box

When your firm uses multiple languages, specify the language for the workflow action on the Languages dialog box.

#### Display the Languages Dialog Box

Display this dialog box from the Actions grid when using multiple languages.

#### To display the Languages dialog box:

1. In the Navigation pane, select **Settings » Workflow** and select a type of workflow.
2. To create one or more actions for the workflow, in the Actions grid, use the **Add Action** drop-down list to select one of the following actions: Email Alert, Notification, Validate Warning, or Validate Error.  
The dialog box that displays depends on the action that you select. For example, if you select **Email Alert**, you then complete the fields on the Email Configuration dialog box.
3. Complete the fields and options on the dialog box.
4. Click ... to open the Languages dialog box and select the language to use with this action. Employees in the specified role or group with the selected language receive the action in their language. If you enter an email address for an alert action, the employee receives the alert whether or not the language matches.

#### Contents of the Languages Dialog Box

Use these fields and options to select the language for the workflow action.

Field	Description
<b>Languages</b>	Select the language to use with the workflow action. Employees in the specified role or group who use the selected language receive the action in their language. If you specify an email address for an alert action, the employee receives the alert whether or not the language matches.

Learn More About...

You may find it helpful to review examples of user-initiated workflows.

### User Initiated Workflow Examples

If you are new to user initiated workflows, you may find it helpful to review examples of different types of workflows and their corresponding events and actions.

Workflow	Event	Action
<b>Project stage change</b>	The stage of a project changes from an in pursuit stage to a won stage.	Update the <b>Close Date</b> field to today's date. Distribute an email message to key personnel that includes details of the award. Create an activity linked to the project with a reminder to forward the contract to accounting.
<b>Employee status change</b>	The status of an employee changes from Active to Terminated.	Populate the <b>Termination Date</b> field with the current date.
<b>New Employees hub Record procedures</b>	A new employee record is added.	Notify interested managers via an email message. Create an initial meeting for the new employee.
<b>Effects of a project's status on its phases and tasks</b>	The status of a project changes to Dormant.	Change the status of the phases and tasks related to that project to Dormant.
<b>Address change warning</b>	The name of the city and state for an address changes, but no change is made in the <b>Zip code</b> field.	Send the user a warning message to state that unless the ZIP code is changed the record cannot be saved.
<b>Synchronizing third party Human Resources system</b> The third-party system is located behind a firewall and has the following Web service methods: AddEmployee, UpdateEmployee, and DeleteEmployee. Configure a workflow to call AddEmployee when a new employee record is added. The arguments to	A new employee record is added in Vantagepoint.	Update the third-party Human Resources system.



Workflow	Event	Action
AddEmployee are configured (via Expression Builder) to pass in the appropriate values.		

## Scheduled Workflow

Scheduled workflows allow you to create queries that run at regular intervals via the process server. If an event occurs that meets the conditions you specify, Vantagepoint performs an action such as sending an email alert, changing the value of a column, or initiating an activity.

You set up scheduled workflows in **Settings » Workflow » Scheduled Workflows**.

Scheduled workflows are added as jobs to the process server and run according to the schedule that you set. Schedules can be set to run on a specific date and time or at regular intervals.

The event must have at least one condition defined. If the conditions of the event are not met, none of the actions for the event take place. If the conditions of the event are met, Vantagepoint evaluates the conditions of each action to determine whether or not that action should take place.

An event can have multiple actions associated with it. For example, you can create a workflow that states that if profit percent for the current period for any organization is below 10%, then send an email message to the supervisor and set up a meeting.

Scheduled workflows, unlike user initiated workflows, allow you to build SQL expressions for events and actions, and can include calculations. You can use expressions to create events and actions when the basic Conditions fields are not enough. In addition, more elaborate date operators are available for scheduled workflows.

You can create workflows for both standard and user-defined fields and grids.

If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

In Workflows the word column is synonymous with field.

### Project Summary Report Fields

If you use fields from the Project Summary report in the SQL expression, you must also take one of the following actions to prevent unexpected results:

- Refresh the Project Summary tables just before the scheduled workflow is to run.
- Include in the SQL expression a case statement that accounts for projects added since the Project Summary tables were last refreshed. The case statement must specify that if a row is not in the Project Summary table for a project (because the table has not been refreshed since that project was added to the database), then use a value that you specify, such as zero.

How to...

After you create scheduled workflows, you can review their details on the related report.

## Create Scheduled Workflows

Create scheduled workflows when you want the workflows to run at a specific time or on a recurring basis.

### To create a scheduled workflow:

1. In the Navigation pane, select **Settings » Workflow » Scheduled Workflows**.
2. On the Scheduled Workflow form, use the **Area** option to select the application for which you want to create a workflow.
3. To create a workflow event, click **+Add Workflow** below the Workflows grid and complete the following actions:
  - a) In **Workflow Table**, select the entire Workflow Table record or select a specific table/grid for which to create a workflow.  
 The tables available are specific to the application that you selected with the **Area** option.
    - Entire records display in brackets, such as [Employee Record], and consist of both standard and user-defined fields.
    - User-defined grids display with underscores, such as Employee\_Profile.
 If you select **Approval Workflow** in the **Area** field and select an approval workflow in the **Approval Type** field, the **Workflow Table** column in the grid displays **ApprovalItem**.
  - b) If you are setting up a workflow for the Projects hub, use the **Level** option to specify the WBS level at which the workflow event should execute.
  - c) Enter a description for the event.
  - d) To enter one or more conditions for which you want actions to take place when the workflow event conditions are met, click **Ellipsis** in the **Conditions** field, and complete the Conditions dialog box.
  - e) After you finish creating events, drag and drop rows in the Workflows grid to specify the sequence in which the events are executed.
4. Click **Options Schedule** to open the Schedule dialog box and set the process, recurrence, and associated parameters for the event.  
 For more information, see [Schedule dialog box](#).
5. To create one or more actions for the workflow, in the Actions grid, use the **Add Action** drop-down list to select an action to add to the workflow and complete the following actions.  
 The dialog box that displays depends on the action that you select. For example, if you select **Email Alert**, you then complete the fields on the Email Configuration dialog box.
  - a) Complete the fields and options on the dialog box and click **Apply**.  
 The name of the action displays in the **Action** column in the Actions grid.
  - b) If you are setting up a workflow for the Projects hub, use the **Level** option to specify the WBS level at which the action should execute.

- c) Select **Active** to enable the action.  
After the action is saved, you can clear this option to disable the event temporarily without deleting it from the database.
  - d) Enter a description for the action.
  - e) To enter one or more conditions for which you want actions to take place when the workflow event conditions are met, click " Ellipsis in the **Conditions** field, and complete the Conditions dialog box.
  - f) If you are using multiple languages and the action is an Email Alert, Notification, Validate Warning, or Validate Error, click " to use the Languages dialog box to select the language to use with this action. Employees within the specified role or group with the selected language receive the action in their language. If an email address is entered for an alert action, the employee receives the alert whether or not the language matches.
  - g) After you finish creating actions, drag and drop rows in the Actions grid to specify the sequence in which the actions are executed.
6. Click **Save**.

### Print the Workflow Report

Use the Workflow report to review the information that you entered for a Workflow event and action, including the type of workflow, whether it is active, the conditions in the workflow, and the workflow's description.

#### To print a Workflow report:

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows** or select **Settings » Workflow » Scheduled Workflows**.
2. On the User Initiated Workflow settings form or the Scheduled Workflows settings form, use the **Area** option to select the type of workflow for which you want to generate a report.
3. Select one of the following actions:
  - To print the information for all workflows for the application area, click **Print All Workflows** on the Actions bar. Vantagepoint prints out the information for each workflow event for that area, followed by the information for all the actions for that event.
  - To print the information for a single workflow, select that workflow in the Workflows grid and click **Print Workflow** on the grid toolbar. Vantagepoint prints out the information for only the selected workflow, followed by the information for all the actions for that event.

### Fields and Options

Use the form and related dialog boxes to create and modify scheduled workflows.

## Scheduled Workflow Form

Use the Scheduled Workflow form to create scheduled workflows.

### Display the Scheduled Workflow Form

Display the form in Workflow Settings.

In the Navigation pane, click **Settings » Workflow » Scheduled Workflows**.

### Contents of the Scheduled Workflow Form

Use these fields and options to create scheduled workflows.

Field	Description
<b>Application</b>	<p>Select the application for which you want to create a workflow.</p> <p><b>Approval Workflow</b> is a choice in the <b>Application</b> field only if you have the Purchasing or Accounting application activated. Select <b>Approval Workflow</b> to view the scheduled alerts for approval workflows that are entered on the Approvals Configuration form (<b>Settings » Workflow » Approval Workflows</b>) in the desktop application. The scheduled alerts are supervisor escalation alerts, reminder alerts, and past due alerts. Viewing the alerts here can be helpful for administrators who are troubleshooting any alert issues. Although you can view approval workflow alerts from this form, you must create the approval workflow alerts on the Approvals Configuration form in <b>Settings » Workflow » Approval Workflows</b> in the desktop application.</p> <p>You can also add advanced actions, such as stored procedures, functions, and web services to the steps of approval workflows. However, when you do this, if you ever need to edit the workflow steps again in <b>Settings » Workflow » Approval Workflows</b>, you must complete additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways.</p>
<b>Approval Name</b>	<p>This field displays only when you select <b>Approval Workflow</b> in the <b>Application</b> field. From the drop-down list in this field select the name of a specific approval workflow that you want to view, or select <b>Assignment</b>.</p> <p>When you select a specific approval workflow, the past due alert for the approval workflow display in the Actions grid. This is the alert for the completion of the whole workflow, not the completion of individual steps within the workflow.</p> <p>When you select <b>Assignment</b>, the supervisor escalation alerts, reminder alerts, and past due alerts for an approval workflow step (assignment) for all the approval workflows that are entered in Approval Workflows Settings display in the Actions grid.</p>

## Scheduled Workflows

Use this grid to add workflow events for the specified application.

## Grid Options

Field	Description
<b>+ Add Workflow</b>	Click this option to create a new workflow.
<b>Filter ▼</b>	Click this icon to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>Options :</b>	<p>The row options (vertical ellipsis) appear at the end of each workflow row. Click : and select from the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy</b> - To copy an existing workflow to create a new one, select the workflow in the grid that you want to copy and click this option. The new workflow displays below the existing one in the grid. Edit the new workflow and save it. For Change and Delete/Remove type workflows, the new workflow will have the same workflow type as the one you copied. You cannot change the workflow type.</li> </ul> <p>If you are planning to create an Insert/Associate type workflow and a Change type workflow that are similar, you should first create the Insert/Associate workflow. Then test it before you copy it to create a Change type workflow. If you create them the other way around, you will not be able to copy the Change type workflow. You would then need to manually re-create the conditions and actions for the Insert/Associate type workflow or contact Deltek Consulting Services for assistance.</p> <p>When you copy an Insert/Associate type workflow, you have the following additional options to choose from in the <b>Copy</b> drop-down menu:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete</b> - Select the workflow that you want to delete and click this option. To disable a workflow temporarily but not delete it, click <b>Unschedule</b>.</li> </ul>
<b>Set Workflow Order</b>	<p>The order in which the workflows display in the grid determines the order in which they are executed. For example, the first grid row is the first workflow that is run. To change the order of the workflows in a grid, drag and drop the grid rows individually until they are in the correct order.</p> <p>If a workflow fails to finish because of an error, subsequent workflows with the same conditions are not executed.</p>

## Grid Fields

Field	Description
<b>Workflow Table</b>	Select the entire record (entire records display in brackets, such as [Employee Record] and consist of both standard and user-defined fields), or select a specific table/grid for which to create a workflow. The tables in this field depend on the application that you selected. If your company uses user-defined grids, these grids display in this field with underscores, for example, Employee_Profile.

Field	Description
	When you select <b>Approval Workflow</b> in the <b>Application</b> field and select a specific approval workflow or <b>Assignment</b> in the <b>Approval Name</b> field, the <b>Workflow Table</b> field displays <b>ApprovalItem</b> .
<b>Level</b>	<p>This field only applies to the Projects hub.</p> <p>This field allows you to specify at what WBS level the event should execute. Your options are <b>All</b>, <b>Project (Level 1)</b>, <b>Phase (Level 2)</b>, and <b>Task (Level 3)</b>. Your options are:</p> <ul style="list-style-type: none"> <li>▪ <b>All</b></li> <li>▪ <b>Project</b></li> <li>▪ <b>Phase</b></li> <li>▪ <b>Task</b></li> </ul> <p>For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select <b>Project</b> in the <b>Level</b> field, the administrator is only notified if the record inserted is a project.</p> <p>When an option other than <b>All</b> is selected, the workflow event executes only at that level. If you select <b>All</b>, the workflow event executes for any record that is being edited in the Projects hub.</p> <p>The WBS level can be set for both the event and the action. Therefore, Vantagepoint looks at the event level first. If the record does not pass the requirement set for the level at the event level, none of the actions for that event are considered.</p>
<b>Schedule</b>	Select this field if the event is scheduled.
<b>Description</b>	<p>Enter a description for the workflow, such as <b>Employee Anniversary</b>.</p> <p>When you select <b>Approval Workflow</b> in the <b>Application</b> field and select an approval workflow or <b>Assignment</b> in the <b>Approval Name</b> field, the description is for the approval workflow step entered in <b>Settings » Workflow » Approval Workflows</b> in the desktop application. The name of the approval workflow is identified first, and then the step number and description.</p>
<b>Conditions</b>	<p>Enter one or more conditions for which you want actions to take place when the workflow event conditions are met. To do this, click ... <b>Ellipsis</b> in the <b>Conditions</b> field, and enter field information on the Conditions dialog box, as described below. Vantagepoint looks at the conditions in the order in which you specify them on this form. Drag and drop grid rows to change the order as needed.</p> <p>When you create conditions, you can use the <b>Expression</b> field or all the other condition fields (Column, Operator, Value, AND/OR), but not both.</p> <p>If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Column:</b> This field lists all the columns/fields in the hub that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list.</li> <li>▪ <b>Operator:</b> This field allows you to set the conditions of the workflow by selecting the appropriate operator. For example, if you are creating a workflow for employees' tenth anniversary, you would select equals in this field, and then enter 10 in the Value field. Or, if you wanted to be alerted when fields that were empty now contain information, you would select not empty. <ul style="list-style-type: none"> <li>▪ If you select a date column in the <b>Column</b> field, additional date operators are available, such as Month is, This Week, and Last Days.</li> <li>▪ The date operators that begin with <b>In</b> (such as In Months) trigger the workflow once x days (or weeks, months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days.</li> <li>▪ The date operators that end with <b>Ago</b> (such as Weeks Ago) trigger the workflow once x weeks (or days, months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has past.</li> <li>▪ If you select a date operator that begins with <b>Next</b> and <b>Last</b> (such as Next Days, Last Month), an alert is sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Estimated Completion date is within the next 30 days. The email message is sent every day until the Estimated Completion date is changed to a date outside of the range or on the day of the Estimated Completion date.</li> </ul> </li> <li>▪ <b>Value:</b> Use this field in conjunction with the <b>Operator</b> field to set the condition. <ul style="list-style-type: none"> <li>▪ The popup that this field displays depends on the column that you select. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field displays a calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field.</li> <li>▪ If you select <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</li> </ul> </li> <li>▪ <b>Expression:</b> When you select this option, Vantagepoint displays the Scheduled Workflow SQL Expression Builder dialog box, which allows you to build an SQL expression for the event. Expressions can be used to create events when the basic Conditions fields are not enough.</li> <li>▪ <b>AND/OR:</b> This field allows you to define the conditions further. Deltak recommends that you select either all ANDs or all ORs in these fields.</li> </ul>

Field	Description
<b>Schedule</b>	If you created a schedule for an event, this field displays a brief description of the schedule, such as <b>Every week on Tuesday at 12:00 PM</b> .
<b>Last Run</b>	This field displays the status of the last process run for this event. It does not display processes scheduled in the future. For example, it might display <b>Last run on 5/20/17</b> or <b>Could not run</b> .

## Actions Grid

Use the Actions grid to create the actions for workflows. After specifying an action, complete the respective dialog box that displays.

When you select **Approval Workflow** in the **Application** field and select an approval workflow in the **Approval Name** field:

- The rows in this grid prefill with all the alerts for the approval workflow steps that you select in the Workflows grid, excluding the past due alerts, the supervisor escalation alerts, and the reminder alerts.
- You can use the **Add Action** option to add advanced actions, such as stored procedures, functions, and web services to the approval workflow.
- To make changes to an approval workflow alert, go to **Settings » Workflow » Approval Workflows** in the desktop application.

## Grid Options

Field	Description
<b>Add Action</b>	Use the <b>Add Action</b> drop-down list to select an action to add to the workflow.
<b>Filter ▼</b>	Click this icon to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>Options :</b>	<p>The row options (vertical ellipsis) appear at the end of each workflow row. Click : and select from the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy</b> - Highlight an action on the grid and click this option to copy and create a new action.</li> <li>▪ <b>Delete</b> - Highlight an action on the grid and click this option to remove the action from the grid. To disable an action temporarily but not delete it, clear the <b>Active</b> option.</li> </ul>

Field	Description
<b>Set Action Order</b>	<p>The order in which the actions display in the grid determines the order in which they are executed. For example, the first grid row is the first action that is run. To change the order of the actions in a grid, drag and drop the grid rows individually until they are in the correct order.</p> <p>If an action fails to finish because of an error, subsequent actions with the same conditions are not executed.</p>



## Actions Grid Fields

Field	Description
<b>Action</b>	This field displays the name of the selected action. For example, when a workflow that requires a change is triggered, you can specify that Vantagepoint first make the change, then send an email message to the supervisor.
<b>Level</b>	<p>This field only applies to the Projects hub. Use this field to specify the WBS level at which the action executes. Your options are <b>All</b>, <b>Project</b>, <b>Phase</b>, and <b>Task</b>. For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). By selecting <b>Project</b> from the <b>Level</b> field, the administrator is only notified if the record inserted is a project.</p> <p>When an option other than <b>All</b> is selected, the workflow action executes only at that level. If you select <b>All</b>, the workflow action executes for any record that is edited in the Projects hub. The WBS level can be set for both the event and the action. Therefore, Vantagepoint looks at the event level first. If the record does not pass the requirement set for this level, no actions are considered.</p>
<b>Active</b>	Select this option to enable the action or clear the option to disable it. This feature allows you to disable the action temporarily without deleting it.
<b>Description</b>	You must enter a description for the action, such as Send Email to Managers. If you selected <b>Validate Error</b> or <b>Validate Warning</b> for the action, information entered in this field displays to the user on a dialog box.
<b>Conditions</b>	<p>Enter the conditions for when the action takes place.</p> <p>To do this, click ... <b>Ellipses</b> in the <b>Conditions</b> field and enter field information on the Conditions dialog box as described below. Vantagepoint looks at the conditions in the order in which you specify them on this form. Drag and drop grid rows to arrange them in the correct order in which they should execute.</p> <p>If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.</p> <ul style="list-style-type: none"> <li>■ <b>Column:</b> This field lists all the fields on the form in the hub that you selected. Select the column to which you want to apply the workflow.</li> <li>■ <b>Operator:</b> Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select <b>equals</b> in this field and then enter 10 in the <b>Value</b> field. Or, if you want to be alerted when empty fields now contain information, select <b>not empty</b>.</li> <li>■ <b>Value:</b> Use this field in conjunction with the <b>Operator</b> field to set the condition. The popup that this field displays depends on the column you select. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field displays a calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field. If you select <b>empty</b>, <b>not empty</b>,</li> </ul>

Field	Description
	<p><b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</p> <ul style="list-style-type: none"> <li>▪ <b>Expression</b>: This field allows you to access the SQL Expression Builder. When you create conditions, you can use the Expression Builder or all the other condition fields, but not both.</li> <li>▪ <b>AND/OR</b>: This field allows you to define the conditions further. Deltek recommends that you select either all <b>ANDs</b> or all <b>ORs</b> in these fields.</li> </ul>
<b>Language</b>	<p>The <b>Language</b> field displays when more than one language is enabled in Vantagepoint. Click ... <b>Ellipses</b> to use the Languages dialog box to select the language in which you want the email to display. This list includes all languages that are enabled in <b>Settings » General » Options</b>. Leave this field blank to allow employees to receive email messages in the language that is specified as the default language.</p>

### Conditions Dialog Box (Scheduled Workflows)

When you set up a workflow, you use the Conditions dialog box to specify the conditions under which the action will take place.

Vantagepoint looks at the conditions in the order in which you specify them on this dialog box. This is the order in which the conditions are executed. You can use the drag and drop feature to rearrange the order as needed.

Scheduled workflows allow you to build SQL expressions for events and actions, and can include calculations. You can use expressions to create events and actions when the basic Conditions fields are not enough. In addition, more elaborate date operators are available for scheduled workflows.

If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

### Display the Conditions Dialog Box (Scheduled Workflows)

Display the dialog box in Workflow Settings .

1. In the Navigation pane, click **Settings » Workflow » Scheduled Workflows** in the desktop application.
2. Select an application from the **Application** menu.
3. Insert a row in the Scheduled Workflows or Actions grid.
4. In the **Conditions** field, click "...".

### Contents of the Conditions Dialog Box (Scheduled Workflows)

Use these fields and options to specify the conditions under which an action will take place.

Field	Description
<b>Column</b>	This field lists all the columns (fields) in the hub that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list.
<b>Operator</b>	<p>Select the appropriate operator for the workflow condition. For example, if you are creating a workflow for your employees' tenth anniversary, select <b>equals</b> in this field and then enter <b>10</b> in the <b>Value</b> field. Or, if you want to be alerted when fields that were empty now contain information, select <b>not empty</b> in this field.</p> <p>If you selected a date column in the <b>Column</b> field, additional date operators such as <b>Month is</b>, <b>This Week</b>, and <b>Last Days</b> are available.</p> <ul style="list-style-type: none"> <li>The date operators that begin with "in" (such as <b>In Months</b>) trigger the workflow one time, x days (or weeks, or months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days.</li> <li>The date operators that end with "ago" (such as <b>Weeks Ago</b>) trigger the workflow one time, x weeks (or days, or months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has passed.</li> <li>The date operators that begin with "Next" and "Last" (such as <b>Next Days</b>, <b>Last Month</b>) cause an alert to be sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Project Estimated Completion date is within the next 30 days. The email would continue to be sent every day until the Project Estimated Completion date is reached or you change it to a date outside of the range specified.</li> </ul>
<b>Value</b>	<p>Use this field in conjunction with the <b>Operator</b> field to set the condition. Choices available here depend on the column that you selected. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field contains a pop-up calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list.</p> <p>In some cases, you enter the value directly.</p> <p>If you selected <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</p>
<b>Expression</b>	Build expressions when the basic conditions fields are not sufficient. When you select this option, Vantagepoint displays the SQL Expression Builder dialog box, which you use to build your own SQL expression for the event.
<b>AND/OR</b>	Use this field to define the conditions more completely. Deltek recommends that you select either all ANDs or all ORs in these fields.

## SQL Expression Builder Dialog Box

Use the SQL Expression Builder to build simple or complex SQL expressions using Vantagepoint database fields. When you create conditions, you can use the Expression Builder or all the other condition fields (**Column**, **Operator**, **Value**, **AND/OR**), but not both.

### Display the Scheduled Workflow SQL Expression Builder Dialog Box

Display the dialog box in Workflow Settings.

1. In the Navigation pane, click **Settings » Workflow** and open the desired workflow.
2. Select an application from the **Application** menu.
3. Insert a row in the Scheduled Workflows grid.
4. In the **Conditions** field, click "".
5. Insert a row in the grid.
6. In the **Expression** field on the Conditions dialog box, click "".

### Contents of the SQL Expression Builder Dialog Box

Use these fields and options to create SQL expressions.

The expression can be as simple as the column name from a table in the database, or it can be a complex SQL statement with various operators and conditions. The SQL expressions are not validated or evaluated when they are being built. Deltek recommends that you check expressions for accuracy before you save them.

Field	Description
<b>Columns</b>	<p>Select the column for which you want to create an expression. To select a field, double click on it, or select it and click <b>Add Field</b>. The field name displays in the Expression grid. The list of columns available for use is based on the workflow table selected. When the main record/table for the hub is selected as the workflow table, the list of columns includes columns from the main hub table and also any form-type or grid-type user-defined fields created for the hub. Calculations can be simple or complex. You can create them using either the <b>Calculator</b> or the <b>Use a Condition</b> tool.</p> <p>All character/string type fields are added to the expression with qualifiers (single quotes) around them when the <b>Add Column</b> button is used. All numeric type fields are added with no qualifiers.</p>
<b>Calculator</b>	<p>Use the Calculator tool to create simple expressions using numbers and math calculations. In addition to clicking on the Calculator to select a number or symbol, you can also enter the number or symbol directly in the Expression grid.</p>

Field	Description
<b>Expression</b>	<p>This field displays the expression that you created. In addition to creating expressions using the Calculator and Use a Condition, you can also enter conditions in this grid.</p> <p>To insert a column, click <b>Insert</b>. If you are using the Use a Condition feature, first select the <b>Expression</b> field for which you want to enter a column and then click <b>Insert</b>. Vantagepoint displays a list of columns available for that hub.</p> <p>To undo the last change that you made, click <b>Undo Last Change</b>.</p> <p>To clear the expression, click <b>Clear Expression</b>.</p>

### Languages Dialog Box

When your firm uses multiple languages, specify the language for the workflow action on the Languages dialog box.

#### Display the Languages Dialog Box

Display this dialog box from the Actions grid when using multiple languages.

#### To display the Languages dialog box:

1. In the Navigation pane, select **Settings » Workflow** and select a type of workflow.
2. To create one or more actions for the workflow, in the Actions grid, use the **Add Action** drop-down list to select one of the following actions: Email Alert, Notification, Validate Warning, or Validate Error.  
The dialog box that displays depends on the action that you select. For example, if you select **Email Alert**, you then complete the fields on the Email Configuration dialog box.
3. Complete the fields and options on the dialog box.
4. Click ... to open the Languages dialog box and select the language to use with this action. Employees in the specified role or group with the selected language receive the action in their language. If you enter an email address for an alert action, the employee receives the alert whether or not the language matches.

#### Contents of the Languages Dialog Box

Use these fields and options to select the language for the workflow action.

Field	Description
<b>Languages</b>	Select the language to use with the workflow action. Employees in the specified role or group who use the selected language receive the action in their language. If you specify an email address for an alert action, the employee receives the alert whether or not the language matches.

Learn More About...

You may find it helpful to review examples of scheduled workflows.

### Scheduled Workflow Examples

Before you set up scheduled workflows, you may find it helpful to review examples.

Workflow	Description
<b>Profit percent change</b>	<p>Send a notification alert to the project manager at the end of the month if the profit percentage for the current period for any project that the project manager manages is below 10%.</p> <ul style="list-style-type: none"> <li>On the Conditions dialog box, select <b>PRSummary.ProfitPercent</b> as the column, <b>&lt;</b> as the operator, and <b>10</b> as the value.</li> <li>Set up the notification alert as the action.</li> </ul>
<b>Start date of a project has passed and the Compensation field = 0</b>	<p>Send an email message to the supervisor of a project when the <b>Start Date</b> passes and the <b>Compensation</b> field equals <b>0</b>.</p> <ul style="list-style-type: none"> <li>On the Conditions dialog, select <b>PR.StartDate</b> as the column, <b>Last Days</b> as the operator, <b>1</b> as the value, and <b>AND</b> as the condition. Then, add a second row and select <b>PR.Compensation</b> as the column, <b>=</b> as the operator, and <b>0</b> as the value.</li> <li><b>0</b>Set up the email alert as the action.</li> <li>In this case, if you use the value <b>1</b> with the <b>Last Days</b> operator, then you need to schedule this workflow to run daily. Otherwise, the value could be increased to <b>7</b> if you were to schedule it to run weekly.</li> </ul>
<b>Registration expiration</b>	<p>Create an activity when an employee's registration is due to expire in 30 days.</p> <ul style="list-style-type: none"> <li>In the <b>Workflow Table</b> field, select <b>EMRegistration</b>.</li> <li>On the Conditions dialog box, select <b>EMRegistration.DateExpires</b> as the column, <b>In Days</b> as the operator, and <b>30</b> as the value.</li> <li>Schedule this workflow to run daily, since the event is only created if the registration expires exactly 30 days from the day it is run.</li> </ul>
<b>JTD Revenue is less than Budgeted Revenue</b>	<p>Send a weekly alert if <b>JTD Revenue</b> is less than <b>Budgeted Revenue</b>, where Budgeted Revenue equals JTD Direct Labor Cost multiplied by a target multiplier of 3.2.</p> <p>On the Expression Builder dialog box, enter the following expression:</p>

Workflow	Description
	[Labor Direct Cost - JTD] * 3.2 < [Revenue - JTD]

## Web Services

Vantagepoint's open architecture supports the ability to create interfaces between applications. These interfaces, also called "Web Services," offer the flexibility to automate processes, either as standard Vantagepoint-supported extensions or through the creation of custom applications that plug into Vantagepoint. You can also create workflows based on Web services.

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

How to...

You create workflows for web services in Settings.

### Create Web Services

Use Web Services to create interfaces between applications. These can automate processes, either as standard Vantagepoint-supported extensions or through the creation of custom applications that plug into Vantagepoint.

#### To create a Web Service:

1. In the Navigation pane, click **Settings » Workflow » Web Services**.
2. Complete the fields on the Web Services form.
3. Click **Save**.

### Fields and Options

Use the Web Services form to create a web service and specify its application, sequence, and other pertinent details.

### Web Services Workflow Form

Use the Web Services Workflow form to create Web Services workflows.

If you want to add a button to call the Web Service, see [Workflows and the Screen Designer](#).

#### *Display the Web Services Workflow Form*

Display this form in Settings.

In the Navigation pane, click **Settings » Workflow » Web Services**.

### Contents of the Web Services Form

Use the fields and options on this form to define the application for the web service, as well as the file location and method that will be called.

### Web Services Grid

#### Grid Options

Field	Description
<b>+ Add Web Service</b>	Click this option to insert a Web Service on the grid.
<b>X Delete</b>	Highlight a grid row and click this option to delete the web service.
<b>Export</b>	After creating a web service, you can export it in an Excel Spreadsheet or other file type and save it for reuse (printing, emailing, and so on). Click <b>Export</b> to open the Download to CSV dialog box and export the data.

#### Grid Fields

Field	Description
<b>Application</b>	From the drop-down list, select the application for which you want to create a web service.
<b>Order</b>	Enter a numeric value to reflect the order in which the web service is called per application area.
<b>Description</b>	Enter a description of the web service.
<b>Web Service Location</b>	Select the location of the web service. This is the URL (WSDL file location) that you want to invoke.
<b>Web Service Method</b>	Select the method for the web service to be called. The methods that you can select depend on what you entered in the <b>Web Service Location</b> field.

Learn More About...

There are special considerations for automatic numbering and web services.



## Web Services and Numbering

The Web Service action allows you to invoke a specified web service, which is a way to use HTTP to call code that is located on a different machine.

The Web Service action should be used when using a third party web service. When you write a web service to be invoked via Numbering, it is crucial that there is no attempt to either read or update the data being updated in the Save operation that triggered the auto number. Doing so will cause the Web service's database call to be blocked and will result in a database lock. The database call will then time out, and the web service call will fail.

When you select this action, Vantagepoint displays the Web Service Configuration for Auto Numbering dialog box.

## Numbering

In Workflow Settings, you can view the current formats for your record identification numbers and set up auto numbering for records. You can define number structures to match your business requirements for key formats, such as employee, project, and account numbers.

How to...

You set up numbering formats and auto numbering in Workflow Settings.

### View Numbering Formats

You can review the default numbering structure for key record identifiers, such as project, employee, and account numbers.

**To view numbering formats:**


1. In the Navigation pane, select **Settings » Workflow » Numbering**.
2. View the fields in the System Numbering Format grid of the Numbering form.

### Set Up Auto Numbering

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

**To set up auto numbering:**

1. In the Navigation pane, select **Settings » Workflow » Numbering**.  
When you create a user-defined hub that includes a **Number** field, a row is added to the System Numbering Format grid of the Numbers form, which allows you to define the numbering structure for the new hub.
2. In the System Numbering Format grid of the Numbers form, select the row with the numbering format that you want to set up.  
These grid columns display with the format for the row:

- System Label
  - Length
  - Leading Zeros
  - First Delimiter and Position
  - Second Delimiter and Position
3. If you use automatic numbering, select one of the following options as the source for the auto numbering.
    - **Custom Method**
    - **Expression**
    - **Stored Procedure**
    - **Web Service**
    - **<None>**
  4. If you select an auto numbering source in the **Auto Number Source** column, the **Auto Number Format** column is enabled and required; click in this column and then click  to open the corresponding dialog box.  
The contents of the dialog box reflect your selection in the **Auto Number Source** column. After you define a format, **<auto number defined>** displays in this column.
  5. To allow the user to enter a different number before the record is saved and the auto number is generated for a record, select the **Allow Override of Auto Number** check box.  
If an automatic number has been generated, you may need to use a Key Conversion utility to change the number, depending on the type of record.
  6. Click **Save**.

## Fields and Options

Use the Numbering form in Workflow Settings to review numbering formats and set up auto numbering.

### Numbering Form

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

#### *Display the Numbering Form*

Display the form in Workflow Settings.

In the Navigation pane, select **Settings » Workflow » Numbering**.

*Contents of the Numbering Form*

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

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

**System Numbering Format Grid**

Field	Description
<b>System Label</b>	This column displays the system label of the record.
<b>Length</b>	This column displays the length, in characters, of the record's number field. If the number has delimiters, they are included in this length.
<b>Leading Zeros</b>	This Yes/No field indicates whether or not the number includes leading zeros.
<b>First Delimiter</b>	This column displays the character of the first delimiter.
<b>First Delimiter Position</b>	This column displays the location of the first delimiter.
<b>Second Delimiter</b>	This column displays the position of the second delimiter.
<b>Second Delimiter Position</b>	This column displays the location of the second delimiter.
<b>Auto Number Source</b>	<p>If you use automatic numbering, select one of the following options as the source for the auto numbering. These options let you create custom formulas for your auto numbers or disable auto numbering.</p> <ul style="list-style-type: none"> <li>▪ <b>Expression</b></li> <li>▪ <b>Stored Procedure</b></li> <li>▪ <b>Web Service</b></li> <li>▪ <b>&lt;None&gt;</b>: Select this option to disable auto numbering for the associated hub.</li> </ul>
<b>Auto Number Format</b>	<p>If you select an auto numbering source in the <b>Auto Number Source</b> column, this column is enabled and required. Click in this column and then click the hour glass icon to open the Expression Configuration dialog box. The contents of the dialog box reflect your selection in the <b>Auto Number Source</b> column.</p> <p>After you define a format, <b>&lt;auto number defined&gt;</b> displays in this column.</p>


Field	Description
<b>Allow Override of Auto Number</b>	Select the check box in this column to allow the user to enter a different number before the record is saved and the auto number is generated for a record.  If an auto number has been generated, you must run a Key Conversion to change the number.

### Stored Procedure Configuration for Auto Numbering Dialog Box

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

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

You display this dialog box from the Numbering form in Workflow Settings.

1. In the Navigation pane, select **Settings » Workflow » Numbering**.
2. In the System Numbering Format grid on the Numbering form, select the row to which you want to add the auto numbering.
3. In the **Auto Number Source** field, select **Stored Procedure**.
4. In the **Auto Number Format** field, click the  icon.


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

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

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

### Arguments Grid

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

Field	Description
<b>Name</b>	This field displays the name of the argument.
<b>Value</b>	This field displays the SQL expression, used to determine the value of the argument at run time. Click the  in this field to display the SQL Expression Builder so that you can define the values.

### Web Service Configuration for Auto Numbering Dialog Box


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

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

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

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

You display this dialog box from the Numbering form.

1. In the Navigation pane, select **Settings » Workflow » Numbering**.
2. In the System Numbering Format grid on the Numbering form, select the row to which you want to add the action.
3. In the **Auto Number Source** field, select **Web Service**.
4. In the **Auto Number Format** field, click the  icon.


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

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

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

### Arguments

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

Field	Description
<b>Name</b>	This field displays the name of the parameter for the method.
<b>Value</b>	This field displays the SQL expression used to determine the value of the argument at run time. Click  to display the SQL Expression Builder so that you can define the values.

Field	Description
<b>Refresh Methods button</b>	Click this button to refresh the list of available methods.


### Expression Configuration for Auto Numbering Dialog Box

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

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

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

You display this dialog box from the Numbering form.



1. In the Navigation pane, select **Settings » Workflow » Numbering**.
2. In the System Numbering Format grid on the Numbering form, select the row to which you want to add the action.
3. In the **Auto Number Source** field, select **Expression**.
4. In the **Auto Number Format** field, click the  icon.

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

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

Field	Description
<b>Charge Type</b>	This drop-down list is only available for the Projects hub and only when Accounting is enabled. Select <b>Overhead</b> , <b>Regular</b> , or <b>Promotional</b> and create different auto numbering rules for each charge type.

Field	Description
<b>+ New Row</b>	Click this option to open a blank row on the grid. You can have a maximum of five rows on the Auto Number Format grid.
<b>X</b>	Select a row and click this option to delete it from the grid. You must confirm the deletion.
<b>Item</b>	Select the field to use as a basis for the auto number.
<b>Default Value Description</b>	Enter a default value description for the item. If you select a default value from a code table, this field automatically populates with the description of that value. This field gives meaning to your entry in the <b>Default Value</b> field. If

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

Field	Description																		
	<p>After you map and save the values, the <b>Map Value</b> column displays <b>&lt;Values Mapped&gt;</b>.</p> <p>The user can delete rows from this grid if the default value should be used for that value.</p>																		
Reset Sequence	<p>Use this option to determine if a given field is used when resetting the numbering sequence. For example, If the auto number is based on the project type and the <b>Reset Sequence</b> option is selected, then the Auto Number resets when the project type changes.</p>																		
	<table><tr><th>Project</th><th>Type</th><th>Auto Number</th></tr><tr><td>Project 1</td><td>HC</td><td>HC000</td></tr><tr><td>Project 2</td><td>HC</td><td>HC001</td></tr><tr><td>Project 3</td><td>ED</td><td>ED000</td></tr><tr><td>Project 4</td><td>ED</td><td>ED001</td></tr><tr><td>Project 5</td><td>XR</td><td>XR000</td></tr></table>	Project	Type	Auto Number	Project 1	HC	HC000	Project 2	HC	HC001	Project 3	ED	ED000	Project 4	ED	ED001	Project 5	XR	XR000
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	Project 4	ED	ED001																
	Project 5	XR	XR000																
	<p>However, for the same projects, if the <b>Reset Sequence</b> option is not selected, the auto numbering is sequential regardless of the project type.</p>																		
	<table><tr><th>Project</th><th>Type</th><th>Auto Number</th></tr><tr><td>Project 1</td><td>HC</td><td>HC000</td></tr><tr><td>Project 2</td><td>HC</td><td>HC001</td></tr><tr><td>Project 3</td><td>ED</td><td>ED002</td></tr><tr><td>Project 4</td><td>ED</td><td>ED003</td></tr><tr><td>Project 5</td><td>XR</td><td>XR004</td></tr></table>	Project	Type	Auto Number	Project 1	HC	HC000	Project 2	HC	HC001	Project 3	ED	ED002	Project 4	ED	ED003	Project 5	XR	XR004
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	Project 3	ED	ED002																
Project 4	ED	ED003																	
Project 5	XR	XR004																	



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

Learn More About

You may find it helpful to review background information on automatic numbering.

### Auto Numbering

The automatic numbering feature automatically generates an identification number for new records created in many hubs.

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

You enable automatic numbering for records on the Numbering form in **Settings » Workflow » Numbering**.

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

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

- Click **New** on the Dashboard.
- Copy another record.
- Click the **New** button in a different hub.
- Use a template.

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

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

### Map Values Example for Expression Configuration

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

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

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

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

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

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

## Workflow Actions

Workflow actions occur when all the conditions of an event take place.

The workflows have different available actions, with the exception of user initiated and scheduled workflows. Their associated actions are the same, but user initiated also offers Validate Error or Validate Warning actions.

How to...

Create an action for the selected workflow event.

### Create a Validate Error Action

Use the Validate Error action to prevent inconsistent data from being saved. If the validation fails, an error displays and prevents the user from continuing. Use this alert when you want users to

conform to the business rules of your enterprise. This action is only available for user initiated workflows.

For example, assume that you have two user-defined fields, **Status** and **End Date**. If a user changes the **Status** to **Completed**, you want to require that the user fill in the **End Date** field before saving the record. To accomplish this, you set up a Validate Error action with these conditions:

- **Status** = Completed
- **End Date** = is Null (empty)

You then use the **Description** field to enter a message that is sent to the user, such as "You need to enter a date in the **End Date** field before you can save the record."

#### To create a validate error action:

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.
2. On the User Initiated Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid, select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Validate Error** to open a validate error row.
5. To indicate that the validate error action is currently active, select the **Active** check box.
6. In the **Description** field, specify the text that displays for the user when the error condition is encountered, such as "Contact Name is required."
7. Click **...** to display the Conditions dialog box and use it to specify at least one condition for the validate error action.
8. Click **Save**.

#### Create a Validate Warning Action

Use the Validate Warning action to warn a user when inconsistent data is being entered or when additional information might be required. This action is only available for user initiated workflows.

For example, if a user changes the address of a contact, you can have a warning display to remind them that the phone number may also need to be updated.

#### To create a validate warning action:

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.
2. On the User Initiated Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid, select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Validate Warning** to open a validate warning row.

5. To indicate that the validate warning action is currently active, select the **Active** check box.
6. In the **Description** field, specify the text that displays for the user when the warning condition is encountered, such as "Make sure that the telephone number is correct."
7. Click "" to display the Conditions dialog box and use it to specify at least one condition for the validate warning action.
8. Click **Save**.

### Create an Email Alert Action

Use the Email Alert action to create a workflow that sends an email message to a selected person or group when the conditions that you specify for the workflow are met. You can create these actions for user initiated workflows or scheduled workflows.

For example, you can create a workflow that specifies that when a new employee is added, Vantagepoint sends an email message to the new employee's manager. Vantagepoint only sends the email message after all specified actions have successfully taken place; if the workflow fails at any point, Vantagepoint does not send the email message.

#### To create an email alert action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Email Alert**.
5. In the Recipient Options section on the Email Configuration dialog box, use the **Select Attendees From** field to refine the list of email recipients.

The options that display depend on your configuration and the application you are working in. For example, if you select **Role**, the Email Recipient list populates with all available security roles. When you select a role, all users within that role will receive the email or notification. Or, if you select **Employees**, the Email Recipient list changes to display all employees.

After making a selection from the **Select Attendees From** list, you can specify additional options to create a mixture of recipient records. For example, after specifying a **Role** and the associated recipients and applying the changes, you can go back and select **Contacts** and specify a number of contact records so there would be both defined roles and contacts who receive the email message or notification.

The options that display in the Recipient Options list depend on the application you are using:

- **Users:** Select this setting to display a list of enabled Vantagepoint users. Select one or more user names and when the event is triggered or the report is run, the selected users will receive the email or notification.

- **Roles:** Select this setting to open the role search dialog where you can select one or more security roles. When the event is triggered, all users in the designated roles will receive the email.
  - **Contacts:** Select this setting to open a list of contacts that are available from the Contacts hub. When the report is run, all selected contacts will receive the email.
  - **Employees:** Select this setting to open a list of active employees that are available from the Employees hub. Select one or more names from this list and when report is triggered, all selected employees will receive the email.
  - **Project Role:** Select this setting to open the list of security roles that are available for the project. You can only select one project role at a time. When the report is run, all users in the selected role will receive the email.
  - **Employee Fields:** This option applies to User Initiated and Schedule Workflows only. Select this setting to open a selection dialog box, on which you can choose one or more fields that are associated with the workflow type.  
 For example, for the Projects hub there are Project Manager, Supervisor, Principal, and other key employees and user defined employee fields. When you use **Employee Fields**, Vantagepoint duplicates each field with one of the versions being denoted as (Old). In this case, Project Manager, and Project Manager Old will be in the list. This designation allows you to choose either the original (old) project manager or new project manager for situations when the workflow is being triggered due to a change in project manager assignment.  
 When the event is triggered, the email or notification will be sent to the employees that are associated with the record's selected fields.
  - **Approval Roles:** This option applies to Approval Workflows only. Select this setting to open an approval role selection dialog where multiple approval roles can be selected. The approval roles listed in the dialog will be associated with the approval workflow type. For example, for Absence Requests there will be Supervisor, Timesheet Group Admin, Organization Approval Role, and user defined fields from the Employees hub. When the approval event is triggered, then the email or notification will be sent to the employees that are associated with the record's selected approval roles.
6. If you selected an option in the **Select Attendees From** field, use the **Email Recipient** grid to select the recipients for the email. The options that display in this list are based on the selection in the **Select Attendees From** field.  
 For example, if Project Roles is selected in **Select Attendees From**, the Email Recipient list displays all roles that are designated as Project Roles. When you select a role (Project Manager, Supervisor, Primary Contact), the individuals that are included in that role will receive the email.
  7. The **+TO**, **+CC**, or **+BCC** fields display the recipients of the email based on entries from steps two and three and you can add more recipients, if necessary.  
 You can also manually enter an email address for an individual who will receive the email or notification. To send to more than one person, enter all addresses and separate them by either commas, semicolons, or by pressing the spacebar on your keyboard.

8. Use the Message Options section to create and format a message to the email recipients about the email report, select a output type for the report, and preview the report before sending it.
9. Enter the subject for the email or notification.  
If you are sending a report, the **Subject** field is autopopulated with the name of the report. For example, Project List Report or CRM Project Summary Report. You can also edit or add information to the subject field.
10. Enter the text for the message that will be sent whenever the email or notification is triggered.  
You can add text or field codes that act as placeholders for data. Click ▼ in the upper right of the memo field to use the Text Editor to apply formatting.
  - **Regular Text:** You can enter text directly in this field.
  - **Field Codes:** Click **Insert Field** to open the Insert Field dialog box and then select fields to insert from a list of all fields in the selected application. For each field, Vantagepoint inserts a code as a placeholder and when the email or notification is sent, the field codes are replaced with data from that field for that record.
11. Click **Apply** on the Email Configuration dialog box to save the action.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Notification Center Alert Action

You can create a workflow that sends a notification to a selected person or group when the conditions that you specify for the workflow are met. You can create these actions for user-initiated workflows or scheduled workflows.

#### To create a notification center alert action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Notification Center Alert**.
5. In the **Recipient Options** section of the Notification Configuration dialog box, use the **Select Attendees From** field to refine the list of notification recipients.
  - **Users:** Select this setting to display a list of users so that you can select one or more of them to receive the notification when the event is triggered.
  - **Roles:** Select this setting to display a list of security roles so that you can select one or more of them to receive the notification when the event is triggered. All members of the role receive the notification.
  - **Employee Fields:** Select this setting to display a list of employee fields that are associated with the workflow type so that you can then select one or more of them.

For example, for the Projects hub, there are **Project Manager**, **Supervisor**, **Principal**, and other key employee fields. Vantagepoint duplicates each field with one of the versions being denoted as (Old). This designation allows you to choose either the original (old) project manager or the new project manager for situations when the workflow is being triggered due to a change in project manager assignment. When the event is triggered, the notification is sent to the employees that are associated with the selected fields.

6. To add employees to the notification distribution, click the **+TO** option.  
You can enter individual email addresses or send notifications to all users, to all members of a security role, to members of multiple security roles, and so on.
7. In the **Message Options** section, enter text directly in the **Subject** field, click **Insert Field** and use the Insert Field dialog box to select a field code that serves as the subject placeholder, or both.  
If you insert a field code, it is replaced with the appropriate information from the corresponding record when Vantagepoint sends the notification.
8. To enter the text for the notification, enter text directly in the **Message** field, click **Insert Field** and use the Insert Field dialog box to select a field code that serves as a placeholder for the body of the notification, or both.  
If you insert a field code, it is replaced with the appropriate information from the corresponding record when Vantagepoint sends the notification.  
To add formatting to any text that you enter, click ▼ to open the Text Editor.
9. Optional: To include a link to the associated hub record in the notification, select the **Display Subject as Application Link** check box.
10. Click **Apply** on the Notification Configuration dialog box to save the action.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Column (Field) Change Action

Use the Column (Field) Change action to specify which column, or field, you want Vantagepoint to change when a workflow action is triggered. You can create these actions for user initiated workflows or scheduled workflows.

For example, you can establish a workflow that runs every time that a project's stage changes from an in pursuit stage to a won stage. When the change to the project stage occurs, you can have the information in the **Close Date** field updated to today's date.

#### To create a column (field) change action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.

4. In the Actions grid, click **Add Action » Column (Field) Change**.
5. From the **Column** field drop-down list on the Column Change Configuration dialog box, select the column that you are changing.
6. Select one of the following actions:
  - In the **New Value** field, enter the new name for the column (field).
  - Select the **Empty Field** option to indicate that the new value in the column be changed to Null (or to zero if it is a numeric column).
7. Optional: To specify an expression for the column, click "" in the **New Value SQL Expression** field and complete the Expression Builder fields.
8. Optional: For Projects hub workflows, for columns in the PR and ProjectCustomTabFields tables, you can use the **Apply change to lower WBS levels** option to have all lower level WBS records receive the same value for the column being updated.
  - For projects, all phases and tasks get this value.
  - For phases, all tasks for the phases get this value.
  - For tasks, this has no effect.
9. Click **Save**.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Create Activity Action

Use the Create Activity action to create an activity, such as schedule a meeting or arrange a phone call, when a workflow event occurs. You can create these actions for user initiated workflows or scheduled workflows.

This action is available only if the Vantagepoint CRM application is installed.

#### To create a create activity action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Create Activity**.
5. On the Overview tab of the Activities dialog box, select the type of activity, such as **CRM Call** or **Weekly Project Meeting**, from the first drop-down list.
6. To set the date and time, reminder, recurrence interval, location, and priority of the activity, or to enter notes about it, complete the other fields on the Overview tab.
7. To upload, view, or store files that are related to the activity, or to add URLs, email addresses, and links to files and graphics for the activity, complete the fields on the Files & Links tab.



8. Click **Save**.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Stored Procedure Action

Use this action to execute a stored procedure on the Vantagepoint database. You can execute custom SQLs against the Vantagepoint database without having to write code to deploy via the Invoke Custom Method. You can create these actions for user initiated workflows or scheduled workflows.

This action requires that users know SQL and know how to write stored procedures.

#### To create a stored procedure action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Stored Procedure**.
5. In the **Stored Procedure** field on the Stored Procedure Configuration dialog box, enter a descriptive name for the procedure.
6. Under **Arguments**, set name-value pairs for each argument in the stored procedure.
7. If the stored procedure will alter the record that the user is currently working on, select the **Reload Info Center Record** option to have that record redisplay when the procedure completes.
8. If the stored procedure should be called only after all the user's changes are saved, select the **Invoke after all changes are saved** option.  
If you do not select this option, the action runs after the main workflow table has been saved, but before any of the grid tables have been processed.
9. Click **Save**.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Function Action

Use the Function action to "call" Vantagepoint methods to do specific tasks, such as **Create Project from Promotional Project**. You can then use the Function Configuration dialog box to specify parameters. You can create these actions for user initiated workflows or scheduled workflows.

Each parameter can be a string value, in which case it will be passed in as is. The parameter can be a column placeholder selected from the drop-down menu, such as [EM.FirstName]. The placeholder can also be a combination of the two, with all placeholders replaced with values. If

you enter "[EM.Last.Name], [EM.FirstName]" at run time, the value would be something like Apple, William.

The methods currently available are:

- Create Project from Existing Project
- Create Project from Promotional Project
- Create Project from Template

**To create a function action:**

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Function**.
5. Use the **Method** field on the Function Configuration dialog box to select the function, such as **Create Project from Template**.
6. Under **Arguments**, set name-value pairs for each argument in the function.
7. If the stored procedure should be called only after all the user's changes are saved, select the **Invoke after all changes are saved** option.  
If you do not select this option, the action runs after the main workflow table has been saved, but before any of the grid tables have been processed.
8. Click **Save**.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

**Create an Invoke Web Service Action**

Use the Invoke Web Service action to call a third-party Web service. For example, use this action when the code needs to update a database that is not accessible from the Vantagepoint application server. You can create these actions for user initiated workflows or scheduled workflows.

**Warning:** This workflow action requires knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, contact the Deltak Customer Care group for assistance.

When writing a Web service to be invoked via workflow, it is crucial that there is no attempt to either read or update the data being updated in the Save operation that triggered the workflow. Doing so causes the Web service's database call to be blocked and results in a database lock. The database call then times out and the Web service call fails.

**To create an invoke web service action:**

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Invoke Web Service**.
5. In the **Web Service Location** field on the Web Service Configuration dialog box, enter the location of the Web service, using the Web Services Description Language (WSDL) location of the service.  
WSDL is an XML language for describing Web services. For example, `http://www.websvcex.net/stockquote.asmx?WSDL`.
6. In the **Web Methods** field, select a method from the list of methods defined by the Web service.
7. Under **Arguments**, set name-value pairs for each argument.
8. To refresh the list of available methods and arguments, click **Refresh Methods**.
9. Click **Save**.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Fields and Options

Use the Create Activities dialog box and related dialog boxes for workflow actions.

#### Email Configuration Dialog Box

Use the Email Configuration dialog box to set up a workflow action that will send an email message to a selected person when certain conditions occur.

**Warning:** For Email Alert actions to work, you must first set up your Vantagepoint URL.

#### *Display the Email Configuration Dialog Box*

You display this dialog box in Workflow Settings.

1. In the Navigation pane, select **Settings » Workflow** and then select the type of workflow that you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and then select **Email Alert**.

### Contents of the Email Configuration Dialog Box

Use these fields and options to set up a workflow action that will send an email message to a group or to a specific employee.

#### Recipient Options Section

Use this section to define the list of recipients that will receive the email or notification. The options that display depend on your configuration and the application you are working in. You can select groups of recipients in the **Select Attendees From** field, use the **Email Recipient** list to select individual users, or enter specific email addresses in the **TO**, **CC**, or **BCC** fields.

Field	Description
<b>Select Attendees From</b>	<p>Use this list to select a group of recipients that will receive the email or notification. For example, if you select <b>Role</b>, the Email Recipient list populates with all available security roles. When you select a role, all users within that role will receive the email or notification. Or, if you select <b>Employees</b>, the list changes to display all employees.</p> <p>After making a selection, you can specify a second option to create a mixture of recipient records. For example, after you specify a security role and the associated recipients, you can also select contacts to receive the email message or notification.</p> <ul style="list-style-type: none"> <li>▪ <b>Users:</b> Select this setting to display a list of enabled users. Select one or more user names. These users will receive the email message or notification.</li> <li>▪ <b>Roles:</b> Select this setting to open the Role Search dialog and select one or more security roles. All users in the designated roles will receive the email message or notification.</li> <li>▪ <b>Contacts:</b> Select this setting to open a list of contacts from the Contacts hub. All selected contacts will receive the email message.</li> <li>▪ <b>Employees:</b> Select this setting to open a list of active employees from the Employees hub. Select one or more names from this list; all selected employees will receive the email message.</li> <li>▪ <b>Project Role:</b> Select this setting to open the list of security roles that are available for the project. You can only select one project role at a time. All users in the selected role will receive the email message.</li> <li>▪ <b>Employee Fields:</b> This setting applies only when you open this dialog box from <b>Settings » Workflow » User Initiated Workflows</b> or <b>Settings » Workflow » Scheduled Workflows</b>. Select this setting to open a selection dialog box, on which you can choose one or more fields that are associated with the workflow type.  For example, for the Projects hub there are Project Manager, Supervisor, Principal, and other key employees and user defined employee fields. When you use <b>Employee Fields</b>, Vantagepoint duplicates each field with</li> </ul>

Field	Description
	<p>one of the versions being denoted as (Old). In this case, Project Manager, and Project Manager Old will be in the list. This designation allows you to choose either the original (old) project manager or new project manager for situations when the workflow is being triggered due to a change in project manager assignment.</p> <p>When the event is triggered, the email or notification will be sent to the employees that are associated with the record's selected fields.</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Roles:</b> This setting applies only when you open this dialog box from <b>Settings » Workflow » Approval Workflows</b>. Select this setting to open an approval role selection dialog box where you can select multiple approval roles. The approval roles listed in the dialog box will be associated with the approval workflow type. For example, for Absence Requests, there will be Supervisor, Timesheet Group Admin, Organization Approval Role, and user defined fields from the Employees hub. When the approval event is triggered, then the email or notification will be sent to the employees that are associated with the record's selected approval roles.</li> </ul>
<b>TO, CC, BCC</b>	<p>Click these buttons to automatically add the recipients that were selected in the <b>Select Attendees From</b> field or <b>Recipient List</b> to the respective email fields. For example, if you are using Workflows, specify <b>Roles</b>, and then select three security roles, when you click <b>+TO</b> the names of those three roles will automatically display in the <b>TO</b> field.</p> <p>You can also click these buttons to open the respective email fields and manually enter email addresses:</p> <ul style="list-style-type: none"> <li>▪ <b>TO:</b> Use this field to send emails to primary recipients. You can enter the email address directly in this field and to send email to multiple addresses, enter all of them in this field with semicolons (;) as separators between them.</li> <li>▪ <b>CC and BCC:</b> To send copies to recipients other than the primary recipients, enter one or more email addresses for CC and BCC recipients. If you want to send copies to multiple addresses, enter all of them in the field, with semicolons (;) as separators between them.</li> </ul> <p>If you add one or more records of individuals that do not have an associated email address, you receive a message that alerts you to the issue and provides prompts to correct the error.</p>

### Message Options

Use these options to enter the content for the email or notification, including any pre-defined placeholders for the text fields that you want to include.

Field	Description
<b>Subject</b>	Enter the subject for the email or notification.

Field	Description
<b>Insert Field</b>	<p>Click this option to open the Insert Field dialog box and select fields to insert from a list of all fields in the hub from which you opened the configuration dialog box. For each field, Vantagepoint inserts a code as a placeholder, and when the message is sent, the field codes are replaced with data from that field for that record. If no data is selected for merging in the <b>Subject</b> or <b>Message</b> fields, Vantagepoint uses standard email functionality.</p> <p>Click <b>OK</b> to accept your entries, close the dialog box, and return to the email or Notification Configuration dialog box.</p>
<b>Message</b>	<p>Enter the text for the message that will be sent when you send the email or when the notification is triggered. You can add text or field codes that act as placeholders for data.</p> <ul style="list-style-type: none"> <li>▪ <b>Regular Text:</b> You can enter text directly in this field. To apply formatting to the text, click ▼ to open the Text Editor and use its options.</li> <li>▪ <b>Field Codes:</b> Click <b>Insert Field</b> to open the Insert Field dialog box and then select fields to insert from a list of all fields in the selected application. For each field, Vantagepoint inserts a code as a placeholder and when the email or notification is sent, the field codes are replaced with data from that field for that record.</li> </ul>
<b>Insert Field</b>	<p>Click this option to open the Insert Field dialog box and select fields to insert from a list of all fields in the hub from which you opened the configuration dialog box. For each field, Vantagepoint inserts a code as a placeholder. When the message is sent, the field codes are replaced with data from that field for that record. If no data is selected for merging in the <b>Subject</b> or <b>Message</b> fields, Vantagepoint uses standard email functionality.</p> <p>Click <b>OK</b> to accept your entries, close the dialog box and return to the email or Notification Configuration dialog box.</p>

### Notification Configuration Dialog Box

Use the Notification Configuration dialog box to set up a workflow action that will send a notification message to a selected person or group when the conditions that you specify for the workflow are met.

#### Display the Notification Configuration Dialog Box

You display this dialog box in Workflow Settings.

1. In the Navigation pane, select **Settings » Workflow** and then select the type of workflow that you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action » Notification Center Alert**.

### Contents of the Notification Configuration Dialog Box

Use these fields and options to set up a workflow action that sends a notification message to a selected person.

Field	Description
<b>Display Summary as Application Link</b>	If you select this option, Vantagepoint includes a link in the Notification alert to the hub record.

### Recipient Options Section

Use this section to define the list of recipients that will receive the email or notification. The options that display depend on your configuration and the application you are working in. You can select groups of recipients in the **Select Attendees From** field, use the **Email Recipient** list to select individual users, or enter specific email addresses in the **TO**, **CC**, or **BCC** fields.

Field	Description
<b>Select Attendees From</b>	<p>Use this list to select a group of recipients that will receive the email or notification. For example, if you select <b>Role</b>, the Email Recipient list populates with all available security roles. When you select a role, all users within that role will receive the email or notification. Or, if you select <b>Employees</b>, the list changes to display all employees.</p> <p>After making a selection, you can specify a second option to create a mixture of recipient records. For example, after you specify a security role and the associated recipients, you can also select contacts to receive the email message or notification.</p> <ul style="list-style-type: none"> <li>▪ <b>Users:</b> Select this setting to display a list of enabled users. Select one or more user names. These users will receive the email message or notification.</li> <li>▪ <b>Roles:</b> Select this setting to open the Role Search dialog and select one or more security roles. All users in the designated roles will receive the email message or notification.</li> <li>▪ <b>Contacts:</b> Select this setting to open a list of contacts from the Contacts hub. All selected contacts will receive the email message.</li> <li>▪ <b>Employees:</b> Select this setting to open a list of active employees from the Employees hub. Select one or more names from this list; all selected employees will receive the email message.</li> <li>▪ <b>Project Role:</b> Select this setting to open the list of security roles that are available for the project. You can only select one project role at a time. All users in the selected role will receive the email message.</li> <li>▪ <b>Employee Fields:</b> This setting applies only when you open this dialog box from <b>Settings » Workflow » User Initiated Workflows</b> or</li> </ul>

Field	Description
	<p><b>Settings » Workflow » Scheduled Workflows.</b> Select this setting to open a selection dialog box, on which you can choose one or more fields that are associated with the workflow type.</p> <p>For example, for the Projects hub there are Project Manager, Supervisor, Principal, and other key employees and user defined employee fields. When you use <b>Employee Fields</b>, Vantagepoint duplicates each field with one of the versions being denoted as (Old). In this case, Project Manager, and Project Manager Old will be in the list. This designation allows you to choose either the original (old) project manager or new project manager for situations when the workflow is being triggered due to a change in project manager assignment.</p> <p>When the event is triggered, the email or notification will be sent to the employees that are associated with the record's selected fields.</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Roles:</b> This setting applies only when you open this dialog box from <b>Settings » Workflow » Approval Workflows</b>. Select this setting to open an approval role selection dialog box where you can select multiple approval roles. The approval roles listed in the dialog box will be associated with the approval workflow type. For example, for Absence Requests, there will be Supervisor, Timesheet Group Admin, Organization Approval Role, and user defined fields from the Employees hub. When the approval event is triggered, then the email or notification will be sent to the employees that are associated with the record's selected approval roles.</li> </ul>
<b>TO, CC, BCC</b>	<p>Click these buttons to automatically add the recipients that were selected in the <b>Select Attendees From</b> field or <b>Recipient List</b> to the respective email fields. For example, if you are using Workflows, specify <b>Roles</b>, and then select three security roles, when you click <b>+TO</b> the names of those three roles will automatically display in the <b>TO</b> field.</p> <p>You can also click these buttons to open the respective email fields and manually enter email addresses:</p> <ul style="list-style-type: none"> <li>▪ <b>TO:</b> Use this field to send emails to primary recipients. You can enter the email address directly in this field and to send email to multiple addresses, enter all of them in this field with semicolons (;) as separators between them.</li> <li>▪ <b>CC and BCC:</b> To send copies to recipients other than the primary recipients, enter one or more email addresses for CC and BCC recipients. If you want to send copies to multiple addresses, enter all of them in the field, with semicolons (;) as separators between them.</li> </ul> <p>If you add one or more records of individuals that do not have an associated email address, you receive a message that alerts you to the issue and provides prompts to correct the error.</p>



Field	Description
<b>Attach Uploaded Files to Email Alert check box</b>	This option applies to AP Invoice Approvals only. If using AP Invoice Approval workflow in the desktop application, select this option to upload uploaded supporting documents for AP Invoice Approval records are included as attachments in the triggered email or notification.

### Message Options

Use these options to enter the content for the email or notification, including any pre-defined placeholders for the text fields that you want to include.

Field	Description
<b>Subject</b>	Enter the subject for the email or notification.
<b>Insert Field</b>	<p>Click this option to open the Insert Field dialog box and select fields to insert from a list of all fields in the hub from which you opened the configuration dialog box. For each field, Vantagepoint inserts a code as a placeholder, and when the message is sent, the field codes are replaced with data from that field for that record. If no data is selected for merging in the <b>Subject</b> or <b>Message</b> fields, Vantagepoint uses standard email functionality.</p> <p>Click <b>OK</b> to accept your entries, close the dialog box, and return to the email or Notification Configuration dialog box.</p>
<b>Message</b>	<p>Enter the text for the message that will be sent when you send the email or when the notification is triggered. You can add text or field codes that act as placeholders for data.</p> <ul style="list-style-type: none"> <li>▪ <b>Regular Text:</b> You can enter text directly in this field. To apply formatting to the text, click ▼ to open the Text Editor and use its options.</li> <li>▪ <b>Field Codes:</b> Click <b>Insert Field</b> to open the Insert Field dialog box and then select fields to insert from a list of all fields in the selected application. For each field, Vantagepoint inserts a code as a placeholder and when the email or notification is sent, the field codes are replaced with data from that field for that record.</li> </ul>
<b>Insert Field</b>	<p>Click this option to open the Insert Field dialog box and select fields to insert from a list of all fields in the hub from which you opened the configuration dialog box. For each field, Vantagepoint inserts a code as a placeholder. When the message is sent, the field codes are replaced with data from that field for that record. If no data is selected for merging in the <b>Subject</b> or <b>Message</b> fields, Vantagepoint uses standard email functionality.</p> <p>Click <b>OK</b> to accept your entries, close the dialog box and return to the email or Notification Configuration dialog box.</p>

### Column (Field) Change Configuration Dialog Box

Use the Column (Field) Change Configuration dialog box to indicate which field you want Vantagepoint to change when a workflow action is triggered, and the value in that field.

This dialog box is read-only for approval workflows (originally created in **Settings » Workflow » Approval Workflows** in the desktop application and viewable in User Initiated Workflows and Scheduled Workflows Configuration).


#### *Display the Column (Field) Change Configuration Dialog Box*

You display this dialog box in **Settings » Workflow**.

1. In the Navigation pane, click **Settings » Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Column (Field) Change**.

#### *Contents of the Column (Field) Change Configuration Dialog Box*

Use these fields and options to select the field that you want to change when a workflow action is triggered and the value in that field.

Field	Description
<b>Column</b>	Select the column (field) whose value you would like to change when a workflow is triggered. The columns in this list change according to the selected hub.
<b>New Value</b>	<p>The data type of the field selected in the <b>Column</b> field determines the information that displays here.</p> <p>For example, if you selected Primary Client in the Column field, this field displays a list clients from which you can select.</p> <p>If you selected EM.HireDate in the <b>Column</b> field, this field displays <b>Current Date</b> as the default, indicating that you want Vantagepoint to change the date in the field to today's date (the date when the action takes place).</p> <p>Alternatively, you can click  and select the date.</p>
<b>Empty Field</b>	To indicate that the new value in the column be changed to Null (or to zero if it is a numeric column), select this option rather than entering a value in the <b>New Value</b> field.
<b>New Value SQL Expression</b>	Click ... in this field to display the Expression Builder and create the expressions.

Field	Description
<b>Apply change to lower WBS Levels</b>	This option is only available for Projects hub workflows, and enabled only for columns in the PR and ProjectCustomTabFields tables.  When this option is selected, all lower WBS records will receive the same value for the column being updated. Therefore for tasks, this has no effect. For phases, all tasks for the phases get this value. For projects, all phases and tasks get this value.
<b>Empty Field</b>	To indicate that the new value in the column be changed to Null (or to zero if it is a numeric column), select this option rather than entering a value in the <b>New Value</b> field.

### Activities Dialog Box (Workflows)

Use the Activities dialog box in **Settings » Workflow** to create an activity, such as schedule a meeting or arrange a phone call, that will be triggered when a workflow event occurs.

#### Display the Create Activities Dialog Box (Workflows)

You display this dialog box in **Settings » Workflow**.

1. In the Navigation pane, click **Settings » Workflow**.
2. Select the type of workflow that you want to create.
3. In the Workflows grid, select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action** and select **Create Activity**.

#### Activities Overview Tab (Workflows)



Use the Overview tab to enter details for the workflow activity, including the activity name, description, related dates, stakeholders, and a variety of other characteristics of the activity.

#### When

This set of field information contains information about an activity's start and end dates, reminders, recurrence patterns, whether or not the activity is an all day event and if it is private, and how the activity should be shown (Busy, Tentative, or Free) in Calendar.

Field	Description
<b>Start Date</b>	Select the start date and start time for the activity.
<b>End Date</b>	Select the end date and end time for the activity.
<b>Reminder</b>	Select this option and the timeframe if you want to receive a reminder at a specified time prior to the start of the activity.

Field	Description
	You can choose to receive email activity reminders, pop-up activity reminders, or both. You can change the way you receive activity reminders at any time. To change the way you receive activity reminders, click <b>✱ My Preferences</b> on the toolbar and select the General tab. In <b>Remind Me About Activities</b> , specify the type of reminders you wish to receive.
<b>All Day Event</b>	Select this option if the activity will last for an entire day. When you select this option, the activity start time displays as 8:00 AM and the activity end time displays as 5:00 PM. However, you can change these times, if necessary.
<b>Private</b>	Select this option if you want the activity to be classified as private. Details for a private activity can be viewed only by the attendees of the activity. If you are an attendee of a private meeting, the actual subject line displays on the Activity dialog box and you can open the activity and edit it based on your calendar access rights.
<b>Repeats</b>	<p>If the activity is recurring, specify the type of recurrence as well as the end date for the recurrence:</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> There is no recurrence (default).</li> <li>▪ <b>Daily:</b> Select this option to repeat the activity on a daily basis. The Daily options allow you to specify the number of days as well as every day or only weekdays.</li> <li>▪ <b>Weekly:</b> Select this option to repeat the activity on a weekly basis. The Weekly options allow you to specify the actual week and days of the week for the activity.</li> <li>▪ <b>Monthly:</b> Select this option to repeat the activity on a monthly basis. You can specify the actual date, week, and month for the activity to repeat.</li> <li>▪ <b>Yearly:</b> Select this option to repeat the activity on a yearly basis. You can specify the actual year, date, week, and month for the activity to repeat.</li> </ul>
<b>Show Time As</b>	Select an option that indicates how participants' time is classified, such as <b>Busy</b> or <b>Tentative</b> , on their calendar for the duration of the activity.
<b>Location</b>	Enter the location where the activity will occur.
<b>Type</b>	<p>Select a descriptive type for the activity, such as <b>Meeting</b> or <b>Teleconference</b>. The type of the activity determines whether it displays in the calendar.</p> <p>To define activity type options, use the Activity Type List in <b>Settings » Labels and Lists » Lists</b>. See your system administrator for information about adding values to this list.</p>
<b>Priority</b>	Select a priority ranking that indicates the relative importance of individual activities: High, Medium, or Low.

Field	Description
<b>Notes</b>	Enter any notes related to the activity. You can use the text editor to enter text directly in this field. After a note is entered and saved, a  displays in the grid row to indicate a note for the activity. If no notes are entered, a  displays instead. Click the icon in the grid row to open the Notes dialog and enter details.

### Stakeholders

Use the Stakeholders fields to assign the attendees and firms that are related to the activity. Stakeholder refers to any person or business entity that is involved in an activity. Stakeholders can include your company's employees as well as external contacts, clients, vendors, and their associated firms.

Field	Description
<b>Attendees</b>	The Attendees grid lists all the attendees and their associated firms who are scheduled to participate in the activity. Attendees include both contacts and employees. Click <b>+ Add Attendees</b> to specify the attendees to assign to this activity. As a rule, the first contact you add to the attendees list is the primary contact; however, you can change the primary designation at any time. By default, the person who creates the activity is the Owner. You can also change the owner to a different employee if you wish. Click the ▼ arrow and select <b>Make Primary</b> or <b>Make Owner</b> to change the status as needed.
<b>Firms</b>	A firm is any type of business or entity external to your company, including clients, vendors, government agencies, trade associations, and competitors. Click <b>+ Add Firms</b> to specify the firms to assign to this activity. If this is the primary firm associated with the activity, click the ▼ arrow and select <b>Primary</b> . If the status changes and the firm is no longer primary, you can click the arrow and remove the primary status or select another firm as the primary. Only one firm can be designated as primary.

### Associations

Use the Associations fields to select project and marketing campaign hub records that you want to associate with the activity. If your administrator has created user-defined hubs with activities, then lookups to those hubs also appear in this section.

Field	Description
<b>Project</b>	Click the ▼ arrow and select the project that is associated with the activity. You can type part of the project name or number to quickly find it in the list. Click the blue, underlined name to display the info bubble that contains information about the project.
<b>Marketing Campaign</b>	Click the ▼ arrow and select the marketing campaign that is associated with the activity. You can type part of the name or number to quickly find it in the list. Click the blue, underlined name to display the info bubble that contains information about the marketing campaign.

*Activities Files and Links Tab (Workflows)*

Use the Files and Links tab to upload, view, and store files that are related to the current activity record. You can also add URLs, email addresses, and links to files and graphics.

This tab name changes from **Files & Links** to **Links** when FileStream (a Microsoft SQL Server feature) is not in use.

**Files Grid**

The Files grid displays when FileStream is enabled. Use this grid to upload, view, and store files that are related to the current record. Vantagepoint attaches these files to the record for which they were uploaded. This grid supports various file types, such as image files, Microsoft document files, word processing files, drawing files, spreadsheets. When you upload a file, a copy of the file is stored in the FileStream database. You cannot upload the following file types:

File Types		
.APPLICATION	.JSE	.REG
.BAT	.MSI	.SCR
.CMD	.MSP	.VB
.COM	.MSC	.VBE
.CPL	.PIF	.VBS
.EXE	.PS1	.WS
.GADGET	.PS1XML	.WSC
.HTA	.PS2	.WSF
.INF	.PS2XML	.WSH
.JAR	.PSC1	
.JS	.PSC2	

Field	Description
<b>Category</b>	Select a category for the attached file. This allows you to classify the types of files you attach to each hub record and provides a way to sort the files (by classification). Your system administrator defines the categories to meet your organization's specific requirements.
<b>File Name</b>	This field displays the file name of the attached file. This file name is defined by the attached file's native program and cannot be changed.
<b>Description</b>	When the attached file uploads, this field automatically copies and displays the name of the file that is listed in the <b>File Name</b> field. You can change the description of the file to something more meaningful if you like.
<b>+ Upload File</b>	Click this option to add a file to the Files grid. When you do so, the Browse dialog box opens and you can browse to and select the file that you want to

Field	Description
	<p>upload and attach to the current record. Or, you can use standard Windows functionality in the browser to drag and drop a file from your desktop to the grid.</p> <p>When you upload a file, the file is stored in the FileStream database. If your system administrator specifies a maximum allowable file size in <b>Settings » General » Options</b>, an error message displays if the uploaded file exceeds the size limit.</p> <p>If the specified file is an image, this image is available for reuse in Proposals.</p>

### Stored Procedure Configuration Dialog Box

Use the Stored Procedure Configuration dialog box to set up Vantagepoint to execute a stored procedure on the Vantagepoint database.


#### Display the Stored Procedure Configuration Dialog Box

You display this dialog box in **Settings » Workflow**.

1. In the Navigation pane, click **Settings » Workflow**, and select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Stored Procedure**.

#### Contents of the Stored Procedure Configuration Dialog Box

Use these fields and options to set up Vantagepoint to execute a stored procedure on the Vantagepoint database.

Field	Description
<b>Stored Procedure</b>	Enter the name of the stored procedure. The arguments for the stored procedure appear in the Arguments grid.
<b>Arguments</b>	<p>The list of arguments will be automatically populated based on the stored procedure selected.</p> <ul style="list-style-type: none"> <li>▪ <b>Name:</b> The name of the argument.</li> <li>▪ <b>Value:</b> The SQL expression, which Vantagepoint uses to determine the value of the argument at run time. Click  in this field to display the SQL Expression Builder dialog box to define the values.</li> </ul>
<b>Reload Info Center Record</b>	Select this option if you want the record that the user was working on when the workflow fired to be reloaded. You should select this field if the stored

Field	Description
	procedure being invoked alters the current record. This allows you to see the record with whatever changes the stored procedure made.
<b>Invoke after all changes are saved</b>	<p>If you select this option, the action will run after the entire hub record (including all grids) has been saved. Otherwise, the action will run after the main workflow table has been saved, but before any of the grid tables have been processed. (The latter is the current and default behavior.)</p> <p>This option is only available when the workflow is on the main workflow table, for example, [Employee Record].</p>

### Function Configuration Dialog Box

Use the Function Configuration dialog box to set up Vantagepoint to "call" Vantagepoint methods to do specific tasks, such as **Create Project from Existing Project**.


#### Display the Function Configuration Dialog Box

Display the Function Configuration dialog box Workflow Settings.

1. In the Navigation pane, click **Settings » Workflow**, and select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Function**.

#### Contents of the Function Configuration Dialog Box

Use these fields and options to set up how methods are called.

Field	Description
<b>Method</b>	Select the action that you want Vantagepoint to take, such as <b>Create Project from Existing Project</b> .
<b>Arguments Name</b>	This field displays the name of the argument.
<b>Value</b>	Click  in this field to display the SQL Expression Builder dialog box, on which you can define SQL expressions.
<b>Invoke after all changes are saved</b>	<p>If you select this option, the action will run after the entire hub record (including all grids) has been saved. Otherwise, the action will run after the main workflow table has been saved, but before any of the grid tables have been processed. (The later is the current and default behavior.)</p> <p>This option is only available when the workflow is on the main workflow table, for example, [Employee Record].</p>



### Web Service Configuration Dialog Box

The Invoke Web Service action allows you to invoke a specified Web service. A Web service is a way to call code located on a different machine via HTTP.


#### *Display the Web Service Configuration Dialog Box*

You display this dialog box in **Settings » Workflow**.

1. In the Navigation pane, click **Settings » Workflow**, and select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Invoke Web Service**.

#### *Contents of the Web Service Configuration Dialog Box*

Use these fields and options to set up a web service.

Field	Description
<b>Web Service Location</b>	Enter the location of the Web service, using the Web Services Description Language (WSDL) location of the service. WSDL is an XML language for describing Web services. For example, <code>http://www.webservices.net/stockquote.asmx?WSDL</code> .
<b>Web Methods</b>	After you enter the Web Service Location, this field lists the Web methods defined by that Web service (based on the information contained in the WSDL file).
<b>Arguments</b>	<p>The list of arguments is automatically populated based on the Method selected.</p> <ul style="list-style-type: none"> <li>▪ <b>Name:</b> The name of the parameter to the method.</li> <li>▪ <b>Value:</b> The SQL expression, which will be used to determine the value of the argument at run time. Click  in this field to display the SQL Expression Builder dialog box to define the values.</li> </ul>
<b>Refresh Methods</b>	<p>Click this button to refresh the list of available methods and arguments. Clicking this button forces Vantagepoint to read from the latest WSDL file generated for the web service:</p> <ul style="list-style-type: none"> <li>▪ If the web service has been modified to include new web methods, or if existing web methods have been altered with respect to the list of arguments, Vantagepoint refreshes the Web Methods drop-down list with the latest values.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>If the list of arguments has changed for the web method that is currently selected, Vantagepoint refreshes the <b>Arguments</b> grid.</li> </ul>

### Insert Field Dialog Box

Use the Insert Fields dialog box to insert placeholders for the text fields that you want to include in the notification.

These placeholders will be replaced with the actual information in the selected records.

#### Display the Insert Field Dialog Box

You display this dialog box in **Settings » Workflow**.

1. In the Navigation pane, click **Settings » Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Notification Center Alert**.
4. In the Message Options fields, click **Insert Field**.

#### Contents of the Insert Field Dialog Box

Field	Description
<b>Column Selection</b>	Select one or more columns to include in the notification. Click <b>OK</b> to accept your entries, close the dialog box and return to the Notification dialog.

## Workflow Process Examples

The Workflow Process Examples provide overviews for key workflow functions. The bypass validation example is useful when a workflow will bypass any business rules and system validations that are programmed in Vantagepoint.

### Required Field Validation Workflow Process Example

You may find it helpful to review an example that illustrates the workflow process for required fields.

**Scenario:** Create a workflow that generates an error message or warning when required fields are not entered when saving a new record in the Contacts hub.

#### Step 1: Create a user initiated workflow:

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.

2. In the **Area** field on the User Initiated Workflows form, select **Contacts**.
3. Click **+Add Workflow** and set the columns in the Workflows grid:

Column	Select
Workflow Table	Contact Record
Workflow Type	Insert
Description	Required Field Validation

4. Click "" to open the Conditions dialog box and set the conditions:

Column	Select
And/Or	Contacts.FirstName
Operator	Empty

5. Save your changes.

Setting this column and condition specifies that the workflow event will fire whenever a contact record is inserted and the contact first name field is blank.

#### Step 2: Determine if you will use an error message or warning.

- **Error Message:** This setting stops the save process when a required field (in this example, **Contact First Name**) is blank. You must fix the error to continue.
- **Warning:** This setting provides a warning that a required field is blank, but allows you to continue.

#### Step 3: Create the Error Message or Warning

1. In the Actions grid, in the **Add Action** list, select **Validate Error** or **Validate Warning**.
2. In the **Description** column, enter the text for the error message, such as, "Contact First Name is required."
3. Click "" to open the Conditions dialog box and set the additional condition:

Column	Select
And/Or	Contacts.FirstName
Operator	Empty

4. Save your entries.

Vantagepoint will execute this workflow event when the **Contact First Name** is blank in the Contacts hub when a new record is entered. The warning or error message will display in the Contacts hub and the conditions must be satisfied before the record can be saved.

## Employee Termination Workflow Process Example

You may find it helpful to review an example that illustrates the workflow process.

**Scenario:** Create a workflow that generates an email alert to all team members when an employee is terminated. The email must also include the name of the person who performed the exit interview for the terminated employee.

### Step 1: Create a user initiated workflow:

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.
2. In the **Area** field on the User Initiated Workflows form, select **Employees**.
3. Click **+Add Workflow** and set the columns in the Workflows grid:

Column	Select
Workflow Table	Employee Record
Workflow Type	Change
Description	Termination

4. Click **...** to open the Conditions dialog box and set the conditions:

Column	Select
Column	EMAILCompany.Status
Operator	Equals
Value	Terminated

Setting these columns and conditions specifies that the workflow event will fire whenever a change is made to an employee record where the employee status is saved as Terminated.

### Step 2: Create the email alert action that will notify all team members when an employee is terminated.

1. In the Actions grid, in the **Add Action** list, select **Email Alert**.
2. On the Email Configuration dialog box, specify the employees who will receive the email alert. You can select individual users, specify a particular role, or select the Employee fields for the team members who will receive the email alert.
3. In the Actions grid, in the **Description** field, explain the purpose of the action.
4. If necessary, include additional information in the email. In this example, the email will include the name of the team member who performed the exit interview. Click **...** to open the Conditions dialog box and set the additional conditions:

Column	Select
Column	EMAILCompany.ExitInterviewer
Operator	Equals
Value	[Select the interviewer's employee record]

##### 5. Save your entries.

Vantagepoint will execute this workflow event and send an email alert to the specified employees whenever the **Status** field for a record in the Employees hub is changed to **Terminated** and saved.

### Bypass Validation Examples

When you configure a Column Change, Stored Procedure, or Web Service workflow in user initiated or scheduled workflows, the workflow will bypass any business rules and system validations that are programmed in Vantagepoint.

As a result of bypassing, some steps of a workflow cannot be completed automatically as they would normally be in the Vantagepoint application, so you must either create additional workflows to complete the omitted steps or manually complete the omitted steps in the appropriate Vantagepoint application. Two areas where bypassing occurs and you have to create additional workflows or complete manual entry are when records are associated across hubs and when fields are updated.

#### Associating Records Across Hubs

When you associate one hub record with another hub record, Vantagepoint automatically makes a complete association between the two records. For example, when you add a new contact for an employee on the Firms & Contacts tab in the Employees hub, the employee is also added as a team member for that contact on the Our Team tab in the Contacts hub. The two records are automatically associated across both the Contacts and Employees hubs and the association is reflected in both hubs. However, if you use a workflow to add a new contact for an employee, the update is one-way and the contact is added to the Firms & Contacts tab in the Employees hub, but the employee is **not** added to the Our Team tab in the Contacts hub. You must create a second workflow to have the employee automatically added to the Our Team tab in the Contacts hub, or you can manually add the employee in the Contacts hub.

For workflows that associate records across hubs, you must either build a number of workflows to complete each piece of this process or manually add the associated records in the other hub in which it was not automatically added.

#### Updating Fields

Similarly, there are many fields in Vantagepoint that are interdependent and, when you make a selection in one field, other fields will automatically update based on that selection. For example, if you are moving a project to the **Won** stage and your security role is for Accounting users, the **Approved for Use in Processing** option on the Accounting tab of the Projects form is selected automatically to indicate that accounting transactions can now be entered for the project. If you change the stage to a **Lost** or **Do Not Pursue** stage, the status of the project is automatically changed to **Inactive**. If the project has a linked promotional project, you are also given the options to change the status of the promotional project to **Inactive** or **Dormant** or to leave it with the **Active** status.

If you set up a Vantagepoint workflow to update a field that automatically updates additional fields, the workflow will only apply to the field that initiates the action. For example, if you change the **Stage** to **Won** based on a user-defined field, these automated validations, such as the selection of the **Approved for Use in Processing** check box on the Accounting tab of the Projects form, do not occur. You must manually set up a workflow to support each of the validations or manually select the option.

## Desktop Application - Approvals Workflow Settings

Access Approvals Workflow settings in the desktop application. Use workflows to specify conditions in applications for which you want to be alerted.

### Approval Workflow Settings

Use Approval Workflows Settings to set up and configure approval workflows for approving different types of records that are processed in Vantagepoint, such as purchase orders and expense reports.

An approval workflow identifies the steps in an approval process, the employees who are assigned to approve a record for each step, and the notification alerts to send for each step to keep the approval process on schedule. You can create simple approval steps or more complex, multi-tiered conditional steps for an approval workflow. For example, you could set up an approval workflow so that purchase orders over a certain monetary amount are routed to different approvers than a purchase order that is under a certain monetary amount. You can set up alerts to be delivered to approvers and submitters by email or delivered to the Vantagepoint Notification Center for each approval step. The alerts let employees know when a record is ready for their review, when it is past due, when it is approved or rejected, and so on.

In **Settings » Workflow » Approval Workflows** in the desktop application, you set up and configure an approval workflow for the following records:

- AP vendor invoices
- Employee absence requests
- Employee expense reports
- General ledger budgets
- Inventory item requests
- Purchasing applications: Purchase Requisitions, Request for Price Quotes, Purchase Orders, Purchase Order Change Orders, and Purchase Order Releases
- Timesheets

You must have the Purchasing application or the Accounting application activated for **Approval Workflows** to display in the **Workflow** menu.

The approval workflow settings that you enter in **Settings » Workflow » Approval Workflows** apply at the Vantagepoint system level. If you have multiple companies in Vantagepoint, you create different workflows for each company here. You can also create approval workflows to be used by all or multiple companies.

**Note:** For billing invoice approvals, you set up the approval workflows in **Settings » Billing » Invoice Approval Process**.

### Other Configuration for Approval Workflows

#### Enable Approvals and Assign the Approval Workflows to Use

After you create and configure an approval workflow in **Settings » Workflow » Approval Workflows**, you turn on the use of the approval workflow for an application and specify the approval workflow it will use in the following locations in Vantagepoint:

Application	Configuration Location
Accounts Payable Vendor Invoices	General tab in <b>Settings » Accounting » Company AP</b> in the desktop application
Absence Requests	<b>Settings » Accounting » Absence Accrual</b>
Expense Reports	Expense Approvals tab in <b>Settings » Expense</b>
General Ledger Budgets	<b>Settings » General Ledger » Options</b>
Inventory Item Requests	Inventory tab in <b>Settings » Purchasing &amp; Inventory » Company Settings</b> in the desktop application
Purchasing applications: Purchase Requisitions, Request for Price Quotes, Purchase Orders, Purchase Order Change Orders, and Purchase Order Releases	General tab in <b>Settings » Purchasing &amp; Inventory » Company Settings</b> in the desktop application
Timesheets	Time Approvals tab in <b>Settings » Time</b>

### Set Up Approval Roles at the Organization Level

If you use organizations, you can set up approval roles at the organization level and assign an employee to the roles. For example, you may want purchasing records to be approved by an administrator at the organization level in addition to, or instead of, a project manager. In **Settings » Organization » General** in the desktop application, you create approval roles for all your organizations.

In **Settings » Organization » General** or **Settings » Organization » Individual** in the desktop application, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

### Approval Workflows for Billing Invoices

#### User-Initiated Workflows and Scheduled Workflows Settings

All of the approval workflows that you enter and save in Approval Workflows Settings are copied automatically to User Initiated Workflows and Scheduled Workflows in **Settings » Workflow** in the browser application. In these applications you can view the steps in more detail for troubleshooting purposes.

You can also add advanced actions, such as stored procedures, functions, custom methods, and web services, to the approval workflow steps. However, when you do this, if you ever need to edit the workflow steps again in Approval Workflows Settings, you must complete additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways. For additional information, see the procedure for editing an approval workflow that has advanced actions added to it.

### Basics

Review checklists for setting up approval workflows.

### Checklist: Set Up and Enable Approvals for Absence Requests

You can set up a process for approving employees' absence requests for vacation, sick leave, and so on.

Employees submit absence requests from their timesheet in **My Stuff » Timesheet**. Approvers approve absence requests in **My Stuff » Approval Center**.

### Checklist for Configuring and Enabling Approvals for Absence Requests

Step	Description	Location
1	The Accounting and Time applications must be activated.	<b>Settings » General » Modules</b>
2	Benefit accrual codes must be set up and configured for the type of absences, such as vacation, sick, or personal leave, that you want to go through the approval process.	<b>Settings » Accounting » Time Analysis</b>
3	If you use organizations and you want absence requests to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b>, in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>■ <b>Settings » Organization » General</b>, in the desktop application: Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li>■ <b>Settings » Organization » Individual</b>, in the desktop application: Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul> </li> </ol>
4	Create an approval workflow for absence requests.	<b>Settings » Workflow » Approval Workflows</b> , in the desktop application



Step	Description	Location
		<ul style="list-style-type: none"> <li>When you create an approval workflow, select <b>Absence Requests</b> in the <b>Application</b> field on the General tab.</li> <li>On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step.</li> <li>You can use the same or different approval workflow for absence requests for each of your benefit accrual codes.</li> </ul>
5	For the appropriate benefit accrual codes: <ul style="list-style-type: none"> <li>Enable approvals for absence requests.</li> <li>Assign an approval workflow for absence requests.</li> </ul>	<b>Settings » Accounting » Absence Accrual</b> In the Accrual Codes grid on the Absence Accrual Settings form: <ul style="list-style-type: none"> <li>Select the <b>Use Absence Request</b> check box for a company/benefit accrual code.</li> <li>In the <b>Approval Workflow</b> field, select the approval workflow to use.</li> </ul> When you save these settings: <ul style="list-style-type: none"> <li>The next time a user clicks <b>Submit</b> on the Request Absence dialog box in <b>My Stuff » Timesheet</b>, the approval process starts for the absence request.</li> <li>A Progress tab displays on the Absence Requests form.</li> </ul>

#### Checklist: Enable and Set Up Approvals for Accounts Payable Invoices

You can set up a process for approving accounts payable invoices.

You upload and approve AP invoices that you receive from vendors in **Transaction Center » AP Invoice Approvals**.

#### Checklist for Configuring and Enabling Approvals for Accounts Payable Invoices

Step	Description	Location
1	The Accounting application must be activated.	<b>Transaction Center » AP Invoice Approvals</b>
2	If you use the Vantagepoint on-premises product, you must configure Transaction Document Management and have Microsoft SQL Server	

Step	Description	Location
	FileStream enabled. FileStream is required for uploading accounts payable vendor invoices into Vantagepoint. It is required before you can create and enable an approval workflow for the AP Invoice Approvals application. For more information about configuring Transaction Document Management and FileStream, see <a href="#">Configuring Supporting Documents</a> .	
3	If you use organizations in Vantagepoint and you want accounts payable invoices to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all of your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations in the desktop application: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. This allows you to set up approval roles for all of your organizations in one place without having to look at each organization individually.</li> <li>▪ <b>Settings » Organization » Individual:</b> Assign one or more approval roles to each individual organization, then assign one employee to each approval role.</li> </ul> </li> </ol>
4	Create an approval workflow for accounts payable invoices.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application.</p> <p>When you create an approval workflow, select <b>AP Invoice Approvals</b> in the <b>Application</b> field on the General tab.</p> <p>On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts and/or actions for each step.</p> <p>You can also add a validate error action to an approval step so that an error message displays when an approver tries to approve a step but information is missing in required fields.</p>

Step	Description	Location
5	Enable approvals for accounts payable invoices, and assign an approval workflow	<p><b>Settings » Cash Management » Accounts Payable</b></p> <p>In the Company-specific section of the Options tab in Accounts Payable Settings, set the <b>Enable Approval Workflow for AP Invoice</b> option to <b>Yes</b> and use the <b>AP Invoice Approval Workflow</b> option to select the approval workflow.</p> <p>When you save these settings, the next time that an employee submits an AP invoice in <b>Transaction Center » AP Invoice Approvals</b>, the approval process starts for an AP invoice.</p>

#### Checklist: Configure and Enable Approvals for Employee Expenses

Use an approval process based on an approval workflow for employee expenses (expense report or expense line item approvals).

Follow these steps to set up and enable approval workflows for **Time & Expense » Expense Report** and **Time & Expense » Expense Line Approval**.

Step	Description	Location
1	You must activate the Time & Expense application, if it is not already activated.	Modules tab in <b>Settings » General » General System</b>
2	If you use organizations in Vantagepoint and you want employee expenses to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General</b>: Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> </ul> </li> </ol>

Step	Description	Location
		<ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul>
3	<p>Create approval workflows for expense reports and expense lines.</p> <p>Sample employee expense approval workflows are also available, but you need to identify the approval administrator first before using these sample workflows:</p> <ul style="list-style-type: none"> <li>▪ Expense Report Default</li> <li>▪ Expense Line Default</li> <li>▪ Expense Reports &amp; Lines Default</li> </ul>	<p><b>Settings » Workflows » Approval Workflows</b> in the desktop application</p> <p>When you create an approval workflow, select <b>Employee Expenses</b> in the <b>Application</b> field on the General tab.</p> <p>Create new workflows or modify sample workflows on the Approval Workflows form. Configure the steps, approvers for the steps, and notification alerts in the Approval Workflow form.</p> <p>Use the Approval Workflow form to identify the approval administrator for the sample employee expense approval workflows.</p>
4	<p>Enable approvals workflow for employee expense applications and assign an approval workflow.</p>	<p><b>Settings » Expense</b></p> <p>Select the <b>Use Expense Approvals</b> option on the Expense Approvals tab of the Expense Settings form. Then select the employee expense approval workflow from the <b>Approval Workflow</b> drop-down list. Configure the other settings in the form as needed. Click <b>Save</b> to enable the approval workflow for employee expenses.</p> <p>These sample workflows do not display in the <b>Approval Workflow</b> drop-down list if the approval administrator is not yet identified:</p> <ul style="list-style-type: none"> <li>▪ Expense Report Default</li> <li>▪ Expense Line Default</li> <li>▪ Expense Reports &amp; Lines Default</li> </ul>

#### Checklist: Configure and Enable Approvals for the General Ledger Budget Groups

You can use an approval process that is based on an approval workflow for purchase requisitions, request for price quotes, purchase orders (including change orders and release orders), and inventory item requests.

You set up and enable approval workflows individually for an application.

Step	Description	Location
1	If you use organizations in Vantagepoint and you want Purchasing or Inventory items to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>■ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li>■ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul> </li> </ol>
2	Create approval workflows for each Purchasing application--Purchase Requisitions, Request for Price Quotes, and Purchase Orders (includes change orders and release orders for blanket purchase orders)--and for Inventory Item Requests.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application</p> <p>You create an approval workflow, assign the specific application for which it applies, set up the steps for it, and add approvers and notification alerts for each step.</p>
3	Enable approvals for each Purchasing application, and assign an approval workflow for them.	<p><b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application</p> <p>In the Approvals section of the General tab, select the <b>Use Approval Workflow for Requisitions</b>, <b>Use Approval Workflow for RFQs</b>, and <b>Use Approval Workflow for Purchase Orders</b> check boxes. Then select the approval workflow to use in the field beside the check boxes.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of a Purchasing application entry form, the approval process starts.</p>
4	Assign an approval workflow for Inventory item requests. Inventory item	<b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application

Step	Description	Location
	requests are required to go through an approval process.	In the Global Options section of the Inventory tab, select the approval workflow to use for inventory item requests in the <b>Approval Workflow for Item Requests</b> field.  When you save this setting, the next time a user clicks <b>Submit</b> on the toolbar of the Items Request entry form, the approval process starts.

### Checklist: Configure and Enable Approvals for the General Ledger Budgets

You can use an approval process that is based on an approval workflow for General Ledger budgets.

You set up and enable approval workflows individually for an application.

Step	Description	Location
1	You must activate the Accounting application, if it is not already activated.	Modules tab in <b>Settings » General Systems</b>
2	If you use organizations in Vantagepoint and you want General Ledger budgets to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>■ <b>Settings » Organization » General</b>: Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li>■ <b>Settings » Organization » Individual</b>: Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul> </li> </ol>
3	Create an approval workflow for General Ledger Budgets.	<b>Settings » Workflow » Approval Workflows</b> in the desktop application  When you create an approval workflow, select <b>General Ledger Budgets</b> in the <b>Application</b> field on the General tab.

Step	Description	Location
		On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step.
4	Enable approvals for General Ledger Budgets, assign an approval workflow, and define when you want to start using approval for budgets.	<p><b>Settings » Accounting » Company</b> in the desktop application</p> <p>In the General Ledger Budget Approvals section of the General tab, select the <b>Use Approvals</b> check box. In the <b>Approval Workflow</b> field, select the approval workflow to use.</p> <p>In the <b>Approval Start Year</b> field, enter the year of the budgets that you want to enable approvals on. Budgets that fall within the specified year or later will have approvals enabled. If you leave the field blank, approvals are enabled on all existing General Ledger budgets.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of a General Ledger Budget application entry form, the approval process starts. A Progress tab displays on the General Ledger Budget application form.</p>

#### Checklist: Configure and Enable Approvals for the Purchasing and Inventory Applications

You can set up a process for approving purchase requisitions, request for price quotes, purchase orders (including change orders and release orders), and inventory item requests that is based on an approval workflow.

You set up and enable approval workflows individually for an application.

Step	Description	Location
1	If you use organizations in Vantagepoint and you want Purchasing or Inventory items to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li><b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your</li> </ul> </li> </ol>

Step	Description	Location
		<p>organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</p> <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul>
2	Create approval workflows for each Purchasing application--Purchase Requisitions, Request for Price Quotes, and Purchase Orders (includes change orders and release orders for blanket purchase orders)--and for Inventory Item Requests.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application</p> <p>You create an approval workflow, assign the specific Purchasing application for which it applies, set up the steps for it, and add approvers and notification alerts for each step.</p>
3	Enable approvals for each Purchasing application, and assign an approval workflow for them.	<p><b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application</p> <p>In the Approvals section of the General tab, select the <b>Use Approval Workflow for Requisitions</b>, <b>Use Approval Workflow for RFQs</b>, and <b>Use Approval Workflow for Purchase Orders</b> check boxes. Then select the approval workflow to use in the field beside the check boxes.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of a Purchasing application entry form, the approval process starts for the Purchasing record. A Progress tab displays on the Purchase Orders form.</p>
4	Assign an approval workflow for Inventory item requests. Inventory item requests are required to go through an approval process.	<p><b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application</p> <p>In the Global Options section of the Inventory tab, select the approval workflow to use for inventory item requests in the <b>Approval Workflow for Item Requests</b> field.</p> <p>When you save this setting, the next time a user clicks <b>Submit</b> on the toolbar of the Items Request entry form, the approval process starts for an inventory item request.</p>



### Checklist: Configure and Enable Approvals for Timesheets

Use an approval process based on an approval workflow for timesheets.

Follow these steps to set up and enable approval workflows for timesheets that you enter in **My Stuff » Timesheet**.

Step	Description	Location
1	You must activate the Time & Expense application, if it is not already activated.	Modules tab in <b>Settings » General » General System</b>
2	If you use organizations in Vantagepoint and you want timesheets to be approved by someone at the organization level, add approval role at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>■ <b>Settings » Organization » General</b>: Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li>■ <b>Settings » Organization » Individual</b>: Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul> </li> </ol>
3	Create an approval workflow for timesheets.	In <b>Settings » Workflows » Approval Workflows</b> in the desktop application, create a new workflow or select a sample workflow and modify it to suit your needs. When you set up a new workflow, you enter an approval administrator for it, approval steps and the employees who are assigned to those steps, and notification alerts to be sent to approvers.

Step	Description	Location
		<p>The sample approval workflows are:</p> <ul style="list-style-type: none"> <li>▪ Timesheet Default</li> <li>▪ Timesheet Line Default</li> <li>▪ Timesheet &amp; Lines Default</li> </ul>
4	Enable and assign an approval workflow for timesheets.	<p>In <b>Settings » Time » Time Approvals</b>:</p> <ol style="list-style-type: none"> <li>1. Select <b>Yes</b> for the <b>Use Time Approvals</b> setting.</li> <li>2. Select an approval workflow to use.</li> <li>3. Assign an approval administrator.</li> </ol>

How to...

In addition to creating and editing approval workflows, you can assign another employee to complete approvals in your absence.


### Create an Approval Workflow for an Application

You create approval workflows that will generate a review and approval process for submitted records.





You can create approval workflows for purchase requisitions, request for price quotes, purchase orders, change orders, release orders, inventory item requests, accounts payable vendor invoices, and employee absence requests.


**Prerequisites:** If you use organizations and you want to assign organization-level approvers to a workflow, set up approval roles at the organization level in either **Settings » Organization » General** or **Settings » Organization » Individual** in the desktop application.

**To create an approval workflow for an application:**

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the toolbar of the Approvals Configuration form, click **New » New Approval Workflow**.
3. On the General tab, complete the fields to select the application for which the workflow applies, give the workflow a name, assign an administrator, and so on.
4. Click the Workflow tab and on the Approval Steps grid toolbar, click  **Insert** to add a blank row to the grid to add an approval step.

You can add one or more approval steps to an approval workflow. The approval steps define the employees who can approve the record for that particular approval step, the days allotted for the approval step, and, optionally, any conditions for the step.

5. In the blank row in the Approval Steps grid, enter the information to define an approval step, including the step description, conditions (optional), employees to approve the step, review action, and so on.
6. Optional. Enter one or more conditions for an approval step.  
For example, you may want to enter a condition to route the approval step to different approvers if the total monetary amount of a purchase order, for example, is over a certain amount.
  - a) Click in the **Conditions** field, click  to open the Conditions dialog box, and define and save the conditions under which the step will occur.
  - b) In the **Action if Conditions Not Met** field in the Approval Steps grid, select the action to take if the condition is not met.
7. In the Approval Steps grid, select the step that you entered, and on the toolbar of the Step Actions grid, click  **Insert** to add an action (such as a notification alert or error message) to the approval step.  
For example, select **Reminder** to set up an alert to notify the employees who are assigned to the step that the step has not yet been approved and it is due in a certain number of days.
8. On the dialog box that opens for the type of action you selected, enter the following information:
  - **For notification alerts:**
    1. On the alert dialog box, select the method of notification (email or dashboard) and any other settings for the alert and click **OK**.  
Each email and dashboard notification alert displays in a separate row in the Step Actions grid.
    2. In the **Edit Content** field of the Step Actions grid, click the **Email** or **Dashboard** hyperlink.
    3. On the Email Configuration dialog box or the Dashboard Configuration dialog box, enter the settings to specify the employees to send the alert to, the alert's subject line, and its message.
    4. Click **OK** to save the email or dashboard configuration settings.
  - **For validation error messages:**
    1. On the Validate Error Conditions dialog box, add the conditions under which you want the error message to display and click **OK**.
    2. In the Step Actions grid, enter an error message for the action in the **Description** field. For example, enter a description such as "You must enter a PO amount greater than \$50 before the approval process can start." Or, enter "You must enter an invoice number."
9. Repeat steps 4–8 to add additional approval steps and their actions to the workflow.
10. Use the  **Move Up** and  **Move Down** options on the toolbar of the Approval Steps grid to place the approval steps in the order that you want them performed.

11. Click  **Save** on the toolbar of the Approvals Configuration form.

### Copy an Existing Approval Workflow to Create a New One

You can create a new approval workflow by starting with a copy of an existing approval workflow.

#### To create a new approval workflow by starting with a copy of an existing approval workflow:

1. On Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow that you want to use to create the new approval workflow.
3. On the toolbar of the Approvals Configuration form, click **New » Copy Current Approval Workflow**.  
The Approval Configuration form now contains the contents from the approval workflow that you selected in the **Search** field, but the **Approval Name** field is blank.
4. In the **Approval Name** field, enter the name for the new approval workflow.
5. Make changes to the approval workflow on the General and Workflow tabs.
6. Click **Save**.  
The new approval workflow is added to the lookup list in the **Search** field on the Approval Workflows Configuration form.

### Create a Backup Copy of an Approval Workflow

You can create a backup copy of an existing approval workflow.


#### To make a backup copy of an approval workflow:

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow for which you want to make a backup copy.
3. On the toolbar of the Approvals Configuration form, click **New » Copy Current Approval Workflow**.  
The Approval Configuration form now contains the contents from the approval workflow that you selected in the **Search** field, but the **Approval Name** field is blank.
4. In the **Approval Name** field, enter the name for the backup copy of the approval workflow.
5. Click **Save**.  
You can access the backup copy using the **Search** field on the Approval Workflows Configuration form.

## Edit an Approval Workflow

You can make changes to an approval workflow in Approval Workflows Configuration.

### To edit an approval workflow for an application:

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow to edit.
3. On the General tab, make changes as needed.
4. On the Workflow tab, complete any of the following actions, as needed:
  - If no approvals that use the workflow are currently in progress, make any necessary changes in the Approval Steps and Step Actions grids. If there are in-progress records, only the administrator for the approval workflow (as specified on the General tab of Approval Workflows Configuration) can edit the workflow.
  - If there are in-progress approvals for an approval workflow (noted at the top of the Workflow tab), you can make the following changes regardless of whether or not you are the approval administrator for the approval workflow (as specified in the **Approval Administrator** field on the General tab of the Approvals Configuration form):
    - In the Approval Steps grid, edit the **Assigned To**, **Specific Employees**, or **Who Must Complete** fields.
    - In the Step Actions grid, edit existing alerts or error messages.
  - If there are in-progress approvals for an approval workflow and you want full access to the Approval Steps grid to edit or delete existing steps or add new ones, you must be the approval administrator for an approval workflow. If you are, an **Edit Workflow** button displays in the upper left corner of the Workflow tab.  
Click the **Edit Workflow** button to have full access to the Approval Steps grid. On the Edit Workflow dialog box, you are informed of the number of in-progress approvals will be restarted (set back to step 1) when you save the edits to the workflow. Restarting the workflow may take time to process (depending on the number of workflows to process), so it is advisable to do this outside of normal business hours.
5. Click  **Save** on the toolbar of the Approvals Configuration form.
6. In response to the confirmation prompt, click **Yes**.

## Edit an Approval Workflow that has Advanced Actions

Use caution when you edit an approval workflow that has advanced actions added to it via User Initiated Workflows or Scheduled Workflows.

In User Initiated and Scheduled Workflows, you can add advanced actions to an approval workflow that you cannot add via Approval Workflows Settings. Advanced actions are stored procedures, functions, custom methods, and web services. The advanced actions for an approval workflow do not display in Approval Workflows Settings.

After you add an advanced action to an approval workflow, if you want to edit the approval workflow in Approval Workflows Settings, you must follow additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways:

**To edit an approval workflow that has advanced actions added to it:**

1. On the Navigation menu, click **Settings » Workflow » User Initiated Workflows** or **Scheduled Workflows** in the desktop application.
2. In the **Application** field, select **Approval Workflow**.
3. In the **Approval Name** field, select the approval workflow that you want to edit.
4. In the Actions grid, clear the **Active** check box for any advanced actions to deactivate them.
5. Click **Save**.
6. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
7. In the **Search** field, select the approval workflow that you edited in User Initiated or Scheduled Workflows.
8. On the Workflow tab, edit the workflow.  
If there are in-progress approvals for the workflow, you must be an administrator for the workflow, and an **Edit Workflow** button displays in the upper left corner of the tab. Click it to edit the approval steps and actions.
9. Click **Save** to save and restart the workflow.
10. On the Navigation menu, click **Settings » Workflow » User Initiated Workflows** or **Scheduled Workflows**.
11. Open the approval workflow that you have been editing.
12. Make corrections to the advanced actions that you previously deactivated and then click the **Active** check box to reactivate them.
13. Click **Save**.

### **Make an Approval Workflow Inactive**


An alternative to deleting an approval workflow is to make it inactive.

When it is inactive, it cannot be used for processing approvals. However, you can make it active again, if needed.

You can make an approval workflow inactive only if it is not currently specified as the approval workflow being used for an application. To see if an approval workflow is currently being used by an application, check the General and Inventory tabs in **Settings » Purchasing & Inventory » Company**.

**To make an approval workflow inactive:**

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.

2. In the **Search** field on the Approvals Configuration form, select the approval workflow to make inactive.
3. In the **Status** field on the General tab, select **Inactive**.
4. Click  **Save**.


### Delete an Approval Workflow

When you delete an approval workflow, it is permanently removed.

You can delete an approval workflow only if no approvals have been processed with it and only if it is not currently specified as the approval workflow for an application (on the General and Inventory tabs in **Settings » Purchasing & Inventory » Company**).

An alternative to deleting a workflow is to make it inactive (select **Inactive** in the **Status** field on the General tab of the Approvals Configuration form). This prevents it from being used; however, you can change it back to **Active** at any time.

#### To delete an approval workflow:

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow to delete.
3. On the toolbar of the Approvals Configuration form, click  **Delete**.
4. In response to the confirmation prompt, click **Yes** to delete the approval workflow.


### Assign Another Person to Perform Approvals in Your Absence

You can temporarily assign another person, called a delegate, to perform approvals in your absence. The delegate can approve various types of records in Vantagepoint on your behalf, but only if their role security allows access to menu items from which to approve records as well as access to specific records, such as projects and employees.

The types of records that a delegate can approve are: Billing invoices, Accounts Payable invoices, Purchasing records (purchase requisitions, purchase orders, and request for price quotes), Inventory item requests, and employee absence requests.

The delegate receives approval alerts and can approve and reject records for you. You (the delegator) continue to receive alerts (along with the delegate) so that you are aware of any approvals processed in your absence. At a future time, you can reverse this and resume the task of performing the approvals yourself.

#### To assign another person to perform approvals in your absence:

1. On the toolbar, click  and click **My Preferences**.
2. On the General tab, select the **Delegate Approvals to** check box.

3. In the field to the right of the check box, select the employee who will perform approvals in your absence.
4. Click **Save**.
5. When you want to resume performing approvals, clear the **Delegate Approvals to** check box on the My Preferences dialog box.

The delegate stops receiving approval alerts and no longer receives approval assignments on your behalf.

**Alternative procedure for Billing invoice approvals:** An alternative to using the delegate system for Billing invoice approvals is to create a different invoice approval process in **Settings » Billing » Invoice Approval Process**, in the desktop application, to use for projects when employees are unable to perform their invoice approval tasks. You can change the invoice approval process in Billing Terms for a project at any time. You can use the Search and Replace utility to update the invoice approval process for a group of projects.

#### **Set Up an AP Invoice Approval Workflow to Create AP Vouchers When AP Invoices Are Final Approved**

AP vouchers can be automatically created in Accounting, for final approved AP invoices.

Follow the steps outlined in [Create an Approval Workflow for an Application](#) to create an approval workflow for AP Invoice Approvals.

#### **To configure an AP Invoice approval workflow to create AP vouchers when AP invoices are final approved:**

1. In the **Application** field on the General tab of the Approvals Configuration form, select **AP Invoice Approvals**.
2. On the Workflow tab, select the final step (last row) in the Approval Steps grid, and click **Insert** on the toolbar of the Step Actions grid.  
AP vouchers can be created only for the final step of an AP invoice approval workflow.
3. On the **Insert** menu, click **Create Voucher**.
4. On the Add Create Voucher Action dialog box, click **OK**.  
The Create Voucher step action is added to the Step Actions grid. The description that prefills in the grid for it is **Create Voucher When Approval Workflow is Complete**.
5. Click **Save** on the toolbar of the Approvals Configuration form.  
If you added the Create Voucher action to a step other than the final step of the approval workflow, you receive a message that says you can add the Create Voucher action only for the final step of the workflow. You must remove the Create Voucher action from the approval step, and enter the Create Voucher action for the final approval step in the Approval Steps grid before you can save the workflow.

#### Fields and Options

Use the form and related dialog boxes to set up and edit approval workflows.



## Approvals Configuration Form

Use the Approvals Configuration form to create approval workflows, which allow you to implement a review and approval process for certain records that you enter in Vantagepoint.

You can set up approval workflows and an approval system for the following:

- Absence requests
- Accounts Payable invoices
- Employee expenses
- General ledger budgets
- Item requests
- Purchase order change orders
- Purchase order releases
- Purchase orders
- Purchase requisitions
- Requests for price quotes
- Timesheets

On the Approvals Configuration form, you set up:

- The steps for an approval workflow and assign the approvers and any conditions that must be met for each approval step.
- Alerts and actions for each step, such as alerts sent when records are ready for approval, when approvals are overdue, when records are approved, and so on.

If you use multiple companies, you set up approval workflows at the system level for use by all companies in your enterprise (on the Approvals Configuration form).

After you create approval workflows, you assign them to an application in the application's settings. For example, for Purchasing or Inventory records, you specify the approval workflow to use on the General and Inventory tabs in Purchasing & Inventory Company Settings.

## Sample Approval Workflows for Employee Expense

You can create approval workflows from scratch for employee expenses, or you can use one of the following sample approval workflows for employee expenses:

- Expense Report Default
- Expense Line Default
- Expense Reports & Lines Default

To access these sample approval workflows, use the Approval Name Search lookup in the **Search** field on the Approvals Configuration form.

Before you can specify a sample approval workflow to use for employee expenses Expense Settings, you must enter an approval administrator for the sample approval workflow in the **Approval Administrator** field on the General tab of the Approvals Configuration form.

You can modify other settings for these sample approval workflows on the Approvals Configuration form.

To retain a copy of the original sample approval workflow for employee expenses before you modify it for your needs, make a backup copy of it.

### *Display the Approvals Configuration Form*

You display the Approvals Configuration form in Workflow Settings.




To access this form, you must activate the Purchasing application or the Accounting application.

In the Navigation pane in the desktop application, click **Settings » Workflow » Approval Workflows**.

### *Toolbar of the Approvals Configuration Form*

Use the toolbar options to complete actions on the Approvals Configuration form that are required to create and maintain approval workflows.

### **Contents**

Field	Description
<b>Search</b>	In this field in the upper right corner, click  to select an existing approval workflow to display in the Approvals Configuration form.
 <b>New</b>	<p>To set up a new approval workflow, click this option, and then select one of the following options from the shortcut menu:</p> <ul style="list-style-type: none"> <li>▪ <b>New Approval Workflow:</b> Click this option to create a new approval workflow in a blank form.</li> <li>▪ <b>Copy Current Approval Workflow:</b> Click this option to copy the data from an existing approval workflow that you have open on the Approvals Configuration form to create a new approval workflow.</li> <li>▪ <b>Select Approval Workflow to Copy:</b> Click this option to select an existing approval workflow (type) whose information you want to copy into the Approvals Configuration form to create a new approval workflow.</li> </ul>
 <b>Delete</b>	<p>Click this option to delete the current approval workflow that you have open on the Approvals Configuration form. You can delete an approval workflow only if approval records have not been generated with it and only if it is not currently specified as the approval workflow for an application on the General or Inventory tabs in <b>Settings » Purchasing &amp; Inventory » Company</b>.</p> <p>Deleting an approval workflow removes all traces of it in Scheduled Workflows and User Initiated Workflows Settings. Any additional actions that were added manually to an approval workflow in Scheduled Workflows or User Initiated Workflows are also removed.</p> <p>An alternative to deleting an approval workflow is to change its status from <b>Active</b> to <b>Inactive</b> in the <b>Status</b> field on the General tab on the Approvals Configuration form.</p>

Field	Description
	This prevents the approval workflow from being selected in Purchase & Inventory Company Settings as the workflow to use for an application and no new approvals can be generated with it.

### General Tab of Approvals Configuration Form

Use this tab to enter basic configuration information for an approval workflow.

### Contents

#### Identify Approvals Section

Field	Description	
Application	Select the application for which the approval workflow applies.	
	Option	Application
	<ul style="list-style-type: none"><li>Absence Requests</li></ul>	My Stuff » Timesheet
	<ul style="list-style-type: none"><li>AP Invoice Approvals</li></ul>	Accounting » AP Invoice Approvals
	<ul style="list-style-type: none"><li>Employee Expenses</li></ul>	My Stuff » Expense Report
	<ul style="list-style-type: none"><li>General Ledger Budgets</li></ul>	Accounting » Budgeting » General Ledger
	<ul style="list-style-type: none"><li>Item Requests</li></ul>	Inventory » Item Requests
	<ul style="list-style-type: none"><li>Purchase Order Change Order</li><li>Purchase Order Releases</li><li>Purchase Orders</li><li>Purchase Requisitions</li></ul>	Purchasing

Field	Description						
	<table> <tr> <th>Option</th><th>Application</th></tr> <tr> <td>▪ <b>Request for Price Quote</b></td><td></td></tr> <tr> <td>▪ <b>Timesheets</b></td><td><b>My Stuff » Timesheet</b></td></tr> </table> <p>After you save a workflow, you cannot change its application. If you need to change the application, you must create a new approval workflow.</p>	Option	Application	▪ <b>Request for Price Quote</b>		▪ <b>Timesheets</b>	<b>My Stuff » Timesheet</b>
Option	Application						
▪ <b>Request for Price Quote</b>							
▪ <b>Timesheets</b>	<b>My Stuff » Timesheet</b>						
<b>Approval Name</b>	Enter a name for the approval workflow. Approval workflow names must be unique.						

### Options Section

Field	Description
<b>Status</b>	<p>Select the status of an approval workflow. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> You can use the approval workflow for an application.</li> <li>▪ <b>Inactive:</b> You cannot use the approval workflow for an application. It remains in Vantagepoint, and you can make it active again if needed. You can make an approval workflow inactive only if it is not specified as the approval workflow currently being used for an application.</li> </ul> <p>Approval workflows are specified to be used for an application in the following locations:</p> <ul style="list-style-type: none"> <li>▪ On the General and Inventory tabs in <b>Configuration » Purchasing &amp; Inventory » Company Settings</b>, in the desktop application.</li> <li>▪ In Accounts Payable Settings (<b>Settings » Cash Management » Accounts Payable</b>)</li> <li>▪ In Time Approvals Settings (<b>Settings » Time » Time Approvals</b>)</li> <li>▪ In Expense Approvals Settings (<b>Settings » Expense » Expense Approvals</b>)</li> </ul>
<b>Default Due Date (Number of Days After Creation Date)</b>	Enter the default number of days to use for calculating the due date for an approval workflow. The due date is the date by which everyone who is involved in the approval process must complete their step and the record is approved. Enter the number of days after which a purchasing or inventory record is submitted for approval (the start of the approval process) that the whole approval process must be completed or else it is considered past due. When it is past due and not approved, any scheduled alerts that are configured for it will be sent.

Field	Description
<b>Project Routing Basis</b>	<p>This displays on the form only if you use more than one WBS (work breakdown structure) level. It is not enabled and does not apply when you select <b>Absence Requests</b> or <b>General Ledger Budget</b> in the <b>Application</b> field.</p> <p>Expense Report Lines and Purchasing items can have a cost distribution project assigned to them. You may want to assign the project manager who is associated with a specific WBS level of the cost distribution project as the approver in an approval workflow step. This setting helps Vantagepoint determine who the project manager is at a specific WBS level of the cost distribution project. Select the level of the cost distribution project that is assigned to a Purchasing record that you want Vantagepoint to look at to determine who the project manager is for approval workflow purposes.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Top Level:</b> This is the WBS1 (project) level of the cost distribution project.</li> <li>▪ <b>Chargeable Level:</b> This is the WBS1 (project), WBS2 (phase), or WBS3 (task) level of the cost distribution project, depending on which WBS level is the lowest level being charged.</li> </ul>
<b>Automatically Approve When Most Recent Approver is Same as Current Assignee</b>	<p>Select this option to enable the approval workflow to automatically approve employee expenses when the approver that is currently assigned to approve the expense for an employee is the same approver that previously approved the employee's expense. This option displays if you select <b>Employee Expenses</b> in the <b>Application</b> field.</p>
<b>Approval Administrator</b>	<p>Use the Employee lookup in this field to select one employee to have administrator responsibilities for the approval workflow.</p> <p>The administrator can:</p> <ul style="list-style-type: none"> <li>▪ Edit workflow steps when there are in-progress approvals.</li> <li>▪ Reassign employees to an approval step when there are approval workflow failures. These failures occur whenever an approval assignment cannot be made to the employee (role) who is specified for an approval step.</li> <li>▪ Reopen a general ledger budget that has been approved if the <b>Allow Employees to Reopen Closed Approval Records</b> check box is selected .</li> </ul> <p>The approval administrator must:</p> <ul style="list-style-type: none"> <li>▪ Be specified as an approver of a step to take approval action for an approval workflow step. Alternatively, an approval administrator can reassign an approval step to themselves, so that they can approve a record for a step.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Have security access to the application that they are administering and have access to the Approval Workflows Configuration.</li> </ul> <p>If you have multiple companies in Vantagepoint: You can enter an employee from any company in this field. The Employee lookup in this field includes employees from all of your companies.</p>
<b>Allow Approvers to Reassign</b>	<p>Select this check box to give approvers the ability to assign an additional employee to the current approval step for a specific record or move the approval assignment from one approver to another employee.</p> <p>You access the <b>Reassign</b> option by clicking the <b>Approvals</b> option on the toolbar of the application's entry form (for example, on the Purchase Requisition form toolbar). On the Change Assignment dialog box that opens when you click <b>Reassign</b>, you can take one of the following actions:</p> <ul style="list-style-type: none"> <li>Add an additional employee to the approval step assignment.</li> <li>Move the assignment from any employee who is currently assigned to the approval step (including yourself) to another employee.</li> </ul> <p>The newly assigned employee has the same abilities as the other approvers for the approval step.</p>
<b>Allow Employees to Reopen Closed Approval Records</b>	<p>Select this check box to give an employee the ability to reopen closed approval records. This is usually done when approved records like budgets, timesheets, or expense reports need to be corrected or updated with new data. Use the Employee lookup in this field to select one employee, for example, the Chief Financial Officer, to have this ability.</p> <p>When an approval record is reopened, it will be assigned to the last step of the workflow, regardless of conditions. Once reopened to the last step, the assignee or approval administrator can take additional action as needed. For example, you can then reject, reassign, edit, or approve the step.</p>
<b>Use Process Server when Number of Approval Records Exceeds</b>	<p>Select this check box when you want to set a limit for the number of records that are run without the process server. If the number of records exceeds the number that is entered in the text box, the process server is used to approve or reject the records.</p>

### Expense Options Section

This section displays if you select the **Employee Expenses** option in the **Application** field.

Field	Description
<b>Allow Employees to Unsubmit Their Own Expense Report</b>	<p>Select this option to enable expense report owners to select the <b>Unsubmit</b> option for their expense report. Unsubmitted expense reports will have the Rejected status in the approval workflow. Any applicable notifications will be sent based on the Rejected approval</p>

Field	Description
	workflow settings. Employees can unsubmit an expense report that is still in the first step of the approval workflow.
<b>Approval Level</b>	<p>From the drop-down list, you select the level at which the expense report is approved in the Expense Report approval workflow process. You can set up the approval process to approve just the expense report (that includes all the line items), approve each line item on a given report, or approve both the report and line items. The possible settings are:</p> <ul style="list-style-type: none"> <li>▪ <b>Expense Report</b></li> <li>▪ <b>Expense Line</b></li> <li>▪ <b>Both Expense Report and Expense Line</b></li> </ul> <p>If you want to change the approval level for an existing workflow, you must first remove the selected assignment type steps from the Approval Steps grid on the Workflow tab.</p> <p>For example: The <b>Approval Level</b> option is currently set to <b>Both Expense Report and Expense Line</b> and the Approval steps grid on the Workflow tab has both assignment types.</p> <p>If you want to change <b>Approval Level</b> to <b>Expense Report</b>, then you must first remove the Expense Line steps from the Approval Steps grid.</p>
<b>Allow Expense Reports and Expense Lines to be on Different Steps of the Workflow at the Same Time</b>	<p>This option is enabled when you set <b>Approval Level</b> to <b>Both Expense Report and Expense Line</b>. Select this option to allow Expense Line approvals to proceed with the approval workflow steps independently from Expense Report approvals.</p>
<b>Automatically Approve Unfinished Expense Lines when Expense Report is Final Approved</b>	<p>This option is enabled when you select the <b>Allow Expense Reports and Expense Lines to be on different steps of the workflow at the same time</b> option. Select this option to allow Expense Report approval to approve Expense Line approvals after the Expense Reports are approved. This will allow the approval process to proceed so that the report can be posted even if the assignee is not able to approve an expense line.</p>

### Time Options Section

This section displays if you select the **Timesheets** option in the **Application** field.

Field	Description
<b>Allow Employees to Unsubmit Their Own Timesheet</b>	<p>Select this option to enable employees to select the <b>Unsubmit</b> option for their timesheet. Unsubmitted timesheets will have the Rejected status in the approval workflow. Any applicable notifications will be sent based on the Rejected approval workflow settings. Employees can</p>

Field	Description
	unsubmit a timesheet that is still in the first step of the approval workflow.
<b>Approval Level</b>	<p>From the drop-down list, you select the level at which the timesheet is approved in the Timesheet approval workflow process. You can set up the approval process to approve just the timesheet (that includes all the line items), approve each line item on a given report, or approve both the report and line items. The possible settings are:</p> <ul style="list-style-type: none"> <li>▪ <b>Timesheet</b></li> <li>▪ <b>Timesheet Line</b></li> <li>▪ <b>Both Timesheet and Timesheet Line</b></li> </ul> <p>If you want to change the approval level for an existing workflow, you must first remove the selected assignment type steps from the Approval Steps grid on the Workflow tab.</p> <p>For example: The <b>Approval Level</b> option is currently set to <b>Both Timesheet and Timesheet Line</b> and the Approval steps grid on the Workflow tab has both assignment types.</p> <p>If you want to change <b>Approval Level</b> to <b>Timesheet</b>, then you must first remove the Timesheet Line steps from the Approval Steps grid.</p>
<b>Allow Timesheets and Timesheet Lines to be on Different Steps of the Workflow at the Same Time</b>	<p>This option is enabled when you set <b>Approval Level</b> to <b>Both Timesheet and Timesheet Line</b>. Select this option to allow Timesheet Line approvals to proceed with the approval workflow steps independently from Timesheet approvals.</p>
<b>Automatically Approve Unfinished Timesheet Lines when Timesheet is Final Approved</b>	<p>This option is enabled when you select the <b>Allow Timesheets and Timesheet Lines to be on Different Steps of the Workflow at the Same Time</b> option. Select this option to allow Timesheet approval to approve Timesheet Line approvals after the Timesheets are approved. This will allow the approval process to proceed so that the report can be posted even if the assignee is not able to approve a timesheet line.</p>
<b>Automatically Approve Submitted Timesheet With Zero Hours</b>	<p>This option is enabled by default to allow submitted timesheets with zero hours to proceed immediately to the Approved status of the approval workflow. If you disable this option, the assignee should manually approve the submitted timesheet with zero hours.</p>



### *Workflow Tab of Approvals Configuration Form*

Use this tab to enter approval steps and alerts for an approval workflow.

#### **Contents**

Enter a step in the Approval Steps grid. Then enter the action for that step in the Step Actions grid. The Step Actions grid displays the step actions for the approval step that you selected in the upper Approval Steps grid.

Field	Description
<b>Edit Workflow</b>	<p>This button displays only if you are the approval administrator for a workflow (as specified on the General tab in Approval Workflows Configuration) and you open a previously created approval workflow that now has in-progress approvals. Text to the right of the button identifies the number of approvals that are currently in progress.</p> <p>Click this button to get full access to the Approval Steps grid to edit existing steps or add or delete steps. When you save edits to a workflow, all in-progress approvals will be restarted (set back to step 1).</p> <p>You should consider performing edits to workflows with a large number of in-progress approvals after normal business hours because restarting the in-progress approvals could take more time to process.</p>

#### **Approval Steps Grid**

Use this grid to enter one or more steps for an approval workflow. For each step, you assign the employees who can review and approve a record going through the approval process.






The steps in the grid display automatically in step order.

When there are in-progress approvals for a workflow, only the approval administrator (as specified on the General tab in Approval Workflows Configuration) can get full access to this grid by clicking the **Edit Workflow** button at the top of the tab.




#### **Approval Steps Grid Toolbar**

The options on the toolbar are not enabled when there are in-progress approvals for a workflow. To enable them, you must be the approval administrator for the workflow (as specified on the General tab in Approval Workflows Configuration), and you must click the **Edit Workflow** button at the top of the tab.


Field	Description
<b>Approval Steps Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	<p>Click this option to insert a new row in the grid, and enter a new approval step for the approval workflow.</p> <p>After you insert one row, the next time that you click <b>Insert</b>, you can click either <b>Insert New Row Above</b> or <b>Insert New Row Below</b> on the shortcut menu to place the new row above or below the row that you selected before you clicked <b>Insert</b>.</p>
 <b>Copy</b>	<p>Select a row in the grid that you want to copy to create a new approval step. Then click <b>Copy</b>. The information from the selected row is copied to a new row below it. Edit the new row as needed. When you copy an approval step, all the step actions for the step are also copied in the Step Actions grid.</p>
 <b>Move Up</b>	<p>To change the order of an approval step in the workflow process, select a step in the grid, and click this button to move the step up one row.</p>
 <b>Move Down</b>	<p>To change the order of an approval step in the workflow process, select a step in the grid, and click this button to move the step down one row.</p>
 <b>Delete</b>	<p>Select an approval step to remove from the workflow and then click this option. This deletes the approval action from the grid and deletes the step actions that are entered for it in the Step Actions grid.</p>

### Approval Steps Grid Fields

Field	Description
<b>Step</b>	<p>When you insert a step into this grid, this field prefills with the next sequential number. It specifies the order in which the step is performed in the workflow.</p> <p>The steps in the grid display automatically in step order. Use the  <b>Move Up</b> and  <b>Move Down</b> options to change the order of steps.</p>
<b>Description</b>	<p>Enter a short name or description for the approval step that helps identify the step.</p>
<b>Conditions</b>	<p>Conditions are optional for an approval step. Click in this field, and then click  to open the Conditions dialog box and define conditions under which a step occurs.</p>

Field	Description
	<p>For example, you might want to create a condition that says if the total amount of a purchase requisition is greater than \$10,000, then the requisition will be routed to the organization administrator for approval.</p> <p>You can create a condition based on fields that are related to the record being approved. For example, for Purchasing records, this would include fields from a purchase requisition record, purchase order record, and so on, fields from the cost distribution project that is associated with a Purchasing record being approved, and the purchasing item categories of the purchasing item.</p> <p>During the approval process, conditions are evaluated at the beginning of the step. If the condition is not met, the next action that occurs is based on the action that you select in the <b>Action if Conditions Not Met</b> field in this grid.</p> <p>The <b>Conditions</b> field displays <b>&lt;Conditions Defined&gt;</b> when a condition is created for an approval step.</p>
<b>Action if Conditions Not Met</b>	<p>If you entered a condition for the approval step, select one of the actions from the drop-down list in this field to determine what to do when the condition is not met. Conditions are evaluated at the beginning of the step.</p> <p>The possible actions are:</p> <ul style="list-style-type: none"> <li>▪ <b>Skip to Next Step:</b> This moves the approval to the next step in the workflow. When the step is skipped, none of the associated actions for the step (the alerts) will take place. You cannot use <b>Skip to Next Step</b> for the last step of an approval workflow.</li> <li>▪ <b>Approve Step:</b> This marks the step with the unmet condition approved by the approval administrator who is specified on the General tab of Approval Workflows Configuration. Any associated actions (alerts), including applicable, end-of-step actions for the step will be taken. An assignment is made to the approval administrator. If an approval notification is sent to "currently assigned" (employee or employees who are currently assigned to the approval workflow step), it is sent to the approval administrator.</li> <li>▪ <b>Assign to Administrator:</b> This assign the approval step to the employee who is entered in the <b>Approval Administrator</b> field on the General tab of Approval Workflows Configuration.</li> <li>▪ <b>Mark as Final Approved:</b> This skips any remaining approval steps in the workflow and marks the approval as final approved. The approval administrator will be added in the <b>Responsibility</b> column of the approval history grid. Any completed notifications that are sent to the employee who is currently assigned would be sent to the approval administrator. No approval alerts would be sent. The record is marked final approved.</li> </ul>
<b>Workflow State</b>	<p>Select one of the options from the drop-down list to determine the actions that an approver can take for this step.</p> <p>For approval workflows for absence requests and AP invoices, this field prefills with <b>In Approval</b>, which you cannot change.</p>


Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>In Approval:</b> This option allows approvers to approve or reject a record during the approval step. When you select this option, approvers: <ul style="list-style-type: none"> <li>▪ Can also reassign a record if the <b>Allow Approvers to Reassign</b> check box is selected on the General tab of Approval Workflows Configuration.</li> <li>▪ Cannot edit the record during the approval step.</li> </ul> </li> <li>▪ <b>In Review:</b> This option allows approvers to edit a record during the approval step. When you select this option: <ul style="list-style-type: none"> <li>▪ You must also select <b>Approve</b> or <b>Restart Approval</b> in the <b>Review Action</b> field in this grid to determine what happens after an approver edits a record. An approver can approve or reject the record, and then the record either continues to the next approval step, or the approval process is restarted, beginning with the first approval step.</li> <li>▪ After an approver edits a record for the approval step, the <b>Approvals</b> option on the toolbar of the application form no longer displays the <b>Approve</b>, <b>Reject</b>, and <b>Reassign</b> options on the submenu. Instead, only a <b>Review</b> option displays. When an approver clicks <b>Review</b>, Vantagepoint follows the review action that was specified for the approval workflow step.</li> <li>▪ Approvers can reassign the approval step if the <b>Allow Approvers to Reassign</b> check box is selected on the General tab of Approval Workflows Configuration.</li> </ul> <p>This option is not available for General Ledger budget approvals.</p> </li> <li>▪ <b>In Progress:</b> This option allows approvers to edit records during the approval step. You cannot specify that the approval process for the record begin again with the first approval step after a record is edited. When you select this option: <ul style="list-style-type: none"> <li>▪ After an approver edits a record for the approval step, the <b>Approvals</b> option on the toolbar of the application form displays the <b>Approve</b>, <b>Reject</b>, and <b>Reassign</b> options on the submenu.</li> <li>▪ Approvers can reassign the approval step if the <b>Allow Approvers to Reassign</b> check box is selected on the General tab of Approval Workflows Configuration.</li> </ul> </li> </ul>
<b>Assigned To (for applications other than AP Invoice Approvals)</b>	<p>The grid contains an <b>Assigned To</b> column that functions differently based on the approval workflow's application (entered on the General tab). The following <b>Assigned To</b> description applies if an approval workflow's application is <b>not</b> AP Invoice Approvals. See also the <b>Assigned To (for AP Invoice Approvals)</b> field description below.</p> <p>Click in this field and then click  to select the role of the employees who can take action (approve, reject, and so on) for this approval step. This opens the</p>

Field	Description
	<p>Field Selection dialog box, on which you can select one or more roles. The list of roles may differ based on the application that you selected for the approval workflow in the <b>Application</b> field on the General tab of the form.</p> <p>You can select employee roles in addition to, or instead of, selecting employees by name in the <b>Specific Employees</b> field in this grid. You must select at least one role or one specific employee to take action for a step.</p> <p>You select roles and/or specific employees who <b>can</b> take action for this step in the approval process in the <b>Assigned To</b> and/or <b>Specific Employees</b> field.</p> <p>You specify who <b>must</b> complete the step in the <b>Who Must Complete</b> field in the Approval Step grid.</p> <p>Possible roles that you can select in the <b>Assigned To</b> field on the Field Selection dialog box are:</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Administrator:</b> This is the employee who is entered in the <b>Approval Administrator</b> field on the General tab.</li> <li>▪ <b>Buyer:</b> This role applies to approval workflows for purchase orders, purchase order change orders, and purchase order releases. This is the employee who is entered in the <b>Buyer</b> field for the purchase order, change order, or release order to be approved.</li> <li>▪ <b>Buyer's Supervisor:</b> This role applies to approval workflows for purchase orders, purchase order change orders, and purchase order releases. This is the supervisor (entered in the Employee hub) for the employee who is the buyer specified for the purchase order, change order, or release order to be approved.</li> <li>▪ <b>Expense Group Administrator:</b> This role applies to approval workflows for Employee Expenses. This is the employee who can access expense reports for all employees in a particular expense group. The administrator is configured by selecting the <b>Expense Group</b> option in the <b>Level</b> field in the Time &amp; Expense tab of the Employee hub.</li> <li>▪ <b>Expense Group Company Administrator:</b> This role applies to approval workflows for Employee Expenses and if you use multiple companies. This is the employee who can access expense reports for employees in all expense groups in a particular company. The company administrator is configured by selecting the <b>Company</b> option in the <b>Expense Administration Level</b> field in the Time &amp; Expense tab of the Employee hub.</li> <li>▪ <b>Expense Group System Administrator:</b> This role applies to approval workflows for Employee Expenses. This is the employee who can access expense reports for all groups and employees. The administrator is configured by selecting the <b>System</b> option in the <b>Expense Administration Level</b> field in the Time &amp; Expense tab of the Employee hub.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Company Buyer:</b> This role applies to approval workflows for purchase orders, purchase order change orders, and purchase order releases. These are the employees who are listed on the Buyers tab of in <b>Settings » Purchasing &amp; Inventory » Company</b> for the active company. All the employees on the Buyer tab must take action for the approval step when the approval process occurs in the Vantagepoint company for which they are designated as the company buyers.</li> <li>▪ <b>Create User:</b> This is the employee who created the record to be approved.</li> <li>▪ <b>GL Budget Submitter:</b> This role applies to approval workflows for GL budget approvals. This is the employee who submitted the GL Budget record to be approved.</li> <li>▪ <b>Inventory Manager:</b> This role applies to approval workflows for inventory item requests. You specify these employees in the Manager grid on the Inventory tab in <b>Settings » Purchasing &amp; Inventory » Company</b>. All of the employees in the Manager grid must take action for the approval step when the approval process occurs in the Vantagepoint company for which they are designated as inventory managers.</li> <li>▪ <b>Principal-in-Charge:</b> This role applies to Purchasing and Inventory applications. This is the principal-in-charge who is assigned to the project (in the Projects hub) that is associated with the record to be approved.</li> <li>▪ <b>Project Biller:</b> This role applies to Purchasing and Inventory applications. This is the biller who is assigned to the project (in the Projects hub) that is associated with the record to be approved.</li> <li>▪ <b>Project Manager:</b> This role applies to Purchasing and Inventory applications. This is the project manager who is assigned to the project (in the Projects hub) that is associated with the record to be approved.</li> <li>▪ <b>Project Supervisor:</b> This role applies to Purchasing and Inventory applications. This is the project supervisor who is assigned to the project (in the Projects hub) that is associated with the record to be approved.</li> <li>▪ <b>Requestor:</b> This role applies to approval workflows for purchase requisitions, requests for price quotes, inventory item requests, and absence requests. For Purchasing and Inventory records, the requestor is the employee who is entered in the <b>Requested By</b> field for the record. For absence requests, the requestor is employee for whom the absence request applies.</li> <li>▪ <b>Requestor's Supervisor:</b> This role applies to approval workflows for purchase requisitions, requests for price quotes, inventory item</li> </ul>

Field	Description
	<p>requests, and absence requests. This is the supervisor (entered in the Employee hub) for the employee who is the requestor of the record to be approved.</p> <ul style="list-style-type: none"> <li>▪ <b>Submitter:</b> This is the employee who submitted the record to be approved; they clicked the <b>Submit</b> button on the entry form to submit the record. Do not assign step 1 to the submitter. The submitter is not logged until a record is submitted.</li> <li>▪ <b>Timesheet Group Administrator:</b> This role applies to approval workflows for absence requests. This is the employee who is the administrator for the timesheet group for the employee who is requesting the absence. The employee's timesheet group is entered on the Time &amp; Expense tab in the Employee hub. Administrators for timesheet groups are specified in the Group section of the Time &amp; Expense tab in the Employee hub. Set up timesheet groups in the browser application (Time Groups tab in <b>Settings » Time</b>).</li> <li>▪ <b>Timesheet Group Company Administrator:</b> This role applies to approval workflows for absence requests. This is the employee who is the company-level administrator for all timesheet groups for the company of the employee who is requesting the absence. An employee is specified as a company-level timesheet group administrator in the Group section of the Time &amp; Expense tab in the Employee hub.</li> <li>▪ <b>Timesheet Group System Administrator:</b> This role applies to approval workflows for absence requests. This is the employee who is the system-level administrator for all timesheet groups in all companies in Vantagepoint. An employee is specified as a system-level timesheet group administrator in the Group section of the Time &amp; Expense tab in the Employee hub.</li> <li>▪ <b>Organization-level approval roles:</b> This includes any approval role that you set up at the organization level in Organization Configuration (if you use organizations in Vantagepoint). For Purchasing records, Vantagepoint uses the cost distribution project to identify the organization for a Purchasing record. If no cost distribution project is entered, Vantagepoint uses the organization of the requester. This allows organization-level approvers to be used even if cost distribution projects are not used. For absence request approvals, Vantagepoint uses the organization-level approval role from the organization of the employee who is requesting an absence approval.</li> <li>▪ <b>User-defined fields:</b> For approval workflows for the Purchasing applications, Inventory item requests, and AP Invoice Approvals, this includes any user-defined fields that you create for the Project hub that contains employees.</li> </ul>



Field	Description
	<p>For approval workflows for absence requests, this includes any user-defined employee fields that you create for the Employee hub.</p> <p><b>Approval Workflows for Purchasing Applications and Project-Related Roles</b></p> <p>To determine the employee to assign for roles that are related to a project, such as the project manager or project supervisor, Vantagepoint looks for the project in the following places in the order listed:</p> <ol style="list-style-type: none"> <li>1. The cost distribution override project that is entered for the purchasing or inventory line item to be approved. This is entered on the Cost Distribution tab for purchase requisitions and request for price quotes. It is entered on the Default Distribution tab for purchase orders. To see the override project, click the <b>View Details</b> button on the Items grid for a line item in the Purchasing or Inventory entry form.</li> <li>2. If no cost distribution override project is entered on these tabs, Vantagepoint looks to the cost distribution project for the record. If multiple projects are found, then multiple approval assignments can be made for the step. For example, nine projects each with a different project manager would produce nine different approval assignments. However if all projects belonged to the same project manager, then Vantagepoint would make only one approval assignment.</li> </ol> <p>Approval workflow failures can occur when an employee has not been entered for a role that is assigned to an approval step. For example, if you select <b>Project Manager</b> in the <b>Assigned To</b> field, and a record going through the approval process has no employee entered in the <b>Project Manager</b> field in the Projects hub, a workflow failure occurs. In this situation, the approval would be sent to the employee who is specified as the approval administrator entered in the <b>Approval Administrator</b> field on the General tab on the Approvals Configuration form.</p>
<b>Specific Employees</b>	<p>This column does not display when you are creating an approval workflow for AP Invoice Approvals.</p> <p>Click in this field, and then click  to select one or more specific employees by name who can take action for this step in the approval process. You can select specific employees in addition to, or instead of, selecting employee roles in the <b>Assigned To</b> field in this grid. You must select at least one role or one specific employee to take action for a step.</p> <p>You select roles and/or specific employees who <b>can</b> take action for this step in the approval process in the <b>Specific Employees</b> and/or <b>Assigned To</b> fields. You also choose who <b>must</b> complete the step in the <b>Who Must Complete</b> field in this grid.</p>
<b>Assigned To (for AP</b>	<p>The grid contains an <b>Assigned To</b> column that functions differently based on the approval workflow's application (entered on the General tab). The following <b>Assigned To</b> description applies if an approval workflow's application is AP</p>




Field	Description
<b>Invoice Approvals)</b>	<p>Invoice Approvals. See also the <b>Assigned To (for applications other than AP Invoice Approvals)</b> description above.</p> <p>Click the ellipsis icon in this field to open the Assigned To dialog box. Then select the roles and/or specific employees who <b>can</b> take action (approve, reject, and so on) for this approval step or the approval hierarchy that will determine the employees who can take action for the approval step.</p>
<b>Who Must Complete</b>	<p>Use the drop-down list in this field to select which roles and/or employees that you selected in the <b>Assigned To</b> and/or <b>Specific Employees</b> fields are required to complete the action for this approval step. You select roles and/or specific employees who <b>can</b> take action for this step in the approval process in the <b>Assigned To</b> and/or <b>Specific Employees</b> fields. You choose who <b>must</b> complete the step in the <b>Who Must Complete</b> field in this grid.</p> <p>Options in the <b>Who Must Complete</b> drop-down list are:</p> <ul style="list-style-type: none"> <li>▪ <b>Any:</b> Any of the one or more roles or specific employees who are assigned to this approval step (in the <b>Assigned To</b> field in this grid) can complete the step by marking the record as approved. After one employee approves the record, it moves to the next step in the approval process.</li> <li>▪ <b>All:</b> All of the one or more roles or specific employees who are assigned to this approval step (in the <b>Assigned To</b> field in this grid) must mark the record as approved for the step before it is complete and can move to the next step. If there are multiple approvers and any one of them rejects the record, then the record is rejected.</li> </ul>
<b>Days Allotted</b>	<p>Enter the number of days in which an assigned approver must complete and approve this step. The day count begins when a purchasing or inventory item is submitted. If the approver does not take action on the step within the allotted number of days, any applicable reminder or escalation alerts that you add for a step will be sent.</p>
<b>Review Action</b>	<p>This field does <b>not</b> apply for approval workflows for absence requests. This field applies only if you selected <b>In Review</b> in the <b>Workflow State</b> field. <b>In Review</b> allows approvers to edit the record for approval, as well as approve, reject, or reassign it as applicable.</p> <p>The option that you select in the <b>Review Action</b> field determines what happens after an approver edits a record that is undergoing approval.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Approve:</b> Select this option to have Vantagepoint approve the record after an approver edits the record. The workflow continues on to the next step in the approval process. You may want to avoid this option if all steps in a workflow use conditions. It would be possible for the approver to edit the record so that none of the subsequent step conditions are met.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Restart Approval:</b> Select this option to send the record back to step 1 of the approval process after an approver edits the record for the approval step. This allows approvers from earlier steps to review and approve the record.</li> </ul> <p>After an approver edits a record for this approval step, the <b>Approvals</b> option on the toolbar of the application form no longer displays the <b>Approve</b>, <b>Reject</b>, and <b>Reassign</b> options on the submenu. Instead, only a <b>Review</b> option displays. When an approver clicks the <b>Review</b> option, Vantagepoint follows the review action that was specified for the approval workflow step (either approve the step or restart the approval process).</p>
<b>Reject Action</b>	<p>This setting determines what happens when a reviewer rejects a record that is going through the approval process.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Assign to Submitter:</b> The approval record is assigned to the employee who originally submitted it, so they can revise and resubmit it.</li> <li>▪ <b>Cancel:</b> This option does not apply for approval workflows for AP invoices and absence requests. This rejects the record (purchase requisition, request for quote, purchase order, or item request) and cancels the approval process (the remaining approval workflow steps are ignored). The status of the record is changed to Rejected. The record is also closed and no more changes can be made to the record. Any applicable reject notifications are sent.</li> <li>▪ <b>None:</b> There will be no reject option for the approval. The record can only be approved.</li> </ul>
<b>Assignment Type</b>	<p>This field is enabled when the <b>Application</b> option is set to <b>Employee Expenses</b> or <b>Timesheets</b> on the General tab. This field displays which application is used for the approval step.</p>

### Step Actions Grid



Use this grid to enter actions to be taken and alerts to be sent to the appropriate employees for the approval step that you currently have selected in the Approval Steps grid. You can create different types of alerts, including alerts to notify approvers that a record is ready for them to approve, alerts to remind approvers when an approval due date is near, alerts to inform appropriate employees that a record has been approved, and so on. You can create actions for an AP invoice approval step, such as sending warning messages when required information is not entered.



## Step Actions Grid Toolbar

Field	Description
<b>Step Actions Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	<p>Click this option and on the shortcut menu select the type of action (such as notification alerts or error messages) to add to the approval step.</p> <p>For the notification actions, a dialog box opens, and you select the method of sending the alert :email and/or notification :and any other settings that are specific to the alert. All of the alerts except the supervisor escalation alert are sent to the currently assigned approver role by default. You can change or add roles and other employees to the alerts when you configure email and notification alerts by clicking the <b>Email</b> and <b>Notification</b> links in the <b>Edit Content</b> field in the grid.</p> <p>For error message actions, the Validate Error Conditions dialog box opens, and you enter conditions under which the error message will display.</p> <p>The actions are:</p> <ul style="list-style-type: none"> <li><b>Notification:</b> Select this option to send a notification alert to the employees who are assigned to this step when the approval step begins. This lets employees know that there is a record that needs their review and/or approval. On the Add Notification Alert dialog box, select options for the alert.</li> <li><b>Reminder:</b> Select this option to send a reminder alert to the employees who are assigned to this step that the step has not yet been approved and it is due in a certain number of days. On the Add Reminder Alert dialog box that opens, select the options for the alert.</li> <li><b>Supervisor Escalation:</b> Select this option to send a notification alert to the supervisors of the employees who are assigned to the step: either a certain number of days after the step due date or after the step start date if the step has not yet been approved. These alerts can be sent to inform supervisors that an employee is late in responding to the step. On the Notify Assignee's Supervisor dialog box, select options for the alert. If a supervisor has assigned a delegate to approve records, the delegate's supervisor is not notified.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li> <b>Validate Error at Start:</b> This option displays and applies only when you select the first step in the Approval Steps grid. Select this option to display an error message and restrict an approval workflow from starting unless certain conditions are met when a user enters a record. The error message displays when a user clicks the <b>Submit</b> option to start the approval process for a record. For example, for AP invoice approvals, you might want to require that an invoice number be entered for the AP invoice before the approval process starts. For absence requests, you might want the approval process to begin only if less than 160 hours are entered for the absence request. <p>When you select <b>Validate Error at Start</b>, the Validate Error Conditions dialog box opens, and you enter the conditions under which to launch the error message and prevent the approval workflow from starting. When you close the dialog box, the <b>Step Action</b> field in the Step Actions grid prefills with <b>Validate Error at Start</b>. The <b>Edit Contents</b> field in the grid prefills with a <b>Conditions</b> hyperlink, which allows you to view or edit the conditions. Enter the text for the error message in the <b>Description</b> field in the Step Actions grid.</p> <p>After you enter a Validate Error at Start action for the first step of a workflow, if you insert a new step 1 before the existing step 1, the Validate Error at Start step action is automatically deleted for the old step 1.</p> </li> <li> <b>Validate Error:</b> Select this option to display an error message and prevent the approval process from progressing to the next step unless certain conditions are met before an approver clicks the <b>Approve</b> option for a record. For example, you can have an error display when an approver leaves the AP invoice number blank or the invoice amount is less than or equal to zero. This ensures that certain information is being entered for the approval record as it navigates through the approval process. <p>When you select the <b>Validate Error</b> option, the Validate Error Conditions dialog box opens, and you specify the conditions under which to display the error message and prevent the approval step from moving to the next step. When you close the dialog box, the <b>Step Action</b> field in the Step Actions grid prefills with <b>Validate Error at Step End</b>. The <b>Edit Contents</b> field in the grid prefills with a <b>Conditions</b> hyperlink, which allows you to view or edit the conditions. Enter the text for the error message in the <b>Description</b> field in the Step Actions grid.</p> </li> <li> <b>Suspend Notification:</b> This option applies to AP invoice approvals. Select this option to send a notification when an approver suspends the approval step for an AP invoice in <b>Accounting » AP Invoice Approvals</b>. For example, you can suspend an AP invoice approval step while you are waiting for a revised copy of the invoice from a vendor. The suspend notification is sent to the employees (users, approval roles, security roles) that you specify for the email and/or notification alert. </li> </ul>

Field	Description
	<p>When you suspend an approval step for an AP invoice:</p> <ul style="list-style-type: none"> <li>Other approval alerts are <b>not</b> sent to the approvers of the current step.</li> <li>The days allotted for the approval step are ignored. When you resume the approval step, the allotted days for the approval step are restarted.</li> </ul> <p>The currently assigned approver can suspend and resume an AP invoice in <b>Accounting » AP Invoice Approvals</b> using the <b>Suspend</b> and <b>Resume</b> options on the shortcut menu that displays when you click <b>Approvals</b> on the toolbar of the AP Invoice Approvals form.</p> <ul style="list-style-type: none"> <li><b>Approval Notification:</b> Select this option to send a notification alert to the employees who are assigned to the step when a step is approved. This alert is helpful so that each member of the group of employees who is assigned to the step knows that a member of the group has approved the step. On the Add Approved Alert dialog box, select options for the alert.</li> <li><b>Review Notification:</b> This option applies to Purchasing applications, Inventory item requests, and AP Invoice Approvals. Select this option to send a notification alert to the employees who are assigned to the step when an approver makes a change to the record. On the Add Review Alert dialog box, select options for the alert.</li> <li><b>Rejection Notification:</b> Select this option to send a notification alert to the employees who are assigned to the step if the step is rejected. On the Add Rejected Alert dialog box, select options for the alert.</li> <li><b>Past Due Notification:</b> Select this option to send a notification alert to the employees who are assigned to the step when the approval step is not approved by its due date or when the approval workflow is not completed by its due date. On the Add Past Due Alert dialog box, select options for the alert.</li> <li><b>Requester Notification:</b> This option applies to purchase requisitions, requests for price quote, inventory item requests, and employee absence requests. Select this option to send a notification alert to the record's requester when the approval step starts or ends. On the Add Requester Alert dialog box, select options for the alert. For Purchasing and Inventory records, the requester is the employee who is entered in the <b>Requested By</b> field for record to be approved. For absence requests, the requestor is the employee for whom the absence request applies.</li> <li><b>Buyer Notification:</b> This option applies to the Purchase Order application. Select this option to send a notification alert to the purchase order's buyer when the approval step starts or ends. On the Add Requester Alert dialog box, select options for the alert. The buyer is the employee who is entered in the <b>Buyer</b> field on the General tab of the Purchase Orders entry form.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Submitter Notification:</b> Select this option to send a notification alert to the employee who submitted the purchasing or inventory item when the approval step starts or ends. On the Add Submitter Alert dialog box, select options for the alert.</li> <li>▪ <b>Group Complete Notification :</b> This option applies to the General Ledger application. Select this option to send a notification alert to an employee that would approve all budgets associated with a GL budget group. For example, this alert could go to a regional manager when all the team/ department budgets associated with the GL group that defines the region have been submitted. In this example, the region manager could receive a single email rather than an email when each individual budget is submitted. The notification is sent when all the budget records are ready to be approved. On the GL Budget Group Notification dialog box, select options for the alert.</li> <li>▪ <b>Completed Notification:</b> Select this option to send a completion notification alert when the last step of an approval workflow is approved (at which time it is considered complete). You can use this action only for the last approval step in the workflow. On the Add Completion Alert dialog box, select options for the alert. For Purchasing application approvals, this alert is commonly sent to the company buyer. For absence requests, you will probably want to send the alert to the requester of the absence request, so they know that the request has been final approved.</li> <li>▪ <b>Create Voucher:</b> This option applies only to AP invoice approval workflows. Select this option for the <b>final step</b> of a workflow if you want Vantagepoint to automatically create an accounts payable voucher in <b>Accounting » AP Invoice Approvals</b> when you final approve an AP invoice. This allows you to enter an AP invoice, approve it, and generate a voucher for it from one place, instead of multiple places in Vantagepoint. If you link an AP invoice to an existing purchase order on the AP Invoice Approvals form, an AP voucher will be automatically created from the purchase order when the AP invoice is final approved. When you select the <b>Create Voucher</b> action from the <b>Insert</b> drop-down menu, the Add Create Voucher Action dialog box displays. Click <b>OK</b> on the dialog box to add the Create Voucher action in the Step Actions grid. If you create an AP Invoice Approval workflow without adding a Create Voucher action to the final approval step, you receive an informational message to let you know that AP vouchers will <b>not</b> be automatically created with AP invoices are final approved.</li> </ul>
 <b>Copy</b>	Select a row in the grid that you want to copy to create a new step action. Then click <b>Copy</b> . The information from the selected row is copied to a new row below it. Edit the new row as needed.
 <b>Move Up</b>	To change the order of an action for an approval step, select the action in the grid, and click this button to move the action up one row. The order of the alerts in the grid does not affect their processing.

Field	Description
 <b>Move Down</b>	To change the order of an action for an approval step, select the action in the grid, and click this button to move the action down one row. The order of the alerts in the grid does not affect their processing.
 <b>Delete</b>	To remove an action from an approval step, select the approval step in the grid and then click this option. This deletes the action from the grid.

### Step Actions Grid Fields

Field	Description
<b>Step Action</b>	<p>This field displays the type of action that you selected when you clicked  <b>Insert</b> on the grid toolbar: <b>Notification</b>, <b>Reminder</b>, <b>Supervisor Escalation - After Step Due Date</b>, <b>Supervisor Escalation - After Step Start Date</b>, <b>Validate Error at Start</b>, <b>Validate Error at Step End</b>, <b>Review</b>, <b>Rejection</b>, <b>Past Due Approval</b>, <b>Requester - When Step Starts</b>, <b>Requester When Step Ends</b>, <b>Submitter - When Step Starts</b>, <b>Submitter - When Step Ends</b>, and <b>Complete</b>.</p>
<b>Description</b>	<p>For notification alert actions, this field displays the Vantagepoint-assigned description for the alert that is based on the action type that you selected when you clicked  <b>Insert</b> on the grid toolbar.</p> <p>If the step action type that you selected is <b>Validate Error</b> or <b>Validate Error at Start</b>, enter the text for the error message in the <b>Description</b> field. For example, enter a description such as "You must enter a PO amount greater than \$50 before the approval process can start." Or, enter "You must enter an invoice number."</p>
<b>Edit Content</b>	<p>This field prefills after you insert a step action in the grid, and you choose the method of notification for the alert on the alert dialog box.</p> <p>When you enter an alert step action, this field can contain either an <b>Email</b> or <b>Notification</b> hyperlink. Click the hyperlink to open the Email Configuration dialog box or the Notification Configuration dialog box, and enter configuration settings for the notification. You specify who to send the alert to, the subject of the alert, and the specific message to include in the alert.</p> <p>When you enter the <b>Validate Error</b> or the <b>Validate Error at Start</b> step action, this field contains a <b>Conditions</b> hyperlink that opens the Validate Error Conditions dialog box. Enter and modify the conditions in this dialog box.</p>
<b>Active</b>	By default, this check box is selected and the alert will be sent for the approval step. Clear the check box if you no longer want the alert to be sent for the approval step. You can do this as an alternative to deleting the step completely from the grid, if you think you might want to use it again.
<b>Language</b>	Click in this field and then click  to open the Languages dialog box and select the language for the alert.



### Assigned To Dialog Box

Use this dialog box to assign approvers to an approval step for an AP invoice approval workflow.


The assigned approvers will approve accounts payable vendor invoices that are entered in **Accounting » AP Invoice Approvals** in the desktop application.

You can assign approvers in one of the following ways:

- Assign employees by role and/or specific name.
- Set up a role assignment hierarchy based on roles that are associated with certain fields that are entered for an AP invoice on the AP Invoice Approval form.


#### Display the Assigned To Dialog Box

You display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. In the **Application** field on the General tab, select **AP Invoice Approvals**.
4. Click the Workflow tab.
5. In the Approval Steps grid, click in the **Assigned To** field and then click the  ellipsis icon.

#### Contents of the Assigned To Dialog Box

Use the fields and options on the dialog box to assign approval roles.

Field	Description
<b>Approval Roles and Specific Employee Fields</b>	<p>Select the single option (radio) button to the left of the <b>Approver Roles</b> and <b>Specific Employee</b> fields to enable both of the fields. This allows you to assign approvers for the approval step based on an employee's role or specific name. The Assignment Hierarchy grid is not enabled when you select this option.</p> <p>Click  in each field to select approvers for the approval step. You can select a combination or roles and specific employees.</p> <p><b>Approval Roles Field</b></p> <p>Select one or more of the following roles on the Field Selection dialog box. The employees who have these roles will be assigned as approvers for the approval step.</p> <ul style="list-style-type: none"> <li>■ <b>Approval Administrator</b>: This is the employee who is entered in the <b>Approval Administrator</b> field on the General tab of the Approvals Configuration form.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Create User:</b> This is the employee who entered and saved an AP invoice to be approved in <b>Accounting » AP Invoice Approvals</b>.</li> </ul> <p>The following roles in the Field Selection list are associated with the project that is entered for an AP invoice in the <b>Project</b> field on the AP Invoice Approvals form in <b>Accounting » AP Invoice Approvals</b>:</p> <ul style="list-style-type: none"> <li>▪ <b>Principal:</b> This is the employee who is specified as the principal of a project in the Projects hub.</li> <li>▪ <b>Project Biller:</b> This is the employee who is entered as the biller for a project in the Projects hub.</li> <li>▪ <b>Project Manager:</b> This is the employee who is entered as the project manager for a project in the Projects hub.</li> <li>▪ <b>Project Supervisor:</b> This is the employee who is entered as the project supervisor for a project in the Projects hub.</li> </ul> <p>Other fields that display in the Field Selection list are:</p> <ul style="list-style-type: none"> <li>▪ User-defined fields for the Projects hub, which you set up in <b>Settings » General » User Defined Components</b>.</li> <li>▪ Organization-level approval roles, which you enter in <b>Settings » Organization » General</b>, if you use organizations.</li> </ul> <p><b>Specific Employees Field</b></p> <p>On the Employee lookup, select one or more employees to add as approvers.</p>

### Assignment Hierarchy Grid

Select the option (radio) button to the left of the grid to enable the grid. Use the grid to set up a hierarchy to follow, to search for and assign approvers for the approval step. The **Approver Roles** and **Specific Employee** fields are not enabled when you select the assignment hierarchy grid button.

Setting up an assignment hierarchy for an approval step is useful when some fields on the entry form in AP Invoice Approvals, such as **Project** or **Purchase Order**, are left blank. The fields may be left blank when the person entering the AP invoice does not know this information. When fields are left blank, having an assignment hierarchy allows Vantagepoint to search multiple AP invoice fields in a specific order to find a field with an entry, so approvers can be assigned.

The assignment hierarchy is based on the fields that are entered for an AP invoice, such as **Project** or **Purchase Order**, on the AP Invoice Approvals form in **Accounting » AP Invoice Approvals**. Vantagepoint uses these fields to look for an employee to assign as an approver based on roles that are associated with these fields, such as project manager or project supervisor for the **Project** field and buyer or submitter for the **Purchase Order** field.

Vantagepoint searches the fields in an AP invoice in the order that the fields are listed in the assignment hierarchy. For the first field that Vantagepoint finds with an entry in it, it looks at the approver role that is specified for the field per the assignment hierarchy. All of the employees who are assigned to the role for the entry in the AP invoice field are assigned as approvers for the approval step.

Each row in the Assignment Hierarchy grid represents a field that is entered for an AP invoice on the AP Invoice Approvals form.

For each row in the grid, you:

- Select whether or not to use it in the hierarchy when searching for an approver.
- Select an approver role that is associated with the field from the AP Invoice Approvals form (unless the role is pre-defined).
- Move the rows up or down in the grid to place them in the order that you want Vantagepoint to search for approvers.

### Grid Toolbar




Field	Description
<b>Assignment Hierarchy Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Move Up and Move Down</b>	<p>Select a row in the grid, and then click one of these options to move the row up or down in the grid. The order of the items in the grid determines the order in which Vantagepoint searches for and assigns approvers for an approval step.</p>




### Grid Fields




Field	Description
<b>Do Not Use</b>	<p>Select this check box if you do not want Vantagepoint to use the row to search for and assign an approver.</p>
<b>Route To and Approval Role</b>	<p>These fields determine approvers for the approval step:</p> <ul style="list-style-type: none"> <li>▪ The <b>Route To</b> field identifies a field from the AP Invoice Approvals form for an AP invoice. You cannot change the <b>Route To</b> fields, but you can change their order in the assignment hierarchy using the <b>Move Up</b> and <b>Move Down</b> options on the toolbar. You choose whether or not to include them in the assignment hierarchy by selecting or clearing the <b>Do Not Use</b> check box for each.</li> </ul>




Field	Description				
	<ul style="list-style-type: none"> <li>In the <b>Approval Role</b> field, select an approval role that is associated with the field in the <b>Route To</b> column. The approver for the <b>Employee</b> field is pre-defined and you cannot change it. Ignore the <b>Approval Role</b> field for a row if you have selected <b>not</b> to use the row in the assignment hierarchy.</li> </ul> <table> <tr> <th>Route To</th><th>Approver</th></tr> <tr> <td><b>Employee</b></td><td> <p><b>Route to Employee:</b> This is a pre-defined selection that you cannot change. This is the specific employee who is entered in the employee <b>Route To</b> field on the General tab of the AP Invoice Approvals form. The employee <b>Route To</b> field is useful when you enter an AP invoice, you do not know the project, and you do not use purchase orders.</p> <p>Two <b>Route To</b> fields display on the General tab of the AP Invoice Approvals form for approvers only when an assignment hierarchy is used for the approval workflow. The fields are enabled on the form only if a purchase order is <b>not</b> entered for the AP invoice on the form.</p> <p>To determine whether the <b>Route To</b> fields will display on the AP Invoice Approvals form for approvers of an approval step, Vantagepoint looks at whether or not the next approval step is using an assignment hierarchy.</p> <p><b>Example</b></p> </td></tr> </table>	Route To	Approver	<b>Employee</b>	<p><b>Route to Employee:</b> This is a pre-defined selection that you cannot change. This is the specific employee who is entered in the employee <b>Route To</b> field on the General tab of the AP Invoice Approvals form. The employee <b>Route To</b> field is useful when you enter an AP invoice, you do not know the project, and you do not use purchase orders.</p> <p>Two <b>Route To</b> fields display on the General tab of the AP Invoice Approvals form for approvers only when an assignment hierarchy is used for the approval workflow. The fields are enabled on the form only if a purchase order is <b>not</b> entered for the AP invoice on the form.</p> <p>To determine whether the <b>Route To</b> fields will display on the AP Invoice Approvals form for approvers of an approval step, Vantagepoint looks at whether or not the next approval step is using an assignment hierarchy.</p> <p><b>Example</b></p>
Route To	Approver				
<b>Employee</b>	<p><b>Route to Employee:</b> This is a pre-defined selection that you cannot change. This is the specific employee who is entered in the employee <b>Route To</b> field on the General tab of the AP Invoice Approvals form. The employee <b>Route To</b> field is useful when you enter an AP invoice, you do not know the project, and you do not use purchase orders.</p> <p>Two <b>Route To</b> fields display on the General tab of the AP Invoice Approvals form for approvers only when an assignment hierarchy is used for the approval workflow. The fields are enabled on the form only if a purchase order is <b>not</b> entered for the AP invoice on the form.</p> <p>To determine whether the <b>Route To</b> fields will display on the AP Invoice Approvals form for approvers of an approval step, Vantagepoint looks at whether or not the next approval step is using an assignment hierarchy.</p> <p><b>Example</b></p>				

Field	Description		
	Route To	Approver	
		Approval Step	Route To Fields for the Approvers of the Step Display on the AP Invoice Approvals Form
		0 (enter the AP invoice)	Yes
		1	No
		2	No
		3	No
	<p>In this example:</p> <ul style="list-style-type: none"> <li>Step 1 uses an approval hierarchy, so the user entering the AP invoice (step 0) will see the <b>Route To</b> fields.</li> <li>Step 2 does <b>not</b> use an approval hierarchy, so the approvers for step 1 will <b>not</b> see the <b>Route To</b> fields.</li> <li>Step 3 does <b>not</b> use an approval hierarchy, so the approvers for step 2 will <b>not</b> see the <b>Route To</b> fields.</li> </ul> <p><b>Additional Information about the Route To Fields</b></p> <p>In the <b>Route To</b> fields on the AP Invoice Approvals form,</p>		

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<b>Vendor</b>	<p>Click in this field and then click  to open the Field Selection dialog box. Select a user-defined field from the Firms hub (whose data type is Employee) to determine the employees to assign as approvers when the assignment hierarchy process looks at the <b>Vendor</b> field on the General tab of the AP Invoice Approvals form.</p>						



Field	Description	
	Route To	Approver
		<p>Only user-defined fields that you create for the Firms hub with an Employee data type display in the Field Selection dialog box. You create these user-defined fields in <b>Settings » General » User Defined Components</b>.</p> <p>If you use organizations, organization-level approval roles are included on the Field Selection dialog box. This allows Vantagepoint to look at the vendor's organization, which is specified on the Vendor tab of the Firms hub. Then it looks for the approval role that is assigned to the organization in <b>Settings » Organization » Individual</b> and the employee who is assigned to that approval role.</p>

### Add Notification Alert Dialog Box

Use this dialog box to have a notification alert sent when an approval step starts.


This lets approvers know that there is a step that needs their approval.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

### Display the Add Notification Alert Dialog Box

You display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.

- On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Notification** on the shortcut menu.

#### *Contents of the Add Notification Alert Dialog Box*

Specify a method for sending the alert.

Field	Description
<b>Notification Method</b>	<p>Select one or both of the following methods for sending the notification alert:</p> <ul style="list-style-type: none"> <li><b>Email</b></li> <li><b>Notification</b></li> </ul>


#### **Add Reminder Alert Dialog Box**

Use this dialog box to have a reminder alert sent a certain number of days before the step is due if it has not yet been approved (completed).

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### *Display the Add Reminder Alert Dialog Box*

Display the dialog box in Approval Workflows Settings.

- On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
- On the Approvals Configuration form, open an existing approval workflow or create a new one.
- Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
- On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Reminder** on the shortcut menu.

*Contents of the Add Reminder Alert Dialog Box*

Specify the notification method and timing.

Field	Description
<b>Days Before Reminder Notification is Sent</b>	Enter the number of days before an approval step is due to send a reminder alert to the appropriate employees if the step has not yet been approved (completed).
<b>Notification Method</b>	Select one or both of the following methods for sending the reminder alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

**Notify Assignee's Supervisor Dialog Box**


Use this dialog box to have a notification alert sent to the supervisors of the employees who are assigned to an approval step.

You set up the alert to be sent either a certain number of days after the step is due or after the step has been started. These alerts are usually sent to inform supervisors that their employee is late in responding to the step.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

*Display the Notify Assignee's Supervisor Dialog Box*

You display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Supervisor Escalation** on the shortcut menu.

### Contents of the Notify Assignee's Supervisor Dialog Box

Specify the method and timing for notifications.

Field	Description
<b>Days After Step Due Date</b>	Select this option to send a notification alert to the supervisors of the employees who are assigned to the approval step after the step's due date. Enter the number of days after the step's due date to send the alert.
<b>Days After Step Start Date</b>	Select this option to send a notification alert to the supervisors of the employees who are assigned to the approval step after the step's start date. Enter the number of days after the step's start date to send the alert.
<b>Notification Method</b>	Select one or both of the following methods for sending the notification alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

### Validate Error Conditions Dialog Box

Use this dialog box to enter conditions under which an error message will display for an approval workflow step.

For example, for AP invoice approvals, you can create a condition to have a validate error message display when an approver leaves the AP invoice number blank or when the invoice amount is less than or equal to zero.

### Display the Validate Error Conditions Dialog Box

You display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab.
4. Complete one of the following steps:
  - In the Approval Steps grid, select the first step in the grid, click **Insert** on the toolbar of the Step Actions grid, and select **Validate Error at Start** from the shortcut menu.
  - In the Approval Steps grid, select a step to which to add a validation error action, click **Insert** on the toolbar of the Step Actions grid, and select **Validate Error** from the shortcut menu.

### Contents of the Validate Error Conditions Dialog Box

Specify the conditions under which errors display.

#### Conditions Grid Toolbar

Field	Description
<b>Conditions Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Insert</b>	Click this option to add a condition that determines whether or not an error message displays at the end of an approval step. Enter the information for the condition in the blank row that is added to the Conditions grid. You can enter multiple conditions.
<b>Copy</b>	Select a condition in the grid to copy it to create another condition. The copied condition is added as a row in the grid, which you can edit as needed.
<b>Delete</b>	Select a condition to delete, and then click this option.
<b>Move Up</b>	To change the order in which a condition is applied for a validation error message for an approval step, select a condition in the grid and then click this option to move the condition up.
<b>Move Down</b>	To change the order in which a condition is applied for a validation error message for an approval step, select a condition in the grid and then click this option to move the condition down.

#### Conditions Grid

Use this grid to enter a condition that determines when a validation error displays for the approval step. When the condition is true for a record going through the approval process, an error message will display during the approval process.

### Conditions Grid Fields

Field	Description
<b>Column</b>	Click in this field, and from the drop-down list, select a field to be evaluated for the condition. The fields in the list correspond to the application for which you are creating the approval workflow. For example, for a purchase order approval workflow, the list includes purchase order fields and project and configuration fields that are related to purchase orders. For absence request approval workflows, the list includes absence request and employee fields. For AP invoice approval workflows, the list includes AP invoice and vendor fields.
<b>Operator</b>	Click in this field, and from the drop-down list, select the operator for the condition. Possible operators are: <b>equals</b> , <b>not equals</b> , <b>less than</b> , <b>greater than</b> , <b>less or equal</b> , <b>greater or equal</b> , <b>empty</b> , and <b>not empty</b> . The operator compares the column and the value that you enter in the grid.  For example, if you want a validate error message to display at the end of an approval step if the amount of the AP invoice on the AP Invoice Approvals form is less than zero, you would select the AP invoice amount field in the <b>Column</b> field, select <b>less than</b> in the <b>Operator</b> field, and enter <b>0</b> in the <b>Value</b> field. If you want a validate error message to display if the <b>Invoice Number</b> field is blank on the AP Invoice Approvals form, you would select the AP invoice number field in the <b>Column</b> field and select <b>empty</b> in the <b>Operator</b> field. In this example, the <b>Value</b> field has no entry.
<b>Value</b>	Use this field in conjunction with the <b>Column</b> and <b>Operator</b> fields to set the condition. Make an entry in this field that applies for the column that you entered in the <b>Column</b> field.  If you selected <b>empty</b> or <b>not empty</b> in the <b>Operator</b> field, this field is not applicable.
<b>AND/OR</b>	Use this field to join each condition that makes up the approval step. This field is enabled when you enter more than one condition. It is not enabled for the last condition. Deltak recommends that you select either all ANDs or all ORs in these fields.

### Add Approved Alert Dialog Box


Use this dialog box to have a notification alert sent when a step is approved.

This alert is helpful so that each member of the group of employees who is assigned to the step or others know that a member of the group has approved the step.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

### Display the Add Approved Alert Dialog Box

Display the dialog box in Workflow Approval Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Approval Notification** on the shortcut menu.

### Contents of the Add Approved Alert Dialog Box

Specify the notification method.

Field	Description
<b>Notification Method</b>	Select one or both of the following methods for sending the approved notification alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

### Add Review Alert Dialog Box

Use this dialog box to have a notification alert sent when an approver of a step makes a change to the item to be approved.


This applies if the approval step has been set up to allow editing as well as approving (you selected **In Review** in the **Workflow State** field in the Approval Steps grid).

After you complete the information on this dialog box and add the review alert to the approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to be sent in the alert.

### Display the Add Review Alert Dialog Box

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.

- On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Review Notification** on the shortcut menu.

#### *Contents of the Add Review Alert Dialog Box*

Specify the notification method.

Field	Description
<b>Notification Method</b>	Select one or both of the following methods for sending the review notification alert: <ul style="list-style-type: none"> <li><b>Email</b></li> <li><b>Notification</b></li> </ul>


#### **Add Rejected Alert Dialog Box**

Use this dialog box to have a notification alert sent when an approval step is rejected.

After you complete the information on this dialog box and add the rejection alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### *Display the Add Rejected Alert Dialog Box*

Display the dialog box in Approval Workflow Settings.

- On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
- On the Approvals Configuration form, open an existing approval workflow or create a new one.
- Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
- On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Rejection Notification** on the shortcut menu.

#### *Contents of the Add Rejected Alert Dialog Box*

Specify the notification method.

Field	Description
<b>Notification Method</b>	Select one or both of the following methods for sending the rejected notification alert: <ul style="list-style-type: none"> <li><b>Email</b></li> <li><b>Notification</b></li> </ul>




### Add Past Due Alert Dialog Box

Use this dialog box to have a notification alert sent when an approval step is not approved by its due date or when the approval workflow is not completed by its due date.

After you complete the information on this dialog box and add the past due alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### Display the Add Past Due Alert Dialog Box

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Past Due Notification** on the shortcut menu.

#### Contents of the Add Past Due Alert Dialog Box

Specify the notification method and timing.

Field	Description
<b>Notify When</b>	Select one of the following options to determine whether to have the past due alert sent when the approval workflow is past due or when the approval step is past due: <ul style="list-style-type: none"> <li>▪ <b>The Approval Workflow Becomes Past Due</b></li> <li>▪ <b>The Assignment Becomes Past Due</b></li> </ul>
<b>Notification Method</b>	Select one or both of the following methods for sending the past due notification alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

### Add Requester Alert Dialog Box


Use this dialog box to have a notification alert sent to the purchasing or inventory item's requester when the approval step starts or ends.

The requester is the employee who is entered in the **Requested By** field for the purchase requisition, requests for price quote, and inventory item request to be approved.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### Display the Add Requester Alert Dialog Box

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Requester Notification** on the shortcut menu.

#### Contents of the Add Requester Alert Dialog Box

Specify the notification method and timing.

Field	Description
<b>Notify Requester When:</b>	<p>Select one of the following options to determine whether to have the alert sent when the approval step starts or ends:</p> <ul style="list-style-type: none"> <li>▪ <b>Step Starts</b></li> <li>▪ <b>Step Ends</b></li> </ul>
<b>Notification Method</b>	<p>Select one or both of the following methods for sending the requester notification alert:</p> <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>


### Add Submitter Alert Dialog Box

Use this dialog box to have a notification alert sent to the employee who submitted the purchasing or inventory item when the approval step starts or ends.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### Display the Add Submitter Alert Dialog Box

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Submitter Notification** on the shortcut menu.

#### Contents of the Add Submitter Alert Dialog Box

Specify the notification method and timing.

Field	Description
<b>Notify Submitter When:</b>	Select one of the following options to determine whether to have the alert sent when the approval step starts or ends: <ul style="list-style-type: none"> <li>▪ <b>Step Starts</b></li> <li>▪ <b>Step Ends</b></li> </ul>
<b>Notification Method</b>	Select one or both of the following methods for sending the submitter notification alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

### Add Completion Alert Dialog Box


Use this dialog box to have a notification alert sent when an approval workflow is complete (all its steps are approved).

You can use this action only for the last approval step in the workflow. This alert is commonly sent to the company requester (buyer).

After you complete the information on this dialog box and add the completion alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### *Display the Add Completion Alert Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Completed Notification** on the shortcut menu.

#### *Contents of the Add Completion Alert Dialog Box*

Specify the notification method.

Field	Description
<b>Notification Method</b>	Select one or both of the following methods for sending the completion notification alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

#### **Add Create Voucher Action Dialog Box**

Use this dialog box to add a Create Voucher action to the final step of an approval workflow for AP Invoice Approvals.

Add the Create Voucher action to the final step of a workflow if you want Vantagepoint to automatically create an AP voucher for an AP invoice when the AP invoice is final approved in **Accounting » AP Invoice Approvals**.

#### *Display the Add Create Voucher Action Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing workflow for the AP Invoice Approvals application or create a new workflow for the AP Invoice Approvals application.

3. Click the Workflow tab.
4. In the Approval Steps grid, select the final step of the approval workflow (last row in the grid), and click **Insert** on the toolbar of the Step Actions grid.
5. Select **Create Voucher** from the drop-down menu.

#### *Contents of the Add Create Voucher Action Dialog Box*


Create an action for the Step Actions grid.

#### **Conditions Dialog Box (Approval Workflows)**

Use this dialog box to create a condition under which an approval step will take place.

#### *Display the Conditions Dialog Box*

Display the dialog box in Approval Workflow Settings.






1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab, and add an approval step for the workflow in the Approval Steps grid.
4. In the Approval Steps grid, click in the **Conditions** field, and then click the  Ellipsis icon.

#### *Contents of the Conditions Dialog Box (Approval Workflows)*

Specify conditions, operators, and values.

#### **Conditions Grid Toolbar**

Field	Description
<b>Conditions Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>■ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>■ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to insert a new row in the grid, and enter a condition for the approval step.
 <b>Copy</b>	Select a row in the grid that you want to copy to create a new condition. Then click <b>Copy</b> . The information from the selected row is copied to a new row below it. Edit the new row as needed.
 <b>Delete</b>	Select a condition to remove from the approval step and then click this option.
 <b>Move Up</b>	To change the order of a condition, select the condition in the grid, and click this button to move it up one row.
 <b>Move Down</b>	To change the order of a condition, select a condition in the grid, and click this button to move it down one row.

### Conditions Grid Fields

Field	Description
<b>Column</b>	Select the field to evaluate for the condition. The list is specific to the application that you selected on the General tab for the approval workflow.
<b>Operator</b>	<p>Select the operator for the condition. Possible operators are: <b>equals</b>, <b>not equals</b>, <b>less than</b>, <b>greater than</b>, <b>less or equal</b>, <b>greater or equal</b>, <b>empty</b>, and <b>not empty</b>. The operator compares the column and the value that you enter in the grid.</p> <p>For example, if you want a step to occur only if the total amount for the Purchasing item is more than \$10,000, you would select the <b>Total Amount</b> field in the <b>Column</b> field, <b>greater than</b> in the <b>Operator</b> field, and <b>\$10,000</b> in the <b>Value</b> field. Or, if you want a step to occur when a field that was empty now contains information, you would select <b>not empty</b> as the operator.</p> <p>If you select <b>Purchase Order</b> from the <b>Column</b> drop-down list, choose between the operators <b>equals</b> or <b>not equals</b>.</p>
<b>Value</b>	<p>Use this field in conjunction with the <b>Column</b> and <b>Operator</b> fields to set the condition. Make an entry in this field that applies for the column that you entered in the <b>Column</b> field.</p> <p>For example, if you entered a date field in the <b>Column</b> field, you must enter a date in the <b>Value</b> field. If you entered a hub record field, such as a purchase order buyer, in the <b>Column</b> field, you select an employee from the Employee lookup in the <b>Value</b> field.</p>

Field	Description
	<p>If you selected <b>empty</b> or <b>not empty</b> in the <b>Operator</b> field, this field is not applicable.</p> <div> <p><b>Note:</b> If Purchase Order is selected in the Column drop-down, this field becomes a drop-down list. Select <b>Yes</b> if a purchase order is associated with the AP Invoice being approved, or select <b>No</b> if not.</p> </div>
<b>AND/OR</b>	Use this field to join each condition that makes up the approval step. This field is enabled when you enter more than one condition. It is not enabled for the last condition. Deltek recommends that you select either all ANDs or all ORs in these fields.



### Field Selection Dialog Box

Use this dialog box to select the employees who will receive an alert based on an assigned responsibility, such as project manager, project biller, approval administrator, and so on.

This same dialog box opens in several places on the Workflow tab in Approvals Configuration.

#### Display the Field Selection Dialog Box

You display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. Open an existing approval workflow or create a new one.
3. Complete either of the following on the Workflow tab to display the dialog box:
  - In the Approval Steps grid, click in the **Assigned To** field, and then click .
  - In the Step Actions grid, click either the **Email** or **Dashboard** hyperlink in the **Edit Content** field. On the Email Configuration dialog box or the Dashboard Configuration dialog box, click  in the **Employee Fields** field.

#### Contents of the Field Selection Dialog Box

Specify the responsibility for employees who will receive the alert.

Field	Description
<b>Employee Column</b>	Select an assigned responsibility, such as project manager, project biller, approval administrator, and so on for the employees whom you want to receive the alert. The options on the dialog box are based on the application that you selected in the <b>Application</b> field on the General tab of the Approvals Configuration form for the approval workflow.

Field	Description
	<p>When you open this dialog box from the <b>Assign To</b> field in the Approval Steps grid on the Workflow tab: Select one or more assigned responsibilities of the employees that you want to approve the step.</p> <p>When you open this dialog box from the <b>Email</b> or <b>Notification</b> hyperlink in the <b>Edit Content</b> field in the Step Actions grid on the Workflow tab (in the <b>Employees Fields</b> field on the Email Configuration dialog box or the Dashboard Configuration dialog box): Select one or more assigned responsibilities of the employees that you want to receive the alert.</p>

### Email Configuration Dialog Box (Approval Workflows)

Use the Email Configuration dialog box to specify the subject, message, and recipients for an email alert for an approval workflow step.

#### Display the Email Configuration Dialog Box



Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab, and add an approval step for the workflow in the Approval Steps grid.
4. In the Step Actions grid, add a step action (notification alert) for the approval step, and select **Email** as the notification method.
5. After the notification alert is added to the Step Actions grid, click the **Email** hyperlink in the **Edit Content** field.


#### Contents of the Email Configuration Dialog Box


Specify the users or security roles and their approval settings.

These field descriptions apply to all three tabs on this dialog box: To, CC, and BCC.

Field	Description
<b>Emails</b>	Enter the email address of one or more people who will receive the alert. Enter a semicolon between each email address.
<b>Users</b>	Click  and use the lookup to select the people who will receive the alert, based on usernames set up in <b>Security » Users</b> .
<b>Security Roles</b>	Click  and use the lookup to select the employees who will receive the alert based on their security role, which is assigned in <b>Security » Users</b> .



Field	Description
<b>Approval Roles</b>	<p>Enter the employees you want to receive the email alert based on their assigned responsibility, such as project manager, project biller, and approval administrator.</p> <p>To make a different selection than the one that prefills in this field, click  in this field to open the Fields Selection dialog box. The options on the Field Selection dialog box are based on the application that you selected in the <b>Application</b> field on the General tab of the Approvals Configuration form for the approval workflow.</p> <p>Some of the options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Administrator:</b> This is the employee who is specified as the approval administrator for an approval workflow on the General tab of the Approvals Configuration form.</li> <li>▪ <b>Create User:</b> This is the employee who created the record that is going through the approval process.</li> <li>▪ <b>Currently Assigned:</b> This is the employee or employees who are currently assigned to the approval workflow step.</li> <li>▪ <b>Principal, Project Manager, and Project Supervisor:</b> These responsibilities are specified for a project in the Projects hub.</li> <li>▪ <b>Company Buyer:</b> This is the employee or employees who are specified as a company buyer on the Buyer tab in Purchasing &amp; Inventory Company Settings Configuration.</li> </ul>
<b>Attach Uploaded Files to Email Alert</b>	<p>If the approval workflow is for the AP Invoice Approvals application, select this check box to attach the AP vendor invoices that have been uploaded (in <b>Accounting » AP Invoice Approvals</b>) to the approval email alert.</p>
<b>Subject and Insert Field</b>	<p>Enter the subject for the email alert. Type the text in this field. To insert a field in the subject, such as the approval due date, put your cursor in the appropriate location in the text in the <b>Subject</b> field, and click the <b>Insert Field</b> button. On the Column Selection dialog box, select the field to insert.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. In the <b>Subject</b> field, enter <b>Purchase Requisitions are awaiting your approval. Due on .</b></li> <li>2. Place your cursor before the period at the end of the text and click <b>Insert Field</b>.</li> <li>3. On the Column Selection dialog box, select <b>[ApprovalItem.DueDate]</b> and click <b>OK</b>.</li> </ol> <p>The <b>Subject</b> field now displays <b>Purchase Requisitions are awaiting your approval. Due on [ApprovalItem.DueDate]</b>.</p> <p>When the email alert is sent to recipients (and the due date for the approval step is 11/10/2014), the subject of the email will be displayed as</p>

Field	Description
	<b>Purchase Requisitions are awaiting your approval. Due on 11/10/2014.</b>
<b>Body</b>	<p>Enter the message for the email alert. Type the text in this field. To insert a field in the body, such as the approval due date, put your cursor in the appropriate location in the text in the <b>Body</b> field, and click the  <b>Insert Field</b> option on the Body toolbar. On the Column Selection dialog box, select the field to insert.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. In the <b>Body</b> field, type <b>The following purchase requisitions are awaiting your approval:</b></li> <li>2. Place your cursor after the colon, and click <b>Insert Field</b>.</li> <li>3. On the Column Selection dialog box, select <b>[POPRMaster.RequisitionNo]</b> and click <b>OK</b>.</li> </ol> <p>The <b>Body</b> field now displays <b>The following purchase requisitions are awaiting your approval: [POPRMaster.RequisitionNo]</b>.</p> <p>When the email alert is sent to recipients (and the PO requisition number is 115-73), the body of the email displays <b>The following purchase requisitions are awaiting your approval: 115-73</b></p> <p>You can also use the Text Editor to enter and format the text.</p>

### Notification Configuration Dialog Box (Approval Workflows)

Use the Notification Configuration dialog box to specify the subject, message, and recipients for a notification for an approval workflow step.


#### Display the Notification Configuration Dialog Box (Approval Workflows)


You display the dialog box in Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. In the Approval Steps grid on the Workflow tab, add an approval step for the workflow.
4. In the Step Actions grid, click **Insert » Notification**.
5. On the Add Notification Alert dialog box, select **Notification** as the notification method and click **OK**.  
The dialog box closes and you are returned to the Workflow tab of the form.
6. In the **Edit Content** field in the Step Actions grid, click the **Notification** hyperlink.

### Contents of the Notification Configuration Dialog Box (Approval Workflows)

Specify the employees or security roles to receive the notifications.

Field	Description
<b>Users</b>	Use the lookup to select the employees to receive the notification, based on usernames.
<b>Security Roles</b>	Use the lookup to select the employees to receive the notification, based on security roles.
<b>Approval Roles</b>	<p>Specify the employees to receive the notification, based on assigned responsibility such as project manager, project biller, or approval administrator.</p> <p>To change the prefilled selection, click  in this field to open the Fields Selection dialog box. The options available on the dialog box are based on the application that you selected in the <b>Application</b> field on the General tab of the Approvals Configuration form, for the approval workflow. Options include the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Administrator:</b> This is the employee who is specified as the approval administrator for an approval workflow on the General tab of the Approvals Configuration form.</li> <li>▪ <b>Create User:</b> This is the employee who created the record that is going through the approval process.</li> <li>▪ <b>Currently Assigned:</b> This is the employee or employees who are currently assigned to the approval workflow step.</li> <li>▪ <b>Principal, Project Manager, and Project Supervisor:</b> These responsibilities are specified for a project in the Projects hub.</li> <li>▪ <b>Company Buyer:</b> This is the employee or employees who are specified as a company buyer on the Buyer tab in Purchasing &amp; Inventory Company Settings.</li> </ul>
<b>Display summary as application link</b>	Select this check box to have the summary that you enter in the <b>Summary</b> field display as a hyperlink in the Alert dashpart for the notification alert. When you select this check box, you cannot enter text in the <b>Alert Content</b> text box.
<b>Summary Field and Insert Field Button</b>	<p>Enter a summary for the notification alert in the <b>Summary</b> field. To insert a field in the summary, such as the approval due date, put your cursor in the appropriate location in the text in the <b>Summary</b> field, and click the <b>Insert Field</b> button. On the Column Selection dialog box, select the field to insert.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. In the <b>Summary</b> field, type <b>Purchase Requisitions are awaiting your approval. Due on .</b></li> </ol>

Field	Description
	<ol style="list-style-type: none"> <li>Place your cursor before the period at the end of the text and click <b>Insert Field</b>.</li> <li>On the Column Selection dialog box, select <b>[ :ApprovalItem.DueDate ]</b> and click <b>OK</b>. The <b>Summary</b> field now displays <b>Purchase Requisitions are awaiting your approval. Due on [ :ApprovalItem.DueDate ]</b>. When the notification alert is sent to recipients (and the due date for the approval step is 11/10/2017), the summary of the notification will be displayed as <b>Purchase Requisitions are awaiting your approval. Due on 11/20/2017</b>.</li> </ol>
<b>Alert Content</b>	<p>This text box is accessible only when you clear the <b>Display summary as application link</b> check box. Enter the message for the notification alert. To insert a field, such as the approval due date, put your cursor in the appropriate location in the text in the <b>Alert Content</b> field, and click the  <b>Insert Field</b> option on the Alert Content toolbar. On the Column Selection dialog box, select the field to insert.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>In the <b>Alert Content</b> field, type <b>The following purchase requisitions are awaiting your approval:</b></li> <li>Place your cursor after the colon, and click <b>Insert Field</b>.</li> <li>On the Column Selection dialog box, select <b>[ :POPRMaster.RequisitionNo ]</b> and click <b>OK</b>. The <b>Alert Content</b> field now displays <b>The following purchase requisitions are awaiting your approval: [ :POPRMaster.RequisitionNo ]</b> When the notification alert is sent to recipients (and the PO requisition number is 115-73), the content of the notification displays: <b>The following purchase requisitions are awaiting your approval: 115-73</b></li> </ol> <p>You can also use the Text Editor to enter and format the text.</p>

### Edit Workflow Dialog Box

Use this dialog box to continue or cancel the process of editing an approval workflow that has in-progress approvals.

#### Display the Edit Workflow Dialog Box

Display the dialog box in Approval Workflow Settings.

- On the Navigation menu, click **Settings » Workflow » Approval Workflows**.

2. On the Approvals Configuration form, use the **Search** field to select and open an existing approval workflow.
3. On the Workflow tab, click the **Edit Workflow** button.  
This button displays only if there are currently in-progress approvals that use the workflow.

#### *Contents of the Edit Workflow Dialog Box*

Follow the recommendations provided onscreen as you edit workflows.

The text on this dialog box:

- Identifies how many in-progress approvals exist for the workflow that you want to edit.
- Informs you that the in-progress approvals will be restarted (beginning with step 1) after you make changes and save the workflow.
- Recommends that you consider making edits after normal workflow hours because restarting the workflows may take time to process, depending on the number of workflows to restart.

#### **Errors Encountered Dialog Box**

This dialog box identifies any in-progress approval records that need to be reviewed and resubmitted when an approval workflow is restarted after an approval administrator edits an approval workflow (using the **Edit Workflow** button in Approval Workflows Configuration).

This applies if you are an approval administrator for an approval workflow (specified on the General tab for an approval workflow in **Configuration » Workflow » Approval Workflows**).


From this dialog box, an approval administrator sends an automated email message to notify each of the original submitters that they must review and resubmit the specific records.

This applies only if an approval workflow has steps that are set up with a step action whose type is Validate Error or Validate Error at Start. These action types produce an error message when specified conditions for the record data entry are not met. For example, a Validate Error at Start action for the first approval step of an AP invoice approvals workflow could require that the AP invoice amount must be greater than 0 before you can submit the AP invoice for approval.

#### *Display the Errors Encountered Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. Use the **Search** field on the Approvals Configuration form to open an existing approval workflow that has in-progress approval records.  
If an approval workflow has in-progress approval records, the number of in-progress approval records is displayed at the top of the Workflow tab beside the **Edit Workflow** button.

3. On the Workflow tab, click the **Edit Workflow** button and make edits to the approval workflow.
4. On the Approvals Configuration form, click  **Save**.

### Contents of the Errors Encountered Dialog Box

Review the text and notification settings for errors.

Field	Description
<b>Text</b>	The text on this dialog box informs you that validation errors were encountered when the approval workflow was restarted after you saved changes to the approval workflow. A list of the approval records that need to be reviewed and resubmitted is included in the message.
<b>Notify Submitter</b>	<p>Click this button to have Vantagepoint send an email message to each employee who originally submitted a record that needs to be reviewed and resubmitted. The subject of the email messages sent to submitters is: <b>When the workflow was restarted for &lt;application name&gt;, records encountered errors. Review these records and submit them again to restart workflow.</b></p> <p>The email recipient sees only a list of records that they originally submitted, which they now need to review and resubmit. The email message lists the record number (for example the purchase order number) and a hyperlink to the record, so the original submitter can easily open a record to review and resubmit it. The error message description (from the <b>Description</b> field for the Validate Error at Start or Validate Error action in the Step Action grid on the Workflow tab in <b>Configuration » Workflow » Approval Workflows</b>) is also listed with the record number.</p> <p>After Vantagepoint sends the email messages, the Errors Encountered dialog box closes, and you are returned to the Approvals Configuration form.</p>

### GL Budget Group Notification Dialog Box



This dialog box identifies any in-progress approval records that need to be reviewed and resubmitted when an approval workflow is restarted after an approval administrator edits an approval workflow (using the **Edit Workflow** button in Approval Workflows Configuration).

From this dialog box, an approval administrator sends an automated email message to notify each of the original submitters that they must review and resubmit the specific records.

This applies only if an approval workflow has steps that are set up with a step action whose type is Validate Error or Validate Error at Start. These action types produce an error message when specified conditions for the record data entry are not met. For example, a Validate Error at Start action for the first approval step of an AP invoice approvals workflow could require that the AP invoice amount must be greater than 0 before you can submit the AP invoice for approval.

*Display the GL Budget Group Notification Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Approvals » Approvals Configuration**.
2. Open an existing approval workflow or create a new one.
3. Complete either of the following steps on the Workflow tab:
  - In the Approval Steps grid, click in the **Assigned To** field, and then click .
  - In the Step Actions grid, click either the **Email** or **Notification** hyperlink in the **Edit Content** field. On the Email Configuration dialog box or the Dashboard Configuration dialog box, click  in the **Employee Fields** field.

*Contents of the GL Budget Group Notification Dialog Box*

Review the text and settings of notifications about approval workflows for GL budget groups.

Field	Description
<b>Text</b>	The text on this dialog box informs you that validation errors were encountered when the approval workflow was restarted after you saved changes to the approval workflow. A list of the approval records that need to be reviewed and resubmitted is included in the message.
<b>Notify Submitter</b>	<p>Click this button to have Vantagepoint send an email message to each employee who originally submitted a record that needs to be reviewed and resubmitted. The subject of the email messages sent to submitters is: <b>When the workflow was restarted for &lt;application name&gt;, records encountered errors. Review these records and submit them again to restart workflow.</b></p> <p>The email recipient sees only a list of records that they originally submitted, which they now need to review and resubmit. The email message lists the record number (for example the purchase order number) and a hyperlink to the record, so the original submitter can easily open a record to review and resubmit it. The error message description (from the <b>Description</b> field for the Validate Error at Start or Validate Error action in the Step Action grid on the Workflow tab in <b>Configuration » Workflow » Approval Workflows</b>) is also listed with the record number.</p> <p>After Vantagepoint sends the email messages, the Errors Encountered dialog box closes, and you are returned to the Approvals Configuration form.</p>

Learn More About...

You may find it helpful to review conceptual information about approval workflows, including guidelines for editing them.

## Approval Workflows

Approval workflows allow you to set up an approval process for records that you enter in certain Vantagepoint applications.

You can set up an approval process for:

- Purchase requisitions
- Request for price quotes
- Purchase orders (including change orders and release orders)
- Accounts payable vendor invoices
- Employee absence requests
- Expense reports
- General Ledger budgets

You must use an approval workflow for processing Inventory item requests.

Approval workflows identify the steps in an approval process, the approvers (employees) assigned to each step, and the notification alerts to send for each step to keep the approval process on schedule.

## Configuration

You create and configure approval workflows for each type of record or application in **Settings » Workflow » Approval Workflows** in the desktop application. You can create simple or complex, multitiered, conditional steps for approval workflows.

If you use organizations in Vantagepoint, you can specify approver roles at the organization level. In **Settings » Organization » General**, you create approval roles for all your organizations. In **Settings » Organization » General** or **Settings » Organization » Individual**, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

You turn on approvals for each application and specify the approval workflow that it will use in the following locations:

- **Settings » Purchasing & Inventory » Company** on the General tab in the desktop application for Purchasing applications.
- **Settings » Purchasing & Inventory » Company** on the Inventory tab in the desktop application for Inventory item requests.
- **Settings » Cash Management » Accounts Payable** for accounts payable vendor invoices.
- **Settings » Accounting » Time Analysis** where Benefit accrual codes are set up and configured for the type of absences, such as vacation, sick, or personal leave, that you want to go through the approval process.
- **Settings » Expense » Expense Approvals** to enable Approvals-related settings for expenses.
- **Settings » General Ledger » Options** for General Ledger budgets.



### Approving a Record

In the various applications where you enter records that need to be approved, you click the **Submit** option on the toolbar of the entry form to start the approval process. If you are a designated approver for the current approval step, the toolbar on the entry form displays an **Approvals** option. You use the options in **Approvers** drop-down menu to take action for an approval step, such as approving, rejecting, reassigning, and so on.

### Reopening a General Ledger Budget

In the General Ledger and General Ledger Group applications, you can reopen budgets or budget groups that have already been approved. The toolbars on the forms have a **Reopen** or **Reopen All** as one of the options in the drop-down list in the **Approvals** option. The option displays if you have been granted the right to reopen approved budgets and budget groups.

### Assigning a Delegate to Perform Your Approval Assignments in Your Absence

If you normally approve records, you can temporarily assign another person as a delegate to perform approval duties in your absence. You assign delegates on the General tab of User Options.

### Viewing the Progress of Records Being Approved

You can see the progress of a record going through the approval process in several places on the Purchasing, Inventory, and AP Invoice Approvals entry forms -- on the record lookup (in the **Search** field), in the **State** and **Step** fields on the General tab, and on the Progress tab. These places show you whether or not the approval process has started, the record is in approval or in review, and the approval is completed. You can see the current approval step that the record is in and related details on the Progress tab.

### Troubleshooting Approval Workflows

All the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can see all of the details on how an approval workflow progresses from step to step while it is in the approval process. This is helpful to administrators for troubleshooting any issues with a workflow.

### If You Do Not Use an Approval Workflow for the Purchasing or AP Invoice Approvals Application

If you do not use an approval workflow for the Purchasing or AP Invoice Approvals application: When you create a record in the application and click the **Submit** button on the toolbar of an entry form, the record is automatically approved.

### Steps that Make Up Approval Workflows

Approval workflows are made up of one or more steps that define who is assigned to review and approve the record undergoing approval and, optionally, the conditions under which the step occurs.

You add steps to an approval workflow in the Approval Steps grid on the Workflow tab of the Approvals Configuration form in **Settings » Workflow » Approval Workflows** in the desktop application.

You can create simple steps or more complex, multitiered conditional steps.

For each step you define:

- Any conditions to determine if a step will be performed or skipped and, if skipped, what will happen next.
- The specific employees and/or roles (such as project manager, project supervisor, and so on) who can review and/or approve the record for the step.
- Whether or not those who are assigned to the step can edit the record, and if it is edited, whether the step will be approved after editing or the approval workflow will be restarted, beginning with step 1.
- Whether or not all, some, or only one of those assigned to the step must approve the record.
- The number of days that are allotted for those assigned to approve the record to complete the step. Reminder alerts can be sent to employees based on this information.
- What happens when a record is rejected.

You also assign alerts to be sent for each step of an approval workflow. The alerts let employees know when a record is ready for their review, when it is past due, when it is approved, and so on.

### Conditions for Approval Workflow Steps

You can add conditions to a step in an approval workflow to determine if the step will be performed or skipped and, if skipped, what will happen next.

For example, if the total monetary amount of a purchase order is over a certain amount, you can have it routed to different approvers than if it is under a certain amount.

You add conditions to an approval workflow step in the **Conditions** field in the Approval Steps grid on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application.

Each condition is made up of a Vantagepoint column (field), an operator, and a value that you enter on the Conditions dialog box that opens from the **Conditions** field in the Approval Steps grid.

For each condition, you choose what happens if the condition is not met: approve the step, skip to the next step, mark as final approved, or assign to the approval workflow administrator.

### Total Amount and Multicurrency

If you use multiple currencies in Vantagepoint, the values of the **Total Amount** and **Total Not to Exceed Amount** fields are displayed in the following ways:

Application	Column (field)	Currency
Purchase Orders	Total Amount	Functional currency of the active company
	Total Not to Exceed Amount	Transactional currency
Purchase Requisitions	Total Amount	Transactional currency
Item Requests	Total Amount	Transactional currency

### Examples of Conditions for Approval Workflow Steps

You may find it helpful to review an example that shows how conditions work for approval workflow steps.

You create approval workflows on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application. You enter the steps for an approval workflow in the Approval Steps grid on the Workflow tab. On the Conditions dialog box that opens from the **Conditions** field in the grid, you enter the conditions for an approval step. In the **Actions if Conditions Not Met** field in the grid, you specify the actions to take if the conditions are not met. The following table describes an example in which three steps make up an approval workflow for purchase orders. Steps 2 and 3 each have a condition applied. In addition, you set up notification alerts for approvers, so they know when a purchase order is waiting for their approval.

**Table 1: Approval Workflow for Purchase Orders Example**

Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
1	You want the project manager of the cost distribution project to approve submitted purchase orders.	<ul style="list-style-type: none"> <li>■ <b>Description = PM Approval</b></li> <li>■ <b>Conditions = blank (none)</b></li> <li>■ <b>Actions if Conditions Not Met = blank</b></li> <li>■ <b>Workflow State = In Approval</b></li> <li>■ <b>Assigned To = Project Manager</b></li> </ul>

Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
		<ul style="list-style-type: none"> <li>▪ <b>Specific Employees</b> = blank</li> <li>▪ <b>Who Must Complete</b> = All</li> <li>▪ <b>Days Allotted</b> = 3</li> <li>▪ <b>Review Action</b> = blank</li> <li>▪ <b>Reject Action</b> = Assign to Submitter</li> </ul>
2	<p>You want the division manager (an approver at the organization level) to approve purchase orders after the project manager approves them, if the total amount of the purchase order is greater than \$10,000 and less than \$100,000.</p> <p>You set up the Org 1 Division Manager approval role in Individual Organization Configuration.</p>	<ul style="list-style-type: none"> <li>▪ <b>Description</b> = Division Approval</li> <li>▪ <b>Conditions</b> = If Total Amount is greater than 10,000 and If Total Amount is less than 100,000</li> <li>▪ <b>Actions if Conditions Not Met</b> = Skip to Next Step</li> <li>▪ <b>Workflow State</b> = In Approval</li> <li>▪ <b>Assigned To</b> = Org 1 Division Manager</li> </ul>

Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
		<ul style="list-style-type: none"> <li>▪ <b>Specific Employees</b> = blank</li> <li>▪ <b>Who Must Complete</b> = All</li> <li>▪ <b>Days Allotted</b> = 5</li> <li>▪ <b>Review Action</b> = blank</li> <li>▪ <b>Reject Action</b> = Assign to Submitter</li> </ul>
3	You want Chief Financial Officer (employee David Anderson) to approve purchase orders after the project manager approves them if the total amount of the purchase order is over \$100,000.	<ul style="list-style-type: none"> <li>▪ <b>Description</b> = CFO Approval</li> <li>▪ <b>Conditions</b> = If Total Amount is greater than 100,000</li> <li>▪ <b>Actions if Conditions Not Met</b> = Mark as Final Approved</li> <li>▪ <b>Workflow State</b> = In Approval</li> <li>▪ <b>Assigned To</b> = blank</li> <li>▪ <b>Specific Employees</b> = David Anderson</li> </ul>

Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
		<ul style="list-style-type: none"> <li>Who Must Complete = All</li> <li>Days Allotted = 5</li> <li>Review Action = blank</li> <li>Reject Action = Assign to Submitter</li> </ul>

### What Happens when Purchase Orders are Submitted

Using the approval workflow above, the following results occur when purchase orders are entered.

**Table 2: After a Purchase Order is Submitted**

Purchase Order Total Amount	Approval Workflow Results
\$500	<ol style="list-style-type: none"> <li>Step 1 begins. The project manager receives an alert letting them know that a purchase order requires approval. The project manager reviews and approves the purchase order.</li> <li>Vantagepoint evaluates step 2. Because the purchase order amount is less than \$10,000, the condition is not met. Step 2 says that if the condition is not met, then skip to the next step. Vantagepoint moves to step 3.</li> <li>Vantagepoint evaluates step 3. Because the purchase order amount is less than \$100,000, the condition is not met. Step 3 says that if the condition is not met, then final approve the purchase order. The purchase order is marked as final approved.</li> </ol> <p>Only the project manager's approval was required because the purchase order's total amount was less than \$10,000.</p>
\$12,000	<ol style="list-style-type: none"> <li>Step 1 begins. The project manager receives an alert letting them know that the purchase order requires approval. The project manager reviews and approves the purchase order.</li> </ol>

Purchase Order Total Amount	Approval Workflow Results
	<ol style="list-style-type: none"> <li>Vantagepoint evaluates step 2. Because the purchase order amount is greater than \$10,000 and less than \$100,000, the condition is met, and a notification alert is sent to the division manager letting them know that the purchase order requires approval. The division manager reviews and approves the purchase order.</li> <li>Vantagepoint evaluates step 3. Because the purchase order amount is not greater than \$100,000, the condition is not met. Step 3 says that if the condition is not met, then final approve the purchase order. The purchase order is marked final approved.</li> </ol> <p>Only the project manager's approval and division manager's approval were required because the purchase order total amount was greater than \$10,000 but less than \$100,000.</p>
\$170,000	<ol style="list-style-type: none"> <li>Step 1 begins. The project manager receives an alert letting them know that the purchase order requires approval. The project manager reviews and approves the purchase order.</li> <li>Vantagepoint evaluates step 2. Because the purchase order amount is greater than \$10,000 but not less than \$100,000, the condition is not met. Step 2 says if the conditions are not met, then skip to the next step. Vantagepoint moves to step 3 without alerting the division manager that the purchase order required approval.</li> <li>Vantagepoint evaluates step 3. Because the purchase order amount is greater than \$100,000, the condition is met. A notification alert is sent to David Anderson (CFO), saying that the purchase order requires approval. Anderson approves the purchase order. The purchase order is marked final approved because the approval was the last step in the approval workflow.</li> </ol> <p>The project manager's approval and David Anderson's approval were both required because the purchase order total amount was greater than \$100,000.</p>

### Example of an Assignment Hierarchy for AP Invoice Approvers

This example uses an assignment hierarchy to determine the approvers to assign to an approval step for an accounts payable invoice.

You set up an approval hierarchy for AP invoices in the Assignment Hierarchy grid on the Assigned To dialog box in Approval Workflows Configuration. The dialog box opens when you click in the **Assigned To** field in the Approval Steps grid on the Workflow tab on the Approvals Configuration form (**Settings » Workflow » Approval Workflows** in the desktop application).

#### How Vantagepoint Assigns an Approver

Vantagepoint uses the information in each row in the Assignment Hierarchy grid, starting with the first row, then the second row, the third, and so on, until it finds an employee to assign as an approver when it looks at an AP invoice.

The **Route To** field identifies a field from the AP Invoice Approvals form for an AP invoice. If Vantagepoint finds an entry in that field on the AP Invoice Approvals form, it looks for the employee who is assigned to the role that is related to that field, which you specify in the **Approver** column in the Assignment Hierarchy grid. Then one or more employees who are specified for the role for the field are assigned as approvers for the approval step.

If Vantagepoint does not find an employee entered for the specified role, then it looks at the next row in the Assignment Hierarchy grid to find an approver, and so on until it finds an approver to assign. If no employees are found, the approval administrator for an approval workflow (who is entered on the General tab of the Approvals Configuration form) will receive a workflow failure message and be assigned as the approver for the approval step.

### Example

In Approval Workflows Configuration, you entered the following in the Assignment Hierarchy grid on the Assign To dialog box for an approval step, in the exact order shown:

Do Not Use Check Box	Route To	Approver
Cleared	Purchase Order	Buyer
Cleared	Project	Project Manager
Cleared	Employee	Route to Employee
Selected	Vendor	blank
Selected	Organization	blank

Vantagepoint performs the following steps when it looks at AP invoice number 115 that is entered in AP Invoice Approvals:

1. Vantagepoint uses row one in the Assignment Hierarchy grid to find an approver for the approval step.  
Vantagepoint looks at the **Purchase Order** field on the AP Invoice Approvals form--based on **Purchase Order** that is specified in the **Route To** column in the first row of the Assignment Hierarchy grid.  
No purchase order is entered for AP invoice 115, so no approver is assigned.
2. Vantagepoint uses row two in the Assignment Hierarchy grid to find an approver for the approval step.  
Vantagepoint looks at the **Project** field on the AP Invoice Approvals form--based on **Project** that is specified in the **Route To** column in the second row of the Assignment Hierarchy grid.  
Vantagepoint finds two projects (A and B) entered for AP invoice 115.
3. Vantagepoint looks in the Projects hub for the project managers who are entered for projects A and B--based on **Project Manager** that is entered in the **Approver** column in the second row in the Assignment Hierarchy grid.  
It finds a project manager entered for project A and a project manager entered for project B. The two project managers are assigned as approvers for the approval step.  
Vantagepoint ignores the remaining rows in the Assignment Hierarchy grid because it found employees to assign as approvers per the second row in the grid.



If Vantagepoint did not find any projects entered for the AP invoice per the second row of the Assignment Hierarchy grid (and thus no approvers to assign), it will look in the employee **Route To** field for AP invoice 115--based on the **Employee** that is specified in the **Route To** column and the **Route to Employee** specified in the **Approver** column of the third row of the Assignment Hierarchy grid.

If no employee was found in the **Route To** field for AP invoice 115, Vantagepoint would not look at the **Vendor** or **Organization** fields for AP invoice 115 (in rows four and five of the Assignment Hierarchy grid) because the **Do Not Use** check box is selected for those rows. When no approver assignment can be made, the approval administrator for an approval workflow (who is entered on the General tab of the Approvals Configuration form) receives a workflow failure message and is assigned as the approver for the approval step. Workflow failures are always sent when approver assignments cannot be made.

### Alerts for Approval Workflows

You add alerts to approval workflow steps to notify employees that records are ready for them to approve, records have been rejected, records have been final approved, and so on.

The alerts keep the approval process moving from one step to the next and keep the employees who are involved in the process informed about an approval's progress.

### Where You Set Up Alerts

You add alerts for approval workflow steps in the Step Actions grid on the Workflow tab in **Settings » Workflow » Approval Workflows**.

### When Alerts Are Sent

You can have alerts sent to the employees who are assigned to an approval step, so that they know when:

- A step has started and a record requires their approval.
- Their approval of a record is due soon.
- Their approval of a record is past due.
- A record has been approved, edited, or rejected by another approver.
- The last step of an approval workflow has been approved (completed).

You can also have alerts sent to:

- The employee who submitted a record, either when the approval step starts or ends.
- The employee who requested a record, either when the approval step starts or ends.
- The approver's supervisors when an approver is late to responding to an approval request.

### How Alerts Are Sent

You can choose to send the notification alerts by email, Notification Center, or both.

### Grouping Email Alerts

When you have multiple records that need the same type of alert sent at the same time, the alerts are grouped into one email.

This applies for the following type of alerts:

- Reminder alerts
- Supervisor escalation alerts
- Past Due Notification alerts for assignment (not the past due notification alerts for the approval workflow itself)

For example, if a project manager has five purchase orders that require a reminder alert, one reminder email alert will be sent that lists the five purchase orders.

### Taking Action When You Receive an Alert

#### Notification Center Alerts

Notification Center alerts display as hyperlinks in the Notification Center. You can access the associated record using the hyperlink.

When you click an alert hyperlink, either of the following occurs:

- The record that is associated with the alert opens directly in its application and the Notification Center closes. This occurs when an alert is configured to display the alert summary as an application link. This setting is a check box on the Notification Alert Configuration dialog box that you access when you add alerts to approval workflow steps in the Step Actions grid on the Workflow tab in Approval Workflows Configuration. You have access to all the usual toolbar options for the application, including the **Approvals** option, and you can edit the record.
- The Alert Details dialog box displays if an alert is **not** configured to display the alert summary as an application link. On the dialog box, you see the alert summary and contents. The **Open Record** and **Navigate to Record** buttons on the dialog box allow you to either:
  - Open the record on a dialog box with limited access to only the **Approvals** option on the application toolbar. You can approve or reject the record or reassign the approval step.
  - Open the application directly with full access to editing and all the application's toolbar options, including the **Approvals** option.

After you open a record from the Notification Center, the alert hyperlink is removed from the Notification Center. If you open a record and take no action that is required, such as approving the record, a reminder alert will be sent only if reminder alerts are added to the approval step in Approval Workflows Configuration.

If you are one of multiple people who can approve a record (but only one person is required to approve the record, not all), the alert is removed from your Notification Center when any one of the approvers approves the record.

#### Email Alerts With Hyperlinks

Email alerts can be configured to include a hyperlink that opens the record that requires an action or for which an action has been taken. When you configure an email alert in Approval Workflows Configuration, you insert **[RecordLink]** into the email body to create the hyperlink for the record.

## Editing Approval Workflows

After you create and save an approval workflow in Approval Workflows Configuration, you can edit it.

### When an Approval Workflow Has No In-Progress Records

When an approval workflow has no in-progress records to be approved, you can make any necessary changes to the approval workflow in **Settings » Workflow » Approval Workflows** in the desktop application. You cannot, however, change an approval workflow's application on the General tab. To change an approval workflow's application if the workflow has never been used, you must delete the approval workflow and recreate it from scratch. Or, you can make the approval workflow inactive and recreate another one.

Approval administrators for an approval workflow (as specified on the General tab in Approval Workflows Configuration) as well as non-approval administrators can make edits to approval workflows that have no in-progress records to be approved.

### When an Approval Workflow Has or Does Not Have In-Progress Records

Regardless of whether or not an approval workflow currently has in-progress records to be approved, approval administrators and non-approval administrators can edit the following for an approval workflow:

- Fields on the General tab, such as the **Approval Name**, **Status**, and **Approval Administrator**.
- The following fields in the Approval Steps grid on the Workflow tab:
  - **Assigned To**
  - **Specific Employees**
  - **Who Must Complete**
- Alerts in the Step Actions grid on the Workflow tab. You can edit the content of the alerts. You cannot add or delete an alert if there are in-progress approvals.

Approval steps are **not** restarted after you save changes to these fields.

### When an Approval Workflow Has In-Progress Records

Only the administrator for an approval workflow (as specified on the General tab of the Approvals Configuration form) has the ability to fully edit approval steps and alerts on the Workflow tab when there are in-progress records waiting to be approved. This includes adding and removing steps and alerts.

You can tell if a workflow has in-progress records by looking at the top of the Workflow tab on the Approvals Configuration form. If in-progress records exist, the Workflow tab displays text that identifies how many approval records are in-progress. If you are the administrator for the approval workflow, an **Edit Workflow** button is also visible in the upper left corner of the tab. The **Edit Workflow** button gives a workflow administrator full access to the Approval Steps grid on the Workflow tab to make edits—including adding and deleting steps as well as editing existing steps.

Each time that you make a change to the approval workflow steps and save the change, the workflow is restarted at step 1 for all in-progress records. Alerts (if they are set up for the approval) are sent to the appropriate approvers for step 1.

To prevent the workflow from being restarted multiple times as you make and save multiple changes to the workflow in Approval Workflows Configuration, best practice is to:

1. Make a copy of the approval workflow that you want to edit.
2. Make the changes in the copy.
3. Replace the approval workflow currently in use with the copy that contains your new edits.

For example, you specify the approval workflow to use for employee expense reports in **Settings » Expense** in the browser application. After you make the switch, the approval workflow is restarted once.

You should consider performing edits to approval workflows with a large number of in-progress records **after** normal business hours because restarting the in-progress approvals could take more time to process.

### **When an Approval Workflow Has Advanced Actions Added to It**

Use caution when you edit approval workflows in Approval Workflows Configuration that have advanced actions added to them via User Initiated or Scheduled Workflows.

In User Initiated and Scheduled Workflows in **Settings » Workflow**, you can add advanced actions to approval workflows. Advanced actions are stored procedures, functions, custom methods, and web services. The advanced actions that you enter for an approval workflow do not display in Approval Workflows Configuration.

If you want to edit an approval workflow that has advanced actions added to it, you must complete additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways:

1. In User Initiated or Scheduled Workflows Configuration, for the approval workflow that you want to edit, inactivate all advanced actions (or delete them).
2. In Approval Workflows Configuration, edit, save, and restart the workflow.
3. In User Initiated or Scheduled Workflows Configuration, reactivate the advanced actions that you deactivated (or re-enter any deleted advanced action rows that you previously deleted).

### **Error Messages for Approval Workflows**

You can configure error messages to display under certain conditions during the approval process for Vantagepoint records.

An error message prevents the approval process from proceeding until certain information is added or modified for a record. This ensures that certain information is being entered for the approval record as it navigates through the approval process.

### **Configuring an Error Message for an Approval Workflow**

In the Step Action grid on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application, you can specify an error message and the conditions under which it displays for an approval step of an approval workflow.

The following types of actions for approval steps allow you to set up error messages:

- **Validate Error at Start:** This action applies only for the first step of an approval workflow. A Validate Error at Start action displays an error message and prevents an approval workflow from starting unless certain conditions are met when a user enters a record and clicks **Submit**. For example, for AP invoice approvals, you might want to require that an invoice number be entered before an AP invoice can be submitted. For absence requests, you might want the approval process to begin only if less than 160 hours are entered for the absence request.
- **Validate Error:** This action applies for any step of an approval workflow. A Validate Error action displays an error message and prevents an approval process from progressing to the next step unless certain conditions are met before an approver clicks **Approve** for a record. For example, you can have an error display when an approver leaves the AP invoice number blank or the invoice amount is less than or equal to zero.

You enter the text for the error messages in the **Description** field in the Step Actions grid on the Workflow tab.

### When You Receive a Validate Error Message during an Approval Process

When you submit or approve a record and you receive a validate error message, you must enter the required missing information or modify existing information to match the required conditions before the approval process can continue.

For the Validate Error action type, the record status must be In Review or In Progress before you can make the necessary changes.

### If an Approval Administrator Edits an Approval Workflow while there are In-Progress Approval Records

When an approval administrator edits an approval workflow in **Settings » Workflow » Approval Workflows** in the desktop application (using the **Edit Workflow** button on the Workflow tab), and there are in-progress records that still must be approved: The approval process is restarted for the in-progress records. If the revised approval workflow has steps with Validate Error at Start or Validate Error actions, validation errors are possible when the approval workflow restarts. In this scenario, the approval administrator receives an Errors Encountered message when they save the changes for the approval workflow. The Errors Encountered dialog box identifies the records that need to be reviewed and resubmitted. The approval administrator can click the **Notify Submitter** button on the Errors Encountered dialog box to send automated email messages to each employee who needs to review and resubmit records. The email message sent to each employee contains only the records that apply specifically to them, and the message has hyperlinks to open the records that must be reviewed and resubmitted.

### Approval Workflow Failures

Whenever an approval assignment cannot be made to an employee for an approval workflow step, an approval workflow failure email is sent to the approval workflow's approval administrator.

The approval administrator is automatically assigned as the approver. They can reassign the approval step to another employee.

Approval workflow steps require that an employee approves the record before the record can move to the next approval step or be completely approved. Roles and employees are assigned to approval workflow steps in the Approval Steps grid on the Workflow tab in **Settings »**

**Workflow » Approval Workflows** in the desktop application. An approval administrator is assigned to an approval workflow on the General tab in Approval Workflows Configuration.

### Common Approval Workflow Failures

Common approval workflow failures occur when:

- The project manager is assigned to approve a record, and either no project manager or no project is entered for the record.
- An approval assignment is made to inactive or terminated employees.

### Inactive and Terminated Employee Approval Workflow Failures

Approval assignments cannot be made to employees with an inactive or terminated status. If you have multiple companies in Vantagepoint, it is possible that an employee is inactive or terminated in one company and active in another. Vantagepoint looks at an employee's status in the company that is specified as their home company in the Employees hub to determine whether or not the employee is active. An employee's status in their home company applies for approvals, regardless of the company in which an approval is being processed.

### Approval Workflow Failure Emails

When no employee can be assigned to an approval workflow step, the approval administrator receives an approval workflow failure email that:

- Identifies the approval step that failed, the reason for the failure, and the role or employee who is responsible for completing the step.
- Contains a **Open Record** hyperlink that opens the entry form for the record. On the entry form, you can click the **Approval » Reassign** option on the toolbar to reassign the approval step to an employee. After the approval administrator re-assigns the step to an employee, then the approval step can be approved.

Vantagepoint uses the approval administrator's email address that is entered in the Employees hub.

### Correcting an Approval Workflow Failure

The approval administrator who is assigned to an approval workflow can open the record that has an approval workflow failure and use the **Approvals » Reassign** option on the entry form toolbar to assign the step to an employee. A hyperlink to the record is provided in the approval workflow failure email.

### Example of an Approval Workflow Failure:

1. Approval step 1 for an approval workflow for purchase orders is assigned to the project manager role of the cost distribution project for purchase orders.  
**Project Manager** is entered in the **Assigned To** field in the Approval Steps grid of the Workflow tab in Approval Workflows Configuration.
2. A purchase order is entered for cost distribution project A, but no project manager is specified for project A in the Projects hub.

3. When the purchase order is submitted, the purchase order is now in step 1 of the approval process. No employee can be assigned to the step because there is no project manager entered for the cost distribution project.
4. An approval workflow failure email is sent to the approval administrator of the approval workflow. The approval administrator is specified on the General tab in Approval Workflows Configuration. Vantagepoint uses the approval administrator's email address that is entered in the Employees hub.

This scenario can also occur if no cost distribution project is entered for the purchase order on the Default Distribution tab of the Purchase Orders entry form.

### Expense Report Approvals and Workflows Added With Screen Designer

If you use an approval workflow for expense reports in Time & Expense and you use the Screen Designer to add workflow buttons to the General tab of the Expense Report form, you should take certain precautions to avoid interfering with other workflows.

You must make sure that the scheduled workflows for the workflow buttons created in Screen Designer do not interfere with what the Expense Report approval workflow is doing, or the approval workflow may fail.

For example, if a scheduled workflow that you added as a workflow button using Screen Designer changes the status of an expense report, this could cause problems because the approval workflow for the expense report is expecting a particular status at certain times during the approval process. If a workflow created in Screen Designer interrupts this, then the approval workflow will fail to work.

You create an approval workflow for Expense Report in **Settings » Workflow » Approval Workflows** in the desktop application and enable the approval workflow in **Settings » Expense** in the browser application.

You create scheduled workflows for a Screen Designer workflow button in **Settings » Workflow » Scheduled Workflows**.

### Generating AP Vouchers When AP Invoices are Final Approved

You can configure Vantagepoint to create accounts payable vouchers for AP invoices automatically when you final approve the invoices in the AP Invoice Approvals application.

This allows you to enter an AP invoice, approve it, and generate a voucher for it from one place, instead of multiple places in Vantagepoint. You can create the AP voucher from the AP invoice or from a purchase order that you link to the AP invoice.

### Configuration

For AP vouchers to be automatically created for final approved AP invoices, you must add a Create Voucher action to the final approval step for an AP Invoice approval workflow in the Step Action grid on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application.



## Processing

In **Accounting » AP Invoice Approvals**, an AP voucher can be automatically generated from a final approved AP invoice or from a purchase order that you link to a final approved AP invoice on the AP Invoice Approvals form. You must enter information for the AP voucher and its transaction or batch file using the **Voucher Options** toolbar option on the AP Invoice Approvals form--before you click **Approvals » Approve** on the toolbar of the AP Invoice Approvals form to final approve the AP invoice.

When you final approve the AP invoice, the voucher information is added to the voucher transaction file or batch file that you specified, and the file is now ready to be posted.

- If you created an AP voucher from the AP invoice (and not from a purchase order linked to the AP invoice), you post the transaction file in **Transaction Center » Transaction Posting**.
- If you created the AP voucher from a linked purchase order, you post the batch file in **Accounting » Accounts Payable » Create Voucher from PO**.

## Role Security

To have Vantagepoint automatically create an AP voucher from a final approved AP invoice, the person final approving the AP invoice must have the following role security:

- Full access to AP voucher transaction types (specified on the Accounting tab in **Settings » Security » Roles**) in order to create an AP voucher from the AP invoice.
- Full access to the **Accounting » Accounts Payable » Create Voucher from PO** menu (specified on the General tab in **Settings » Security » Roles**) to create an AP voucher from a purchase order that is linked to the AP invoice.

Other role security settings on the Accounting tab in Role Security that affect whether or not you can create an AP voucher from a final approved AP invoice are:

- **Allow processing in closed periods**
- **Allow processing in prior periods**

## Time Settings

Use Time Settings to set up and maintain timesheet periods, time groups, time categories, and non-work days. You also determine some of the items that employees can or must enter on their timesheets, such as overtime, electronic signatures, and comments.

**Video:** [See related video below](#)

If you have multiple companies, you must enter Time Settings for each company. The currently active company displays at the top of each Time Settings tab. Use ▼ beside the active company name on the right side of the title bar to switch to a different company and enter settings for that company.

The options that you set up in Time Settings apply only to the Timesheet application in the My Stuff section of the Navigation pane. They do not apply to the timesheet transactions that you enter in the Transaction Center in the desktop application.

In addition to the settings in Time Settings, other settings in the following locations also affect how the Timesheet application works:



- Settings that you enter on the Time & Expense tab in the Employees hub affect timesheet entries on an employee-by-employee basis.
- Settings that you enter on the Accounting tab in the Projects hub in the desktop application affect timesheet entries on a project-by-project basis.

## Video

Title	Description
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

## Checklist: Setting Up the Timesheet Application

Review all the steps that you must complete to set up the Timesheet application.

This checklist applies whether your firm has a single company or multiple companies.

### Time Settings

You enter the following settings for a single company or for each of your companies, if you have multiple companies. To access these settings, go to the Navigation pane and select **Settings » Time**.

Step	Setting	Location in Time Settings
1	Determine the items that display on a timesheet and the items that employees must enter on their timesheets in Timesheets.	Options form
2	Set up timesheet periods that define the start and end dates of timesheet periods.	Time Periods form
3	Identify the days of the week on which employees normally do not work, including holidays.	Non-Work Days form This tab is also accessible from Resource Planning Settings, if you have the Resource Planning application.
4	Set up time groups and assign employees to the groups.	Time Groups form
5	Select the timesheet ratios that employees can view from their timesheets and the timeframes for the ratios.	Ratios form
6	Turn on auditing that tracks the revisions made to employee timesheets, billing transfers for timesheet hours, or both.	Timesheet Audit form

Step	Setting	Location in Time Settings
7	Require timesheets, timesheet line items, or both to be approved and enter settings for the approval process.	Time Approvals form
8	Set up alerts for Timesheet Due or Labor Billing Transfer Audits.	Alerts form
9	Define time categories for projects that employees regularly charge time to.	Time Categories form
10	Create global comments that employees can use to classify timesheet entries on a timesheet.	Global Comments form

### Timesheet Settings on the Time & Expense Tab in the Employees Hub

For each employee, you specify the following timesheet-related settings on the Time & Expense tab in the Employees hub:

Step	Setting
1	Timesheet administration level, access rights, and editing capabilities.
2	Default labor codes and whether or not the employee can change them on timesheets.
3	Whether or not to disable timesheet revision auditing for the employee.
4	Whether or not the employee can enter units on timesheets.

### Timesheet Settings on the Accounting Tab in the Employees Hub

For each employee, specify the cost rate table method and cost rate table.

### Timesheet Settings on the Payroll Tab in the Employees Hub

For each employee, specify the pay rate table method and pay rate table.

### Timesheet Settings in the Projects Hub

For each project, you specify the following timesheet-related settings on the Accounting tab of the Projects hub:

Step	Setting
1	The budgeted labor codes that employees are allowed to enter for the project on timesheets.
2	Whether or not to check a project's plan and verify that an employee has planned hours for the project for the timesheet period. If the project does not have planned hours for the employee for the timesheet period, you can have a warning or error display during timesheet entry.

Step	Setting
3	Whether or not to check a project's plan and verify that the timesheet entries for an employee have not exceeded the planned hours for the employee for the project. If the planned hours have been exceeded, you can have a warning or error display during timesheet entry.
4	Override the company-wide <b>Require Comments</b> setting on the Options tab in Time Settings on a project-by-project basis.
5	Whether or not to override the company-wide setting on the Time Approvals tab in Time Settings for approving timesheet line items for a project.

### Users Settings

In **Settings » Security » Users**, you set up a user record for each Vantagepoint user. For each user record, you specify the employee (entered in the Employees hub) who is associated with the user record. This association is required if you want an employee to have access to the Timesheet application for entering timesheets.

## Time Settings Summary

This form displays a quick reference of key timesheet settings organized by categories with links to other setting forms where you can modify and configure timesheet related settings.

### Summary Form

Review the sections on this form to see a summary of the entries that are made on each form in Time Settings.

### Video

Title	Description
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

### Display the Summary Form

You display the Summary form in Time Settings.

In the Navigation pane, select **Settings » Time » Summary**.

### Contents of the Summary Form

Review the sections on this form to see a summary of the entries, such as time periods, non-work days, and so on, that are made on each form in Time Settings.

#### Contents

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form.
<b>Options Section</b>	View a summary of the entries that are made on the Options form, such as whether or not employee signatures are required on timesheets, whether or not overtime can be entered on timesheets, and so on.
<b>Time Periods Section</b>	View the time period increment (such as weekly) that is selected for timesheets and the first start date and last end date as entered on the Time Periods form.
<b>Non-Work Days Section</b>	View the number of company holidays and the non-work days as entered on the Non-Work Days form.
<b>Time Groups Section</b>	View the number of time groups that are set up on the Time Groups form.
<b>Ratios Section</b>	View a list of the ratios that are selected to display on timesheets and the timeframe for the ratios, as set up on the Ratios form.
<b>Timesheet Audit Section</b>	View whether or not revision auditing and billing transfer auditing are enabled on the Timesheet Audit form.
<b>Time Approvals Section</b>	View whether or not overall timesheet and line item approvals are enabled. If they are enabled, this section also displays the name of approval workflow and administrator as entered on the Time Approvals form.
<b>Time Alerts</b>	View the status and number of Timesheet Due and Labor Billing Transfer Audit alerts.
<b>Time Categories Section</b>	View the number of time categories that are entered on the Time Categories form.
<b>Global Comments Section</b>	View the number of global comments that are entered on the Global Comments form.

## Timesheet Options Settings

Set up employee timesheets, timesheet reporting options, and advanced timesheet options with the Options form.

### Video

Title	Description
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

How to...

Select timesheet options for requiring comments on timesheets or adding user-defined fields.

### Require Comments for Hours Entered on Timesheets

You can require employees to enter comments for all the hours that they enter on their timesheets.

If you have multiple companies, you must complete these steps for each company.

#### To require comments for hours that employees enter on timesheets in My Stuff:

1. In the Navigation pane, select **Settings » Time » Options**.
2. On the Options form, set the **Require Comments** option to **Yes**.
3. Click **Save**.

Employees must now enter a comment in the **Comment** field that displays in the day/date field drop-down box in the timesheet grid before they can save a timesheet.

You can also:

- Enter standardized comments on the Global Comments form in Time Settings. This allows employees to select from a list of standard comments when they enter a comment in the **Comment** field in the day/date field drop-down box on a timesheet.
- Use the **Require Comments for Hours** settings on the Accounting tab in the Projects hub to override the company-wide **Require Comments** setting in Time Settings on a project-by-project basis.
- Require employees to enter a revision explanation when they revise timesheets.

### Add a User-Defined Field

Use the Time Settings Options form to add user-defined fields (UDFs) to timesheets.


#### To add a user-defined field to a timesheet:

1. In the Navigation pane, select **Settings » Time » Options**.

2. On the User Defined Field grid, select the **Active** check box for each field type you want to add to the timesheet.

If you modified your personal left grid settings on your timesheet, you will not automatically see an active UDF. You need to adjust your left grid settings on your timesheet to include the active UDF.

If you want to:	Do this:
Add a drop-down choice list	Select the <b>Dropdown</b> field type.
Add a field for numeric value input	Select the <b>Numeric</b> field type.
Add a field for text value input	Select the <b>Memo</b> field type.

3. In the **Caption** field, enter text for the field. This is the name that users see for the column in the timesheet.  
If you use multiple languages, you must enter the caption in each different language that you use. To do this, log in to Vantagepoint in each language that you have enabled, and enter the text in the **Caption** field in the language that you logged in with.
4. Select the **Required** check box to specify that an entry is required in the field for timesheet users.  
Note that user-defined fields are not available for calendar time entries, and making any UDF a required field prevents the use of calendar time entries.
5. Click  to open the Field Settings dialog box, on which you can specify the values to appear in the user-defined field.  
For more information, see [Field Settings Dialog Box](#).
6. On the Options form, click **Save**.

## Fields and Options

Review the fields and options for the Options form and other related dialog boxes.

### Options Form

Use the Options form to decide what displays on a timesheet and which items employees must enter on their timesheets. You can also specify user-defined fields that display on timesheets and for calendar entries.

### Display the Options Form

You display the Options form in Time Settings.



In the Navigation pane, select **Settings » Time » Options**.

### Contents of the Options Form

Use this form to specify the items that you enter or display on a timesheet or in a calendar, under My Stuff.


If you use multiple companies, you must enter the settings on this form for each company. The name of the active company displays on the right side of the Vantagepoint title bar. Use the company drop-down list beside the active company's name to open a different company and enter Time Settings for a different company.

### Contents

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form.
<b>Employee Signature Required</b>	Select whether or not employees must enter their Vantagepoint user name and password as their signature when they submit timesheets. You enter user names and passwords for employees on the Users form in <b>Settings » Security » Users</b> .
<b>Signer's Text</b>	This field displays if you selected <b>Yes</b> for <b>Employee Signature Required</b> . Enter the text that you want to display in a message that employees will receive after they enter their Vantagepoint user name and password (signature) before they submit their timesheets. Click  above the field to open the text editor and format the text.
<b>Time Entered In</b>	Select the hourly increment that employees must use when they enter their hours in a timesheet: Options are: <ul style="list-style-type: none"> <li>▪ <b>Any</b></li> <li>▪ <b>Tenth</b></li> <li>▪ <b>Quarter</b></li> <li>▪ <b>Half</b></li> <li>▪ <b>Whole</b></li> </ul>
<b>Entering Overtime</b>	Select whether or not employees can enter overtime hours on their timesheets. When you select <b>Yes</b> : <ul style="list-style-type: none"> <li>▪ An <b>Overtime</b> field displays in the day/date field drop-down box in Timesheets.</li> <li>▪ Employees can also choose whether or not to display an Overtime totals column on their timesheets by clicking  to the right of the timesheet grid and making the selection on the Right Grid Column Selections dialog box.</li> </ul>

Field	Description
	This field is available only if you set <b>Enable Secondary Overtime</b> to <b>Yes</b> in <b>Settings » Accounting » Labor Options</b> .
<b>Allow Staff to Resubmit</b>	<p>This field displays only if you have <b>not</b> enabled timesheet approvals on the Time Approvals form in Time Settings. Select whether to allow employees to modify submitted timesheets and then resubmit them for processing. This setting applies only to employees whose level is set to <b>Staff</b> in the <b>Timesheet Administration Level</b> field on the Time &amp; Expense tab of the Employees hub. Employees with group and/or system administration levels can resubmit their own timesheets if the appropriate options are specified on the Time &amp; Expense tab of the Employees hub.</p> <p>If you enable timesheet approvals on the Time Approvals form in Time Settings, you determine whether employees can resubmit their timesheets in the approval workflow that you set up for timesheets in Approval Workflows Settings.</p>
<b>Require Comments</b>	<p>Select whether or not to require employees to enter comments for all hours that they enter on their timesheets. When you select <b>Yes</b>, employees must enter a comment in the <b>Comment</b> field that displays in the day/date field drop-down list in the timesheet grid in Timesheets before they can save a timesheet.</p> <p>You can use the <b>Required Comments for Hours</b> setting on the Accounting tab of the Projects hub to override the <b>Require Comments</b> settings on this form, on a project-by-project basis. The setting in the Projects hub does not apply to time categories that you set up for projects, such as vacation and sick leave.</p>
<b>Enable Start/End Time</b>	<p>Select whether or not to use start and end times on timesheets. The start and end times that employees enter on their timesheets are used to calculate the actual number of hours that they work. The number of hours worked is rounded to the nearest tenth, quarter, half or whole hour increment. This setting does not apply when employees enter units on their timesheets.</p> <p>When you select <b>Yes</b> to enable start and end times:</p> <ul style="list-style-type: none"> <li>▪ The <b>Start End Time Entry</b> field displays below the <b>Enable Start/End Time</b> field on this form. Select whether not to have employees enter start and end times by project or by day.</li> <li>▪ The following check boxes are added to the Time &amp; Expense tab of the Employees hub: <ul style="list-style-type: none"> <li>▪ <b>Require Employee to Enter Start and End Times:</b> This allows you to require entry of start and end times on a timesheet on an employee-by-employee basis. When you select this check box for an employee, <b>Start Time</b> and <b>End Time</b> fields are included on the Timesheets form for the employee.</li> <li>▪ <b>Allow Employees to Enter Meals and Breaks:</b> This allows you to specify the employees who will enter on their timesheets the time taken for meals and the number of breaks taken. When you select this check box for an employee, meal time fields and a <b>Breaks Taken</b> field are included on the Timesheets form for the employee.</li> </ul> </li> </ul>



Field	Description
<b>Start End Time Entry</b>	<p>This field displays when you select <b>Yes</b> for <b>Enable Start/End Time</b>. In this field, specify how employees will enter start and end times on timesheets. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>By Project:</b> On a timesheet, employees enter start and end times for each project by clicking in the hours entry field for a day/date in the Timesheet grid. <b>Start Time</b> and <b>End Time</b> fields are included in the drop-down box that opens.</li> <li>▪ <b>By Day:</b> On a timesheet, employees enter start and end times for each day by clicking  to the right of a day's heading at the top of the Timesheet grid. A <b>Start and End Time</b> field is included in the drop-down box that opens.</li> </ul>

### Advanced Time Options Section

Field	Description
<b>Treat Inactive Projects as Dormant</b>	<p>Select whether or not you want to prevent employees from entering inactive projects on their timesheets. Normally, Vantagepoint allows you to use inactive projects for transactions. When you do this, you receive a warning to let you know that you are entering a dormant project, but you are allowed to continue with the entry. Vantagepoint does not allow you to use dormant projects for transactions.</p> <p>When you select <b>Yes</b> for the <b>Treat Inactive Projects as Dormant</b> field, employees will be prevented from entering inactive projects on timesheets. This setting does not affect the use of inactive projects for any other types of transactions in Vantagepoint, such as Billing or Accounts Receivable transactions.</p> <p>When you select <b>No</b> for the <b>Treat Inactive Projects as Dormant</b> field, employees are allowed to enter inactive projects on timesheets. Employees will receive a warning to let them know that they are entering a project with an inactive status, but they are allowed to continue with the entry.</p> <p>If your enterprise uses the Resource Planning application, you can also use this setting to prevent users from auto-populating their timesheets with data from inactive plans. Only data from active plans is available for timesheet entry.</p>
<b>Check Hours Against Expected</b>	<p>In this field, specify whether you want Vantagepoint to compare the total regular hours that an employee enters on a timesheet with the total regular hours that an employee is expected to work. Total overtime hours are not compared.</p> <p>An employee's expected total regular hours for a timesheet are calculated as follows:</p> <p>(Expected hours entered for an employee in the <b>Hours/Day</b> field on the Employment Details tab of the Employees hub) x (Number of days in a timesheet period less any non-working days entered on the Non-Work Days form in Time Settings)</p>

Field	Description
	<p>You specify whether employees will receive a warning or error message when they submit timesheets and there are discrepancies between total timesheet hours entered and total expected work hours. A warning alerts employees to the discrepancy, but allows them to submit the timesheet without changing the timesheet hours. An error alerts employees to the discrepancy and prevents them from submitting the timesheet if the hours entered are greater than expected. Employees can, however, submit the timesheet if the hours entered are fewer than expected.</p> <p>Select one of the following options in the <b>Check Hours Against Expected</b> field:</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> Regular hours submitted on a timesheet will not be checked against expected hours.</li> <li>▪ <b>Warning if Over:</b> A warning message displays if the regular hours submitted on a timesheet are greater than expected.</li> <li>▪ <b>Warning if Under:</b> A warning message displays if the regular hours submitted on a timesheet are fewer than expected.</li> <li>▪ <b>Warning if Either Over or Under:</b> A warning message displays if the regular hours submitted on a timesheet are greater or fewer than expected.</li> <li>▪ <b>Error if Over:</b> An error message displays if the regular hours submitted on a timesheet are greater than expected. Employees must correct the hours before they can submit the timesheet.</li> <li>▪ <b>Error if Under:</b> An error message displays if the regular hours submitted are fewer than expected.</li> <li>▪ <b>Error if Either Over or Under:</b> An error message displays if the regular hours submitted on a timesheet are either greater than or fewer than expected. Employees must correct a timesheet if the regular hours are greater than expected.</li> </ul> <p>The <b>Check Hours Against Expected</b> setting applies to all employees. However, you can override this setting on an employee by employee basis in the <b>Check Hours Entered Against Expected</b> field on the Time &amp; Expense tab of the Employees hub.</p>
<b>Enable Unit Entry</b>	<p>Select whether or not to allow employees to charge units when they enter timesheets.</p> <p>When you allow employees to charge units:</p> <ul style="list-style-type: none"> <li>▪ You must also specify which employees are allowed to charge units. You do this by selecting <b>Allow Employee to Charge Units in Timesheet</b> for an employee on the Time &amp; Expense tab of the Employees hub.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>An <b>Hours/Units</b> toggle displays at the top of the Timesheets form to allow employees to switch the grid on the Timesheets form to allow units and/or hours entries.</li> <li>The <b>Post Units with Timesheets</b> setting displays on this tab, which you must complete.</li> </ul>
<b>Autopopulate from Plan Assignments</b>	<p>Select <b>Yes</b> if you want to automatically populate employees' timesheets with data from resource assignments in project plans. Each time that an employee opens a new or in-progress timesheet, a row is automatically added to the timesheet for each assignment for which the employee has planned hours in the timesheet period. The row is populated with the project, phase, task, and labor code from the resource assignment. For plan assignments that do not include a labor code, the employee's default labor code is used. If a row already exists for the project information in the assignment, a row is not added.</p> <p>Data from a project plan will automatically populate a timesheet if all of the following apply:</p> <ul style="list-style-type: none"> <li>A project has the following settings specified in the Projects hub: <ul style="list-style-type: none"> <li>The <b>Status</b> field in the Summary pane is set to <b>Active</b> or <b>Inactive</b>.</li> <li>The <b>Approved for Use in Processing</b> check box on the Accounting tab is selected.</li> </ul> </li> <li>A project is included in utilization. For information on which projects are included in utilization, see <a href="#">Resource Utilization Calculation</a>.</li> <li>The employee has planned hours that fall within the timesheet period. For example, if an employee has planned hours on Project B from 8/1/2017–8/15/2017 and the timesheet periods are weekly, then timesheets will be populated with Project B data for 7/31/2017–8/6/2017, 8/7/2017–8/13/2017, and 8/14/2017–8/20/2017.</li> </ul> <p>Keep these points in mind:</p> <ul style="list-style-type: none"> <li>If you select <b>Treat Inactive Projects as Dormant</b> on this tab, only data from active projects/plans are populated on timesheets.</li> <li>If an employee who is charging time to a project is removed from that project, timesheet entries for that project are <b>not</b> automatically reversed on the timesheet.</li> <li>Timesheets auto-populate with plan data only when an employee opens their own timesheet. Timesheets are not autopopulated when an administrator opens an employee's timesheet.</li> </ul>
<b>Post Units with Timesheets</b>	<p>This setting displays when you select <b>Yes</b> for <b>Enable Units Entry</b> on this form. Select whether or not you want unit transactions from timesheets posted at the same time when you post the timesheets.</p>

Field	Description
	When you select <b>No</b> and you post timesheets that have unit transactions, a batch entry file for the unit transactions is automatically created. You must post this in addition to the timesheets. You can review the batch entry file before you post it. The name that is assigned to the units batch entry file is in the following format: TKUN- <i>&lt;period in which the batch entry file was generated&gt;</i> - <i>&lt;postseq&gt;</i> (Example of a batch entry file name: TKUN-201703-956, where 201703 is the third accounting period in 2017 and 956 is the posting sequence number)
<b>Hours Allowed to Exceed For Absence Requests</b>	Enter the number of absence hours that employees are allowed to request beyond their current balance. Enter <b>0</b> if you do not allow employees to file absence requests that exceed their accrued hours. You can allow up to <b>999</b> hours in excess.


### Display on Time Entry Section

Field	Description
<b>Labor Code</b>	<p>This field displays only if you use labor codes. Select one of the following options that determine whether or not employees must enter labor codes on their timesheets.</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> Select this option if you do not want employees to enter labor codes for entries on timesheets. The <b>Labor Code</b> field will not display on the Timesheet form. Instead, the default labor code that is entered for employees on the Time &amp; Expense tab of the Employees hub is always used for timesheet entries. <b>Warning:</b> If you do not enter a default labor code for an employee in the Employees hub, the employee will not be able to make an entry to their timesheets.</li> <li>▪ <b>Number:</b> Select this option to include the <b>Labor Code</b> field on the Timesheet entry form. This field prefills with the name of the default labor code that is assigned to an employee on the Time &amp; Expense tab in the Employees hub. Employees can select a different labor code in this field on a timesheet.</li> </ul>
<b>Labor Category</b>	<p>This field displays only if you are using Accounting, Billing, or Resource Planning. Select one of the following options to determine whether or not employees will enter labor categories on their timesheets.</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> Select this option if you do not want employees to enter labor categories on timesheets. Instead, an employee's default labor category (from the Time &amp; Expense tab of Employees hub) will be applied to all labor charges that the employee enters on a timesheet. Employees cannot change the labor category.</li> </ul>


Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Name:</b> Select this option to include the <b>Labor Category</b> field on the Timesheet entry form. This field prefills with the name of the labor category that is assigned to an employee on the Accounting tab in the Employees hub. Employees can select a different labor category in this field on a timesheet.</li> </ul>

### User-Defined Field Grid

Use this grid to define custom fields to be added to timesheets and are supported on the Calendar. You can add up to three fields.

Field	Description
<b>Active</b>	<p>Select this check box to use the corresponding user-defined field (UDF) on timesheets and Calendar.</p> <p>If you modified your personal left grid settings on your timesheet, you will not automatically see an active UDF. You will need to adjust your left grid settings on your timesheet to include the active UDF.</p>
<b>Field Type</b>	<p>Choose the type of field. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Drop-down:</b> The timesheet or Calendar user chooses an entry from a drop-down list.</li> <li>▪ <b>Numeric:</b> The timesheet or Calendar user specifies a numeric value in the field.</li> <li>▪ <b>Memo:</b> The timesheet or Calendar user enters text in the field.</li> </ul>
<b>Caption</b>	<p>Enter descriptive text for the field. This is the name that users see for the column in the timesheet or for the field in timesheet entry in Calendar.</p> <p>If you use multiple languages in Vantagepoint, you must enter the caption in each language that you use. To do this, log in to Vantagepoint in each language and enter the text in the <b>Caption</b> field in the language that you logged in with.</p>
<b>Required</b>	<p>Select whether an entry is required in this field. Timesheet or Calendar users cannot save or submit a record if they do not enter a value for a required field.</p>
<b>Field Settings</b>	<p>Click  to open the Field Settings dialog box, where you can specify the values that display in the user-defined field. For more information, see <a href="#">Field Settings Dialog Box</a>.</p>

### Detailed Timesheet Report Options Section

These settings apply to the Detailed Timesheet report that is generated from the Timesheets form in **My Stuff » Timesheet**. The report includes all information that is entered on an employee's timesheet. Employees choose whether or not they want this report to print automatically when they submit a timesheet, and they can also print the report at any time by using  and the **Actions** option on the Timesheets form.


Field	Description
<b>Include Client Name</b>	Select whether or not to display the client name for each project on the Detailed Timesheet reports.
<b>Include Comments</b>	Select whether or not to display comments for each labor charge on the Detailed Timesheet reports. When you select <b>Yes</b> , the <b>HTML Formatting</b> field displays on this form.
<b>HTML Formatting</b>	This field displays if you selected <b>Yes</b> for <b>Include Comments</b> . Select whether or not you want the comments that are entered on timesheets to be HTML formatted on the Detailed Timesheet reports.

### Field Settings Dialog Box

Use this dialog box in Time Settings to enter information for a user-defined field that you add to a timesheet or a calendar entry. The fields and options vary, based on the type of field that you add to the timesheet.

#### *Display the Field Settings Dialog Box*

You display the dialog box from the Time Settings Option form.


1. In the Navigation pane, select **Settings » Time » Options**.
2. In the User Defined Field grid, click  in the **Field Settings** column for the desired field type.

#### *Field Settings Dialog Box for Drop-down Fields*

Use this dialog box for a user-defined drop-down field.

### Contents

If you use multiple languages, you must enter the text in the **Value** and **Tooltip** fields in each language that your firm uses. To do this, log in to Vantagepoint in each language and then enter the text in the fields, using the language that you selected at login.

Field	Description
<b>Value</b>	<p>Enter the items to include in the field's drop-down list. The items in the drop-down list display in the order in which you enter them in this column.</p> <p>To reorder the items, hover over a row in the grid, click  at the beginning of the row, and then move the row up or down.</p> <p>To delete a value from the list, hover over the row in the grid, and click <b>X</b> at the end of the row. The value is deleted from the drop-down list for the field going forward. If the value was previously selected and saved in the field for a timesheet record or calendar entry, that existing value is not automatically deleted from the field for the record.</p>

Field	Description
<b>Default</b>	Select this check box for any value that you want to prefill in the drop-down list by default. Users can change the entry in the prefilled field when they enter a record.
<b>+ Add Value</b>	Click this option to add a new row to the grid.
<b>Limit Entry to Values List</b>	Select this check box to require that users select only from the drop-down list in the field. Users will not be allowed to type an entry in the field. Clear this check box if you want to allow users to enter in this field a value that is not specified in the drop-down list.
<b>Tooltip</b>	Enter the text that you want users to view when they click ⓘ beside the field. For example, you may want to enter more specific instructions or information about what to enter in the field.

#### *Field Settings Dialog Box for Numeric Fields*

Use this dialog box for a user-defined numeric field.

#### **Contents**

Field	Description
<b>Default Value</b>	Enter a default value to prefill in the timesheet field. Users can change the prefilled value.
<b>Decimal Place</b>	Use this field to specify the number of decimal places to display for numbers.
<b>Minimum Value</b>	To require that the values that users enter in the field are equal to or more than a minimum value, enter that minimum value in this field.
<b>Maximum Value</b>	To require that the values that users enter in the field are less than or equal to a maximum value, enter that maximum value in this field.
<b>Tooltip</b>	<p>Enter the text that you want users to view when they click ⓘ beside the field. For example, you may want to enter more specific instructions or information about what to enter in the field.</p> <p>If you use multiple languages, you must enter the text in the <b>Tooltip</b> field in each language that your firm uses. To do this, log in to Vantagepoint in each language and enter the text in the field in the language that you logged in with.</p>

### Field Settings Dialog Box for Memo Fields

Use this dialog box for a user-defined text field.

#### Contents

If you use multiple languages, you must enter the text in the **Default Value** and **Tooltip** fields in each language that your firm uses. To do this, log in to Vantagepoint in each language and enter the text in the fields in the language that you logged in with.

Field	Description
<b>Default Value</b>	Optional. Enter default text to prefill in the timesheet field. Users can change the prefilled text.
<b>Tooltip</b>	Optional. Enter the text that you want users to view when they click ⓘ beside the field. For example, you may want to enter more specific instructions or information about what to enter in the field.

Learn More About...

Review conceptual information about timesheet options.

### Checking Timesheet Hours Against Expected Hours

You can set up Vantagepoint to compare the total regular hours that an employee enters on a timesheet with the total regular hours that an employee is expected to work.

To turn on this feature, a system administrator selects one of the options in the **Check Hours Against Expected** field on the Options form in Time Settings. Only total regular hours are compared, not total overtime hours. This setting applies for all employees. However, you can override this setting on an employee by employee basis as needed in the **Check Hours Entered Against Expected** field on the Time & Expense tab of the Employees hub.

You can have warning or error messages display when employees submit timesheets with total regular hours that are over and/or under their expected hours. A warning alerts employees to the discrepancy, but allows them to submit the timesheet without changing the timesheet hours. An error alerts employees to the discrepancy and prevents them from submitting the timesheet if the hours entered are greater than expected. Employees can, however, submit the timesheet if the hours entered are fewer than expected.

You enter an employee's expected hours in the **Hours/Day** field on the Employment Details tab of the Employee hub.

An employee's expected total regular hours for a timesheet are calculated as follows:

(Expected hours entered for an employee in the **Hours/Day** field on the Employment Details tab of the Employee hub) x (Number of days in a timesheet period less any non-working days entered on the Non-Work Days tab in Time Settings)



### Automatically Populating Timesheets with Resource Planning Data

If you use Resource Planning, timesheets can be automatically populated with data from projects that have planned hours.

Each time that an employee opens a new or in-progress timesheet, a row is automatically added to the timesheet for each assignment for which the employee has planned hours in the timesheet period. The row is populated with the project, phase, task, and labor code from the resource assignment. If a row already exists for the project information in the assignment, a row is not added.

To have timesheets automatically populated with data from Resource Planning, set **Autopopulate from Plan Assignments** to **Yes** in **Settings » Time » Options**.

Data from a project plan automatically populates a timesheet if all of the following apply:

- A project has the following settings specified in the Projects hub:
  - The **Status** field in the Summary pane is set to **Active** or **Inactive**.
  - The **Approved for Use in Processing** check box on the Accounting tab is selected.
- A project is included in utilization. For information on which projects are included in utilization, see [Resource Utilization Calculation](#).
- The employee has planned hours that fall within the timesheet period. For example, if an employee has planned hours on Project B from 8/1/2019–8/15/2019 and the timesheet periods are weekly, then timesheets will be populated with Project B data for each pay period that has dates within that range.

### Special Considerations

- If an employee is removed as a resource from a plan after charging time to the project, the charged time is not automatically removed from the employee's in-progress timesheet.
- Timesheets are autopopulated with Resource Planning data only when an employee opens their own timesheet. Timesheets are not autopopulated when an administrator opens an employee's timesheet.
- If you set **Treat inactive projects as dormant** to **Yes** in **Settings » Time » Options**, only data from active plans are retrieved.

## Time Periods Settings

Use Time Periods settings to add or delete time periods, or to change the status of a time period.

### Video

Title	Description
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

How to...

Find out what tasks you can perform to manage time periods.

### Change the Status of a Timesheet Period

Change the status of a timesheet period in Time Settings.

**To change the status of a timesheet period:**

1. In the Navigation pane, select **Settings » Time » Time Periods** .
2. In the Time Periods grid on the Time Periods form, navigate to the timesheet period with a status that you want to change.
3. Click in the **Status** field and select a different status setting.
4. Click **Save**.

### Add a Timesheet Period

Add a timesheet period in Time Settings.

If you have multiple companies, you must complete these steps for each company.

**To add a timesheet period:**

1. In the Navigation pane, select **Settings » Time » Time Periods** .
2. On the Time Periods form, click one of the following links below the Time Periods grid to add one or multiple timesheet periods:
  - **+ Add Time Period:** Click this link to add a new time period in the blank row that is added to the grid.
  - **+ Add Multiple Time Periods:** Click this link to add multiple timesheet periods. Complete the information on the Add Multiple Time Periods dialog box, and click the **Add** button to return to the Time Periods tab.
3. Click **Save**.

After you add and save a timesheet period, you can change the timesheet period status, but you cannot change the start date or end date. To change the start date or end date, delete the timesheet period and add it to the grid again.

### Delete a Timesheet Period


You delete timesheet periods in Time Settings.

When you delete a timesheet period, the following occur:

- The timesheet period is removed from the Time Periods grid on the Time Periods form in Time Settings.

- All timesheets that are entered for that period are deleted from Vantagepoint. However, the timesheet **data** that was posted for that period remains in Vantagepoint. The posted data is still reflected in employee and project reports.

#### To delete a timesheet period:

1. In the Navigation pane, select **Settings » Time » Time Periods**.
2. In the Time Periods grid on the Time Periods form, navigate to the timesheet period that you want to delete, hover over the row, and click  at the end of the row.
3. Select **Delete** from the shortcut menu.
4. On the Delete Time Period dialog box that warns you that all corresponding timesheet data will be deleted, click **Delete**.
5. Click **Save**.

### Fields and Options

Learn about the available fields and options in the Time Period form and other related dialog boxes.

#### Time Periods Form

Use this form to set up and manage timesheet periods.

##### *Display the Time Periods*

You access the form in Time Settings.

In the Navigation pane, select **Settings » Time » Time Periods**.

##### *Contents of the Time Periods Form*

Use this form to set up and manage timesheet periods.









#### Contents

Field	Description
<b>Company Name</b>	If you have multiple companies, the name of the active company displays at the top of the form. You enter timesheet periods for each company.

#### Time Periods Grid

Set up timesheet periods in this grid.

## Grid Tools

Field	Description
<b>+ Add Time Period</b>	Click this option below the grid to add a blank row to the grid, and set up a timesheet period in the row.
<b>+ Add Multiple Time Periods</b>	Click this option below the grid to open the Add Multiple Time Periods dialog box. The information that you enter on this dialog box is used to automatically add multiple timesheet periods in rows in the Time Period grid.
	<p>Hover over a row in the grid, click  at the end of the row, and select one of the following options from the shortcut menu to apply to the row:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Click this option to copy the selected timesheet period into a blank row to create a new timesheet period. You can then edit the fields in the row for the new timesheet period as needed.</li> <li>▪ <b>Delete:</b> Click this option to delete the selected timesheet period from the grid. When you delete a timesheet period, all timesheets that are entered in that period are deleted from Vantagepoint. However, the timesheet data that was posted is not removed from Vantagepoint. The posted data is still reflected in employee and project reports.</li> </ul>
	Click this icon at the top right of the grid to filter the list of timesheet periods in the grid. When you click this icon, a blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid displays only the timesheet periods that fit the criteria that you entered in the field. For example, in the blank row, select <b>Closed</b> in the <b>Status</b> field to see only the closed timesheet periods in the grid. To clear the filter criteria, select the value in the field and delete it. Click  again to close the filter.
 or 	To sort the grid rows by one of the grid columns in ascending or descending order, hover over the column heading and click  or  to the right of the column heading.

## Grid Fields

Field	Description
<b>Start Date</b>	Specify or view the start date for the timesheet period. After you enter and save a row in the grid, you cannot change the start date. To change the start date you must delete the row and re-enter the correct information in a new row.
<b>End Date</b>	Specify or view the end date for the timesheet period. After you enter and save a row in the grid, you cannot change the start date. To change the start date you must delete the row and re-enter the correct information in a new row.
<b>Status</b>	Click this field and select a status for the timesheet period. The status determines which timesheet processing options are available to employees for the timesheet period. An employee's administrative level, which is set up on the

Field	Description
	<p>Time &amp; Expense tab of the Employees hub, affects the processing options available to them based on the timesheet period status.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Open:</b> The timesheet period is open to all employees. Employees with a Staff administrative level can enter, edit, and submit timesheets. Employees with a Group, Company, or System administrative level can enter, edit, submit, and approve any timesheet to which they have access.</li> <li>▪ <b>Administrators:</b> The timesheet period is closed to employees with a Staff administrative level, but is open to employees with a Group, Company, and System administrative level. Employees with Staff access cannot enter, edit, or submit timesheets. Employees with a Group, Company, or System administrative level can enter, edit, submit, and approve any timesheet to which they have access.</li> <li>▪ <b>System Administrators:</b> The timesheet period is closed to employees with a Staff, Group, or Company administrative level, but is open to employees with a System administrative level. <ul style="list-style-type: none"> <li>▪ Employees with a Staff administrative level cannot enter, edit, or submit timesheets.</li> <li>▪ Employees with a Group administrative level cannot enter, edit, submit, or approve timesheets.</li> <li>▪ Employees with a Company administrative level cannot enter, edit, submit, or approve timesheets.</li> <li>▪ Employees with a System administrative level can still enter, edit, submit, and approve any timesheet to which they have access.</li> </ul> </li> <li>▪ <b>Closed:</b> The timesheet period is closed to employees with a Staff, Group, Company, or System administrative level. All employees are prevented from entering, editing, submitting, or approving timesheets in the period.</li> </ul> <p>All employees can open and print any timesheet to which they have access, whether the timesheet period status is <b>Open</b>, <b>Administrators</b>, <b>System Administrators</b>, or <b>Closed</b>.</p>
<b>Week or Timesheet Period Number</b>	<p>If you select <b>Yes</b> for the <b>Enable Period Number</b> field on this form, a fourth column displays in the timesheet periods grid with the heading that you selected in the <b>Time Period Label</b> field on this form. The column headings choices are <b>Week</b> or <b>Timesheet Period Number</b>.</p> <p>This column displays the sequential week number or period number for the timesheet period. These numbers are automatically assigned and are based on the number that you entered in the <b>First Timesheet Period Number</b> field on the Add Multiple Time Periods dialog box when you initially set up Time.</p>

**Fields**

Field	Description
<b>Enable Period Number</b>	Select <b>Yes</b> to refer to timesheet periods by a number (for example "Time Period 5") instead of by date range on timesheet screens and reports. A sequential number is assigned to each timesheet period, based on the number that you enter in the <b>First Timesheet Period Number</b> field on the Add Multiple Time Periods dialog box. The number assigned to a timesheet period displays in the <b>Week</b> or <b>Timesheet Period Number</b> field in the Time Periods grid on this form.
<b>Time Period Label</b>	This field displays if you selected <b>Yes</b> in the <b>Enable Period Number</b> field. In the <b>Time Period Label</b> field, select the label that will display beside the timesheet period numbers on the timesheet screens and reports to identify the timesheet periods. A fourth column is also added to the Time Periods grid on this form using the label you select in this field. The options are: <ul style="list-style-type: none"> <li>▪ <b>Week:</b> Select this option if you have weekly timesheets. Example: the screen or a report displays "Week x"</li> <li>▪ <b>Timesheet Period Number:</b> Select this option if your timesheet periods are not weekly. Example: the screen or a report displays: "Timesheet Period Number x"</li> </ul>

**Add Multiple Time Periods Dialog Box**

Use this dialog box to enter settings that will automatically add multiple timesheet periods to the time grid on the Time Periods form in Time Settings.

*Display the Add Multiple Time Periods Dialog Box*

You display this dialog box from the Time Periods form in Time Settings.

1. In the Navigation pane, select **Settings » Time » Time Periods**.
2. Below the Time periods grid on the Time Periods form, click **+ Add Multiple Time Periods**.

*Contents of the Add Multiple Time Periods Dialog Box*

Use the fields on this dialog box to enter settings that will automatically add multiple timesheet periods to the time grid on the Time Periods form in Time Settings.

**Contents**

Field	Description
<b>Frequency</b>	Select the frequency of the timesheet periods. Options are: <b>Monthly</b> , <b>Semi-monthly</b> (twice a month), <b>Biweekly</b> (every two weeks), and <b>Weekly</b> .

Field	Description
<b>New Time Period Status</b>	<p>Click this field and select a status for the timesheet period. The status determines what timesheet processing options are available to employees for the time period. An employee's administrative level that is set up on the Time &amp; Expense tab of the Employees hub affects the processing options available to them based on the time period status.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Open:</b> The time period is open to all employees. Employees with a Staff administrative level can enter, edit, and submit timesheets. Employees with a Group, Company, or System administrative level can enter, edit, submit, and approve any timesheet to which they have access.</li> <li>▪ <b>Administrators:</b> The time period is closed to employees with a Staff administrative level, but is open to employees with a Group, Company, and System administrative level. Employees with Staff access cannot enter, edit, or submit timesheets. Employees with a Group, Company, or System administrative level can enter, edit, submit, and approve any timesheet to which they have access.</li> <li>▪ <b>System Administrators:</b> The time period is closed to employees with a Staff, Group, or Company administrative level, but is open to employees with a System administrative level. <ul style="list-style-type: none"> <li>▪ Employees with a Staff administrative level cannot enter, edit, or submit timesheets.</li> <li>▪ Employees with a Group administrative level cannot enter, edit, submit, or approve timesheets.</li> <li>▪ Employees with a Company administrative level cannot enter, edit, submit, or approve timesheets.</li> <li>▪ Employees with a System administrative level can still enter, edit, submit, and approve any timesheet to which they have access.</li> </ul> </li> <li>▪ <b>Closed:</b> The time period is closed to employees with a Staff, Group, Company, or System administrative level. All employees are prevented from entering, editing, submitting, or approving timesheets in the period.</li> </ul> <p>All employees can open and print any timesheet to which they have access, whether the time period status is <b>Open</b>, <b>Administrators</b>, <b>System Administrators</b>, or <b>Closed</b>.</p> <p>After you make entries on the Add Multiple Time Periods dialog box, when you return to the Time Periods form, where the multiple timesheet periods have been added to the grid, you can change the status of an individual timesheet period in the grid.</p>
<b>Start Date</b>	Specify the start date for the first timesheet period.

Field	Description
<b>End Date</b>	Specify the end date for the last timesheet period.
<b>First Week Number or First Timesheet Period Number</b>	The label for this field depends on whether you selected <b>Week</b> or <b>Time Period Number</b> in the <b>Time Period Label</b> field on the Time Periods form. If you selected <b>Yes</b> for the <b>Enable Period Number</b> field on the Time Periods form (meaning that the timesheet period number displays on timesheet screens and reports instead of a timesheet period date range) enter the first period's number in this field.
<b>Add</b>	Click this button when you finish entering the information on this dialog box. You are returned to the Time Periods form. Timesheet periods are added to the time period grid based on the entries that you made on this dialog box.

## Non-Work Days Settings

Configure the days where employees normally do not work and specify holidays in Non-Work Days time settings.

### Video

Title	Description
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

### Specify Non-Work Days

To identify the days of the week on which your employees normally do not work, and to specify your holidays, go to the Non-Work Days form in either the Resource Planning Settings or Time Settings.

Entries that you make on the form in either Resource Planning Settings or Time Settings are updated on both forms.

On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them. When Vantagepoint spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.


If you have multiple companies, you specify non-work days and holidays separately for each company.

**Videos:** [See related videos below](#)

### To specify non-work days and holidays:

1. If you have multiple companies in Vantagepoint, select the company for which you want to specify non-work days as the active company.
2. In the Navigation pane, select **Settings » Resource Planning » Non-Work Days** or **Settings » Time » Non-Work Days**.



3. Under **Non-Work Days**, select the days of the week that your employees normally do not work.
4. To add a holiday, click **+ Add Holiday** below the Holidays grid to add a blank row.
5. Click in the **Date** field and select the date of the holiday.
6. In the **Type** field, select **Holiday** or **Other**.
7. In the **Description** field, enter the name of the holiday.
8. If the holiday includes more than one day, click  at the end of the row and select **Copy** to copy the holiday information into a new row, and change the date in that row.  
You can also use the copy feature if you want to create rows for a holiday for several years at one time. You can then change the dates and sort the grid based on date if you want to list the holidays chronological order.
9. To add other holidays, repeat steps 3 - 8.
10. Click **Save**.

## Videos

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

## Non-work Days Form

Use the Non-Work Days form in Time Settings, or the Non-work Day tab on the Resource Planning Settings form, to identify the days of the week on which your employees normally do not work and to specify your holidays. Entries that you make on either form are updated on both forms.

On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them.

When Vantagepoint spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

### Display the Non-work Days Form

You access the Non-work Days form in Time Settings.

In the Navigation pane, select **Settings » Time » Non-Work Days**.

## Contents of the Non-Work Days Form


Use the Non-Work Days form in either Resource Planning Settings or Time Settings to identify the days of the week on which your employees normally do not work and to specify your holidays.

Entries that you make on either form are update on both forms.

On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them.

When Vantagepoint spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

### Contents

Field	Description
<b>Active company</b>	If you have multiple companies, the active company displays at the top of the form. If that company is not the company for which you want to specify non-work days, select the correct company from the drop-down list on the Vantagepoint toolbar.
<b>Non-Work Days</b>	Select the check boxes for the days of the week that your employees normally do not work.
<b>Holidays grid</b>	Use this grid to specify the holidays or other special days on which your employees do not normally work.
<b>Date</b>	Click in this field and specify the date of the holiday. If you add holidays in an order other than chronologically, you can click the heading for this column to sort the grid rows by date.
<b>Type</b>	Select the type of time off: <b>Holiday</b> or <b>Other</b> .
<b>Description</b>	Enter the name or other description of the holiday.
	<p>To create a copy of a holiday immediately below it, hover over the row and click this icon. If a holiday includes two days, for example, you can add the first day, copy it for the second day of the holiday, and then change the date for the new row to the next day.</p> <p>You can also use the copy feature if you want to create rows for a particular holiday for several years at one time. You can then change the dates and sort the grid based on date if you want to list the holidays in chronological order.</p>

## Time Groups Settings

Assign time groups for employees to make it possible to complete time-related tasks for a group of employees, rather than one at a time.

## Videos

Title	Description
<a href="#">Time and Expense Groups and Categories</a>	Learn how to set up and use time and expense groups and categories.
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

How to...



You can add or remove time groups of employees in time settings.

### Add a Time Group and Assign Employees to It

You add a time group and assign employees to it in Time Settings. Time groups allow you to organize employees by groups for timesheet entry, editing, submitting, approval, and posting purposes.

If you have multiple companies, you must complete these steps for each company.

#### To add a time group and assign employees to it:



1. In the Navigation pane, select **Settings » Time » Time Groups**.
2. On the Time Groups form, click the **+Add Time Group** link below the Time Groups grid.
3. Enter a time group in the blank row that is added to the grid.
  - In the **Group** field, enter an alphanumeric code to identify the time group.
  - In the **Description** field, enter a description for the time group.
4. Click  at the end of the row and select **Assign Employees** from the shortcut menu.
5. On the Assign Employees to Group dialog box, select the employees to assign to the expense group.  
Select the **Available Employees** check box to select all the employees in the list. Or, select employees individually in the list.
6. Click .  
The employees that you selected are moved to the list of employees for the group on the dialog box.
7. Click **Apply**.  
The entries that you made on the dialog box are saved, and you are returned to the Time Groups form.
8. On the Time Groups form, click **Save**.

### Remove an Employee from a Time Group

You can remove an employee from a timesheet time group in Time Settings.

**Prerequisite:** You have already added a time group in Time Settings and assigned employees to it.

#### To remove an employee from a time group:

1. In the Navigation pane, select **Settings » Time » Time Groups**.
2. On the Time Groups form, navigate to the time group in the Time Groups grid, hover over the row, and click  at the end of the row.
3. Select **Assign Employees** from the shortcut menu.
4. On the Assign Employees to Group dialog box, select the employee to remove from the time group in the list below the **Employees in the Group** check box.
5. Click .  
The employee is removed from the time group and moved back to the Available Employees list on the dialog box.
6. Click **Apply**.  
The entries that you made on the dialog box are saved, and you are returned to the Time Groups form.

### Fields and Options

Learn about the available fields and options for the Time Groups form and other related dialog boxes.

### Time Groups Form

Use this form to set up time groups and assign employees to the groups.

Time groups allow you to organize employees by groups for timesheet entry, editing, submitting, approval, and posting purposes. For example, you can establish groups for the employees who share the same job function, work in the same department, or work in the same office. Time groups allow you to distribute timesheet administration responsibilities by time group and define timesheet categories.

Time groups are optional.

Time groups allow you to do the following:

- Distribute timesheet administration responsibilities for groups of employees among different administrators.  
For example, you can establish time groups for the employees who share the same job function, work in the same department, or work in the same office.  
You set up time groups on the Time Groups form. You can assign employees to the time groups if the employees are already set up in the Employees hub. Alternatively, after you set up time groups on the Time Groups form, you can assign time groups to an employee

on the Time & Expense tab in the Employees hub and give group-level administrative rights to certain employees that allow them to perform the administrative tasks for time groups, such as edit, submit, and post timesheets for a time group.

- Set up time categories for each time group, instead of having one set of time categories that applies for all employees.  
Time categories define the projects that employees charge time to regularly, such as vacation, holidays, and training.

### Display the Time Groups Form

You access the Time Groups form in Time Settings.

In the Navigation pane, select **Settings » Time » Time Groups**.

### Contents of the Time Groups Form




Set up time groups and assign employees to the groups on this form. Time groups are optional.

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form. You enter time groups for each company.

### Time Groups Grid

Use this grid to set up time groups.

### Grid Tools

Field	Description
<b>+ Add Time Group</b>	To add a time group to the grid, click this option below the Time Groups grid. This adds a blank row to the grid. Complete the information in the row.
	<p>Hover over a row in the grid, click  at the end of the row, and select one of the following options from the shortcut menu to apply to the row:</p> <ul style="list-style-type: none"> <li>■ <b>Assign Employees:</b> Click this option to open the Assign Employees to Group dialog box and assign employees to the selected time group. The assignments that you make here prefill in the <b>Group</b> field on the Time &amp; Expense tab in the Employees hub for an employee. If you change the time group for an employee in either location, the change is updated in both locations.</li> <li>■ <b>Delete:</b> Click this option to delete the selected time group. If a time group is already in use, you cannot delete it.</li> </ul>
	Click this icon at the top right of the grid to filter the list of time groups in the grid to display only the time groups that fit the criteria that you enter. In the <b>Group</b> or

Field	Description
	<b>Description</b> field in the blank row that is added to the top of the grid, enter text to filter the list. For example, if you enter M in the <b>Group</b> field, only the time groups whose group ID starts with an M display in the grid. To clear the filter criteria, select the value in the field and delete it. Click ▼ again to close the filter.
▼ or ▲	To sort the grid rows by one of the grid columns in ascending or descending order, hover over the column heading and click ▼ or ▲ to the right of the column heading.

### Grid Fields

Field	Description
<b>Group</b>	Enter an alphanumeric code to identify the time group. After you add a time group, you cannot change the group code. To change the group code, delete the time group, add a new time group to the grid, and enter the new code for it.
<b>Description</b>	Enter a description for the time group. The description that you enter here displays in the <b>Group</b> field drop-down list on the Time & Expense tab of the Employees hub. You assign a time group to each employee. After you add a time group, you can change the description information for a time group.

### Assign Employees to Group Dialog Box

Use this dialog box in Settings to assign employees to a time group or expense group. You organize employees by groups for timesheet and expense report entry, submitting, approval, and posting purposes.

The name of the dialog box changes dynamically, to reflect the selected time or expense group. The name displays in the following format:

Assign Employees to <Time or Expense Group Name> Group

### Display the Assign Employees to Group Dialog Box

You display this dialog box from the Time Groups form in Time Settings or from the Expense Groups form in Expense Settings.

Complete one of the following actions:








Location	Steps
Display the dialog box in Time Settings	<ol style="list-style-type: none"> <li>1. In the Navigation pane, select <b>Settings » Time » Time Groups</b>.</li> <li>2. On the Time Groups form, complete one of the following:</li> </ol>

Location	Steps
	<ul style="list-style-type: none"> <li>For a new time group, click the <b>+Add Time Group</b> link below the Time Groups grid to add a time group. Complete the information in the row, click ⋮ at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> <li>For an existing time group, hover over the row, click ⋮ at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> </ul>
Display the dialog box in Expense Settings	<ol style="list-style-type: none"> <li>In the Navigation pane, select <b>Settings » Expense » Expense Groups</b>.</li> <li>On the Expense Groups form, complete one of the following: <ul style="list-style-type: none"> <li>For a new expense group, click the <b>+Add Expense Group</b> link below the Expense Groups grid to add an expense group. Complete the information in the row, click ⋮ at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> <li>For an existing expense group, hover over the row, click ⋮ at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> </ul> </li> </ol>

### Contents of the Assign Employees to Group Dialog Box

Use the fields on this dialog box to assign employees to a time group or expense group in Settings.

Field	Description
<b>Available Employees</b>	<p>Select this check box to select all the available employees in the list below the check box to assign to the group.</p> <p>To sort the list of available employees in ascending or descending alphabetical order, hover over <b>Available Employees</b>, and click ^ or v to the right of <b>Available Employees</b>.</p>
<b>List of Available Employees</b>	<p>The list of available employees to assign to the group displays below the <b>Available Employees</b> check box. Instead of clicking that check box to select all employees, you can select the check box for individual employees in the list to assign to the group.</p> <p>An image for an employee displays beside an employee name in the list if an image has been uploaded for an employee in the Employees hub. You can click the employee name in the list to open an info bubble that displays more information about the employee.</p>

Field	Description
	After you select employees to assign to the group, click  to assign the selected employees to the group. The employees are moved from the list of available employees to the list of employees in the group.
	To remove employees from the group, select the employees to remove from the list of employees in the group, and click  . The employees are moved back to the list of available employees.
<b>Employees in the Group</b>	Select this check box to select all the employees in the group to remove from the group. To sort the list of employees for the group in ascending or descending alphabetical order, hover over <b>Employees in the Group</b> and click  or  to the right of <b>Employees for the Group</b> .
<b>List of Employees in the Group</b>	<p>When you select employees from the list of available employees to assign to a group and then click , the employees are assigned to the group and moved to the employees for the group list.</p> <p>An image for an employee displays beside an employee name in the list if an image has been uploaded for an employee in the Employees hub. You can click the employee name in the list to open an info bubble that displays more information about the employee.</p>
<b>Clear Selections</b>	When you click a check box for an employee in the list of available employees or the list of employees in the group, <b>Clear Selections</b> displays below the list. Click the option to clear the check box for all employees that have the check box selected.
<b>x/x selected</b>	When you click a check box for an employee in the list of available employees or in the list of employees for the group, the number of employees that you select in the list and the total number of employees in the group display below the list.
<b>Apply</b>	Click this button to save the entries that you made on the dialog box and return to the Time Groups or Expense Groups form.

Learn More About...

Review conceptual information about time groups.

### Time Groups for Timesheets

Time groups allow you to distribute timesheet administration responsibilities among different administrators based on groups of employees and set up time categories by groups of employees. Time groups are optional.

For example, you can establish time groups for the employees who share the same job function, work in the same department, or work in the same office.

**Video:** [See related video below](#)



In **Settings » Time » Time Groups**, a system administrator sets up time groups and assigns employees to them. Alternatively, you can assign a time group to an employee on the Time & Expense tab in the Employees hub. On the Time & Expense tab, you also give an employee group-level administrative access, which allows them to edit new and in-progress timesheets and submit and post timesheet for the employees in a time group.

When you use time groups, you can set up time categories by time groups, instead of having one set of time categories for all employees. Time categories define projects that employees charge time to regularly, such as vacation time. The categories display automatically on timesheets, allowing employees to charge time to the category without having to enter project data. You set up time categories in **Settings » Time » Time Categories**.

## Video

Title	Description
<a href="#">Time and Expense Groups and Categories</a>	Learn how to set up and use time and expense groups and categories.

## Example: Employee Timesheet Groups

Employee groups can make the timesheet process more efficient.

Assume that, in the past, your enterprise relied on one person to review, edit, and post employee timesheets. The task was overwhelming because the person was not familiar with certain project numbers, labor codes, or other timesheet entries. This led to late and inaccurate timesheet submissions.

To improve the situation, you decide to set up employee timesheet groups based on departmental functions. You classify departmental functions into five groups and identify the employees who belong in each group.

- Accounting (8 employees)
- Administration (10 employees)
- Executive (4 employees)
- Project Management (12 employees)
- Sales and Marketing (8 employees)

You identify one person from each group as the group administrator. This person is responsible for ensuring the timely and accurate submission of timesheets from all members of the group.

For best results, you ensure that each group administrator knows:

- The employees in the group and how best to contact them when timesheets are due.
- The project numbers, labor codes, and other values that are appropriate entries for employees in the group.

By spreading timesheet administration across your company, you improve the speed and accuracy of timesheet submission, approval, and posting.

## Timesheet Ratio Settings

Use timesheet ratios to check and compare an employee's time utilization with an available metric in the Ratios form.

### Set Up Timesheet Ratios to Display in Timesheets

A system administrator can specify whether or not employees can view their timesheet ratios when they enter timesheets under My Stuff.

If you have multiple companies, you complete the timesheet ratio settings for each company.

**To make employees' timesheet ratios viewable from timesheets for the active company:**

1. In the Navigation pane, select **Settings » Time » Ratios**.
2. In the Show Ratios section of the Ratios form, select the check boxes for the timesheet ratios that you want employees to be able to view when they enter timesheets.
3. In the Show Totals section, select the timeframes for which to display the selected ratios from a timesheet.
4. Click **Save**.

Employees view their ratios from a timesheet by clicking their name at the top of the Timesheets form in **My Stuff » Timesheet**. This opens the Employee Card, where employees can view their own timesheet ratios on the Ratios tab.

### Ratios Form

Use the Ratio form in Time Settings to select the timesheet ratios that employees can view from their timesheets and the timeframes for the ratios.

Each of the ratios compares an employee's direct (billable) hours with some variation of totals hours, which allows you to review utilization within a specific timeframe.

Ratios can help employees determine the following:

- What percentage of their time is billable time.
- What percentage is not billable.
- How these percentages compare to planned targets for billable hours.

Employees view their ratios from a timesheet by clicking their name at the top of the Timesheets form. This opens the employee card, where employees can view their own ratios on the Ratios tab.

### Display the Ratios Form

You access the Ratios form in Time Settings.

In the Navigation pane, select **Settings » Time » Ratios**.

### Contents of the Ratios Form

Use this form to select the timesheet ratios that employees can view from their timesheets and the timeframes for the ratios.

Each of the ratios compares an employee's direct (billable) hours with some variation of totals hours, which allows you to review utilization within a specific timeframe.

Ratios can help employees determine the following:

- What percentage of their time is billable time.
- What percentage is not billable.
- How these percentages compare to planned targets for billable hours.

Employees view their ratios from a timesheet by clicking their name at the top of the Timesheets form. This opens the Employee Card, where employees can view their own ratios on the Ratios form.

### Contents

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form. You specify the ratios that display on timesheets for each company.

### Show Ratios Section

In this section, select the ratios that employees can view from their timesheets.

Field	Description
<b>Direct / Total</b>	Select this check box to display the percentage of total hours that are direct (billable) hours. This ratio is also known as the gross chargeable ratio.
<b>Direct / (Total - Absence)</b>	Select this check box to display the percentage of total hours, less benefit hours that are direct (billable) hours. This ratio is also known as the net chargeable ratio.
<b>Target</b>	Select this check box to display the expected percentage of direct (billable) hours for an employee, as defined in the <b>Target Ratio</b> field on the Employee Details tab of the Employees hub for an employee.
<b>Direct / Standard</b>	Select this check box to display the percentage of standard hours that are direct (billable) hours.
<b>Direct / (Standard - Absence)</b>	Select this check box to display the percentage of standard hours, less benefit hours, that are direct (billable) hours.

### Show Totals Section

In this section, select the timeframes for which you want the ratios to display:

Field	Description
<b>Current</b>	Select this check box to display ratios for the current timesheet period.
<b>Month-to-Date</b>	Select this check box to display ratios for the current month.
<b>Quarter-to-Date</b>	Select this check box to display ratios for the current quarter.
<b>Show Year-to-Date</b>	Select this check box to display ratios for the current year.

## Timesheet Ratios

Timesheet ratios compare an employee's direct (billable) hours with some variation of totals hours, which allows you to review an employee's utilization within a specific timeframe.

Standard hours for ratio calculations are based on the following:

- The non-working days and holiday settings that you define in **Settings » Time » Non-Work Days**.
- An employee's expected work hours per day that are entered in the **Hours/Day** field on the Employment Details tab in the Employee hub.

Timesheet ratios are displayed as percentages.

Ratios can help employees determine the following:

- What percentage of their time is billable time.
- What percentage is not billable.
- How these percentages compare to planned targets for billable hours.

In **Settings » Time » Ratios**, a system administrator selects whether or not the timesheet ratios can be viewed by employees when they enter their timesheets.

Possible ratios to display are:

- Direct / Total (also known as gross chargeable ratio)
- Direct / (Total – Absence) (also known as the net chargeable ratio)
- Direct / Standard
- Direct / (Standard – Absence)
- Target (the expected percentage of direct (billable) hours for an employee)

You also choose whether to display totals for each of the ratios for the current timesheet period, month-to-date, quarter-to-date, and year-to-date.

If you use multiple companies, you complete the timesheet ratio settings on the Ratios form in Time Settings for each company in your enterprise.

Employees view their ratios from a timesheet by clicking their name at the top of the Timesheets form. This opens the Employee Card, from which they can view their ratios on the Ratios form.

## Timesheet Audit Settings

Keep track of timesheet related employee revisions with Timesheet Audit settings.

How to...

You can require revision explanations for timesheets and set up auditing for both timesheet revisions and billing labor transfers.

### Require Revision Explanations for Timesheets

You can require that employees enter an explanation for revisions that they make to timesheets.

If you have multiple companies, you must complete these steps for each company.

#### To require comments for revisions made to timesheets:

1. In the Navigation pane, select **Settings » Time » Timesheet Audit**.
2. On the Timesheet Audit form, set the **Enable Revision Audit** option to **Yes**.
3. In the **Revision Audit Frequency** field, select when to start the auditing (when employees start or submit a timesheet).
4. In the **Require Revision Explanation** field, select when the explanation entry is required (after submitting a timesheet or when revisions are made to timesheet entries that were made for previous days).
5. Optional: Click **+ Add Explanation** below the Global Revision Explanation grid to add a row to the grid and add a standardized revision explanation that employees can select when they make revisions to timesheets.
6. Click **Save**.

Employees must now enter a revision explanation on the Revision Explanation dialog box when they revise and then save or submit a timesheet.

After you enable revision auditing, if there are some employees for whom you do not want to require revision explanations, you can turn off revision auditing on an employee-by-employee basis on the Time & Expense tab in the Employees hub.

### Turn on Auditing for Timesheet Revisions

You turn on auditing for timesheet revisions in Time Settings. This tracks the changes that are made to a timesheet whenever employees, approvers, or timesheet administrators update, delete, submit, or approve a timesheet.

If you have multiple companies, you must complete these steps for each company.

#### To turn on timesheet auditing:

1. In the Navigation pane, select **Settings » Time » Timesheet Audit**.

2. On the Timesheet Audit form, set the **Enable Revision Audit** option to **Yes**.
3. In the **Revision Audit Frequency** field, select when to start the auditing (when employees start a timesheet or when they submit a timesheet).
4. In the **Require Revision Explanation** field, select whether to require employees to enter revision explanations on timesheets.  
You specify when the explanation entry is required, either after submitting a timesheet or when revisions are made to timesheet entries that were made for previous days.
5. Optional: Click **+ Add Explanation** below the Global Revision Explanation grid to add a row to the grid and add a standardized revision explanation that employees can select when they make revisions to timesheets.
6. Click **Save**.

After you enable revision auditing, if there are some employees for whom you do not want to require revision explanations, you can turn off timesheet revision auditing on an employee-by-employee basis on the Time & Expense tab in the Employees hub.

#### Turn on Auditing for Billing Labor Transfers

You turn on auditing for billing labor transfers in Time Settings. This allows you to transfer timesheet labor hours in Interactive Billing or Interactive Approvals in the desktop application. This also allows you to send a timesheet alert to the affected employee after the transfer is processed.

If you have multiple companies, you must complete these steps for each company.

#### To turn on billing labor transfer auditing:

1. In the Navigation pane, select **Settings » Time » Timesheet Audit**.
2. On the Timesheet Audit form, set the **Enable Billing Transfer Audit** option to **Yes**.
3. Optional: Click **+ Add Reason** below the Global Transfer Reason grid to add a row to the grid and add a standardized transfer reason that employees can select when they make a labor transfer in Interactive Billing or Interactive Approvals.
4. Click **Save**.

In the **Settings » Time » Alerts**, set up the **Labor Billing Transfer Audit alert** to be sent automatically to employees who are affected by labor transfers.

#### Time Audit Form

Use the Time Audit form of Time Settings to turn on auditing that tracks the revisions made to employee timesheets, billing labor transfers for timesheet hours, or both.

#### Display the Timesheet Audit Form

You access the form in Time Settings.









In the Navigation pane, select **Settings » Time » Timesheet Audit**.

### Contents of the Timesheet Audit Form







Use this form to turn on auditing that tracks the revisions made to employee timesheets, billing labor transfers for timesheet hours, or both.

#### Contents

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form. You turn on timesheet auditing for each company.
<b>Enable Revision Audit</b>	<p>Select whether or not to enable revision auditing for timesheets. This tracks the changes that are made to a timesheet whenever employees, approvers, or timesheet administrators update, delete, submit, or approve a timesheet.</p> <p>When you select <b>Yes</b> to enable revision auditing, you also:</p> <ul style="list-style-type: none"> <li>▪ Determine when the auditing starts for timesheets.</li> <li>▪ Set up standard revision explanations for employees and timesheet administrators to enter on timesheets.</li> </ul> <p>The Timesheet Audit Detail report (in Employee Reporting) tracks the following information when you select <b>Enable Revision Audit</b>:</p> <ul style="list-style-type: none"> <li>▪ Date and time of change</li> <li>▪ Employee or approver name of the person responsible for the change</li> <li>▪ Action that was taken (update, submit, and approve)</li> <li>▪ Day on the timesheet to which the change applies</li> <li>▪ Fields that were updated and their original and new values</li> <li>▪ Revision explanations, if revision explanations are enabled</li> </ul>
<b>Revision Audit Frequency</b>	<p>This field displays if you select <b>Yes</b> for the <b>Enable Revision Audit</b> field. Select one of the following options that determines when auditing starts for timesheets:</p> <ul style="list-style-type: none"> <li>▪ <b>Start When Employee Submits Timesheet:</b> Auditing starts when employees submit a timesheet for the first time. The auditing information on the Timesheet Audit Detail report consists of the employee name and the date and time on which the timesheet was submitted. Auditing continues while the timesheet is in progress.</li> <li>▪ <b>Start When Employee Starts Timesheet:</b> Auditing starts when employees starts a timesheet for the first time. If a timesheet is updated and saved frequently, each update will be reflected in the Timesheet Audit Detail report. In addition, if a timesheet is entered daily, a revision will be created each day that the time is entered and saved.</li> </ul>

Field	Description
<b>Require Revision Explanation</b>	<p>This field displays if you select <b>Yes</b> for the <b>Enable Revision Audit</b> field.</p> <p>Select whether or not to require employees and timesheet administrators to enter an explanation when they revise a timesheet. If you require an explanation, you specify when the explanation is entered. When you require revision explanations, the explanations are entered on a timesheet, but they are not listed on the Timesheet Audit Detail report.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> Do not require a revision explanation.</li> <li>▪ <b>After the Employee Submits:</b> Require that employees and timesheet administrators enter an explanation for each revision that they make to a timesheet after the timesheet is submitted.</li> <li>▪ <b>After Any Updates Prior to the Current Day:</b> Require that employees and administrators enter an explanation when they revise hours on a timesheet for a previous day. Changes that are entered for the day that is the current date do not require an explanation.</li> </ul>
<b>Global Revision Explanation</b>	<p>This grid displays if you select <b>Yes</b> for the <b>Enable Revision Audit</b> field.</p> <p>Use this grid to set up standard explanations for employees to select when they enter an explanation for a timesheet revision. The explanations that you enter here display on the Revisions Explanation dialog box that displays when you make a revision and then save or submit a timesheet.</p> <p>Click <b>+ Add Explanation</b> below the grid to add a row to the grid, and enter a revision explanation in the row.</p> <p>Click  at the end of the revision explanation field to open the Global Revision Explanation dialog box and format the explanation text, with bolding, bullets, and so on. If  does not display, click in the row.</p> <p>To copy a row to create another revision explanation, hover over the explanation to copy, and click  at the end of the row. Select <b>Copy</b> from the shortcut menu. A new row in the grid prefills with the copied text, which you can revise to create a new revision explanation.</p> <p>To delete a revision explanation from the grid, hover over the explanation, click  at the end of the row, and select <b>Delete</b> from the shortcut menu.</p> <p>To sort the rows in alphabetical ascending or descending order, click  or  to the right of the grid title.</p> <p>To filter the list of revision explanations, click  to the right of the grid title. In the blank row that is added to the top of the grid enter filter criteria, such as a word in a revision explanation. To clear the filter criteria, select the value in the field and delete it. Click  again to close the filter.</p>
<b>Enable Billing Transfer Audit</b>	<p>You must have access to Billing for this option to display.</p> <p>Select whether or not to allow labor transfers of timesheet hours from one project, phase, task, or labor code to another to occur in Interactive Billing or Draft Invoice Approvals. When you select <b>Yes</b>, this allows a biller or project</p>



Field	Description
	<p>manager to do a labor transfer in Billing without requiring approval from the employee who originally entered the time.</p> <p>When you enable billing transfers, you can also have a timesheet alert sent to the affected employee after the transfer is processed so that they are aware of the transfer. You set up the Labor Billing Transfer Audit alert in <b>Settings » Time » Alerts</b>. Affected employees (or their supervisor/administrator) receive an alert through the Notification Center. When they click the alert, it opens the Timesheet form. On the form, they select <b>Acknowledge Transfers</b> from the <b>Actions</b> drop-down menu. In the Billing Transfer Audit dialog box they review the transfer information and acknowledge the transfer.</p>
<b>Global Transfer Reason</b>	<p>This grid displays if you select <b>Yes</b> for the <b>Enable Billing Transfer Audit</b> field. Use this grid to add standard global transfer reasons for labor transfers that employees can select when they enter billing transfers.</p> <p>Click <b>+ Add Reason</b> below the grid to add a row to the grid, and enter a transfer reason in the row.</p> <p>Click  at the end of the transfer reason field to open the Global Transfer Reason dialog box and format the explanation text, with bolding, bullets, and so on. If  does not display, click in the row.</p> <p>To copy a row to create another transfer reason, hover over the row to copy, click <b>:</b> at the end of the row, and select <b>Copy</b> from the shortcut menu. A new row in the grid prefills with the copied text, which you can revise to create a new transfer reason.</p> <p>To delete a transfer reason from the grid, hover over it, click <b>:</b> at the end of the row, and select <b>Delete</b> from the shortcut menu.</p> <p>To sort the rows in alphabetical ascending or descending order, hover over the grid title and click  or  to the right of the grid title.</p> <p>To filter the list of transfer reasons, click  to the right of the grid title. In the blank row that is added to the top of the grid enter filter criteria, such as a word in a transfer reason. To clear the filter criteria, select the value in the field and delete it. Click  again to close the filter.</p>

## Time Approvals Settings

Configure settings that are related to timesheet approvals in Time Approvals settings.

### Video

Title	Description
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

## Require that Timesheets Be Approved

You can require that timesheets go through an approval process.

### Prerequisites:

- You must have at least one employee entered in the Employees hub.
- If you want to use an approval workflow for timesheets that is different than the ones that are provided in Vantagepoint, you must set up the approval workflow in **Settings » Workflow » Approval Workflows** in the desktop application.

If you have multiple companies, you must complete these steps for each company.

**Video:** [See related video below](#)

### To require that timesheets go through an approval process:

1. In the Navigation pane, select **Settings » Time » Time Approvals**.
2. On the Time Approvals form, set the **Use Time Approvals** option to **Yes**.
3. In the **Approval Workflow** field, select the approval workflow to use for timesheets.  
You can select a predefined approval workflow or any approval workflow that you created for timesheets in Approval Workflows Settings that has an Active status.
4. In the **Approval Administrator** field, select the employee who will have administrative responsibilities and provide assistance for approval workflow processing for timesheets.  
If the approval workflow that you entered in the **Approval Workflow** field already has an approval administrator assigned to it in Approval Workflows Settings, the name of that approval administrator prefills in the **Approval Administrator** field on the Time Approvals form. If you change the approval administrator in this field, the approval administrator is also changed in Approval Workflows Settings for the approval workflow.
5. Click **Save**.

### Video

Title	Description
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

## Time Approvals Form

Use the Time Approvals form to require that timesheets go through an approval process, and enter some settings for the approval process.

### Display the Time Approvals Form

You access the Time Approvals form in Time Settings.

In the Navigation pane, select **Settings » Time » Time Approvals**.

## Contents of the Time Approvals Form

Use this form to require that timesheets go through an approval process, and enter some settings for the approval process.

### Contents

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form. You turn on timesheet approvals for each company.
<b>Use Time Approvals</b>	Select whether or not to use an approval process for approving timesheets. You must have at least one employee set up in the Employees hub before you can select <b>Yes</b> .
<b>Approval Workflow</b>	<p>If you select <b>Yes</b> to use time approvals for timesheets, select the approval workflow to use. An approval workflow identifies the steps in the approval process, the employees who are assigned to each approval step, and the notification alerts to send for each step to keep the approval process on schedule.</p> <p>You can select one of the predefined approval workflows:</p> <ul style="list-style-type: none"> <li>▪ <b>Timesheet Default:</b> An employee's supervisor must approve the overall timesheet.</li> <li>▪ <b>Timesheets &amp; Lines Default:</b> An employee's supervisor must approve the overall timesheet and project managers must approve individual line items for projects on a timesheet.</li> <li>▪ <b>Timesheet Line Default:</b> Project managers must approve individual line items for projects on a timesheet.</li> </ul> <p>You can also create your own approval workflows in <b>Settings » Workflow » Approval Workflows</b> in the desktop application. After you create an approval workflow for timesheets and give it an Active status, it displays in the drop-down list in the <b>Approval Workflow</b> field on the Time Approvals tab.</p> <p>If you use an approval workflow that requires line items on timesheets to be approved, you can override the requirement for line item approvals on a project-by-project basis in the <b>Timesheet Line Item Approval</b> field on the Accounting tab in the Projects hub.</p>
<b>Approval Administrator</b>	<p>If you select <b>Yes</b> to use time approvals, select the employee who will have administrative responsibilities and provide assistance for approval workflow processing.</p> <p>If the approval workflow that you entered in the <b>Approval Workflow</b> field on this tab already has an approval administrator assigned to it in <b>Settings » Workflow » Approval Workflows</b> in the desktop application, the name of that approval administrator prefills in the <b>Approval Administrator</b> field on this tab. If you change the prefilled approval administrator in the <b>Approval Administrator</b> field on this tab, the approval administrator is also changed in Approval Workflows Settings for the approval workflow.</p>

Field	Description
	<p>The approval administrator can:</p> <ul style="list-style-type: none"> <li>Edit workflow steps in Approval Workflows Settings when there are in-progress approvals.</li> <li>Reassign employees to an approval step when there are approval workflow failures. These failures occur whenever an approval assignment cannot be made to the employee (role) who is specified for an approval step.</li> </ul> <p>The approval administrators must:</p> <ul style="list-style-type: none"> <li>Have role security that gives access to Timesheets and Approval Workflows Settings.</li> <li>Be specified as an approver of a step to take approval action for an approval workflow step. Alternatively, an approval administrator can reassign an approval step to themselves, so that they can approve a record for a step.</li> </ul> <p>If you use multiple companies, you can enter an employee from any company in this field. The Employee lookup in this field includes employees from all of your companies.</p>

## Timesheet Alerts Settings

You set up timesheet related alerts in Settings.

How to...

Set up timesheet-related alerts.

### Set Up Alerts for Timesheet Due

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

If a URL is specified in the **Application URL** field in **Settings » General » Communications**, the email alert includes a link to the Vantagepoint application.

**Prerequisite:** Before you create alert rules, you need to create employee groups to which you apply the rules.

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

#### To set up timesheet due alerts:

- In the Navigation pane, select **Settings » Time » Alerts**.
- In the grid of the Alerts form, click **Timesheet Due** under the **Alert** column.

3. On the Timesheet Due Alert dialog box, use the available fields and options to configure a new alert or modify an existing alert .
4. Click **Save and Close**.
5. On the Alerts form, select the corresponding check box under the **Active** column to enable the alert.

### Set Up Alerts for Labor Billing Transfer Audit

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

**Prerequisites:** Before you create labor billing transfer audit alert rules, you must:

- Set the **Enable Billing Transfer Audit** option to **Yes** in **Settings » Time » Timesheet Audit**.
- Create employee groups to which you apply the rule.

#### To set up labor billing transfer audit alerts:

1. In the Navigation pane, select **Settings » Time » Alerts** .
2. In the grid of the Alerts form, click **Labor Billing Transfer Audit** under the **Alert** column.
3. On the Labor Billing Transfer Audit Alert dialog box, use the fields and options to configure a new alert or modify an existing alert .
4. Click **Save and Close**.
5. On the Alerts form, select the corresponding check box under the **Active** column to enable the alert.

### Fields and Options

Use the field and options in the Alerts form and related dialog boxes to set up timesheet-related alerts.

### Alerts Form

Set up timesheet alerts for a single company or for each company, if you have multiple companies.

#### *Display the Alerts Form*

You access the Alerts form in Time Settings.

In the Navigation pane, select **Settings » Time » Alerts**.

### Contents of the Alerts Form

Use this form to set up and manage the status of Labor Billing Transfer Audit and Timesheet Due alerts.

#### Contents

Field	Description
<b>Company Name</b>	If your firm uses multiple companies, the name of the active company displays at the top of the form. You can select a different company.

#### Grid Fields

Field	Description
<b>Alert</b>	This column lists available alert types. Click a type to display the corresponding dialog box for the alert, on which you can specify the alert criteria, recipients, and delivery method.
<b>Active</b>	This column displays a check box for each type of alert. Select the check box for an alert to enable it.

#### Labor Billing Transfer Alert Dialog Box

Labor billing transfer audit alerts notify specified employees when a line item on a timesheet has hours that are transferred from one project, phase, task, or labor code to another.

To enable this alert, you must first select the **Enable Billing Transfer Audit** option in **Settings » Time » Timesheet Audit**.

If you use multiple companies and the employee is associated with more than one company, the Labor Billing Transfer Alert applies to the company where the employee made the original labor entry.

For example, you are an employee in Company A, which has **Timesheet Audit** enabled and **Labor Billing Transfer Audit Alert** configured to alert you via email. Company B does not have the alert configured. You charged 2.0 hours against Company B, and a biller in Company B subsequently used Interactive Billing to transfer the 2.0 hours to another project. You will receive the alert because you were in Company A when you made the original charge.

#### Display the Labor Billing Transfer Alert Dialog Box




Display the dialog box from the Time Setting Alerts form.

1. In the Navigation pane, select **Settings » Time » Alerts**.
2. In the grid on the form, click **Labor Billing Transfer Audit** under the **Alert** column.

### Contents of the Labor Billing Transfer Alert Dialog Box

Use these fields and options to set up labor billing transfer audit alerts to notify employees when a line item on a timesheet has hours that are transferred from one project, phase, task, or labor code to another.

#### Contents

Field	Description
 <b>Save Rule</b>	Click this option to save the changes in the settings for the alert without closing the dialog box. (This option is disabled if there are no changes to be saved.)
<b>+ Add Rule</b>	Click this option to add a new alert rule. On the Add Rule dialog box, enter a unique alert rule name for the new alert and click <b>OK</b> to close the Add Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field.
 <b>Copy Rule</b>	Select an alert rule in the grid with settings that you want to copy into a new alert rule and then click <b>Copy</b> . On the Copy Rule dialog box, enter a unique alert rule name for the new alert rule and click <b>OK</b> to close the Copy Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field with the same settings as the alert that you copied.
 <b>Delete Rule</b>	Select a rule and click this option to delete it.

Field	Description
<b>Alert Rule</b>	This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click <b>Add Rule</b> on the toolbar and enter the new alert rule name on the Add Rule dialog box. Each alert rule name must be unique.
<b>Employee Groups</b>	<p>From the drop-down list, select the employee group for which you want to apply a new rule for the alert. If you have already created rules, select the employee group for which you want to view or modify existing rules. After you enter an employee group in this field, the grid in the dialog box displays all the alert rules that are set up for the selected employee group.</p> <p>When you select <b>[All Groups]</b>, the rules that you create for the alert will apply globally for all employee groups, and you do not have to create the same rules individually for each group.</p>
<b>Languages</b>	This field displays if your firm uses multiple languages. Use this to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this field blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employee hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Alert Frequency

You can select one or more of these options to determine the frequency of the alerts.

Field	Description
<b>Send Alert per Billing Transfer</b>	Select this option to send the alert immediately after each billing transfer occurs.
<b>Send Alert per Billing Session</b>	Select this option to send the alert after each billing session. This option is selected by default.
<b>Send Alert once per day</b>	Select this option to send the alert once per day. This activates the <b>Time of day to send alert</b> field, which you can use to specify the time of day that you want to send the alert.
<b>Send Alert once per week</b>	Select this option to send the alert once per week. This activates the <b>Day of the week</b> field and the <b>Time of day to send alert</b> field, which you can use to specify the day of the week and the time of day that you want to send the alert.
<b>Time of day to send alert</b>	This field is activated when you select the <b>Send Alert once per day</b> or <b>Send Alert once per week</b> options. Use this field to specify the time of day that you want to send the alert.

### Delivery Options

Select one or both of these check boxes.

Field	Description
<b>Email</b>	Select this check box to send the alert by email to employees.
<b>Notification Center</b>	Select this check box to send the alert to employees via the Notification Center.

### Email

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
<b>Subject</b>	Enter the subject for the email message.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

Field	Description
<b>Save and Close</b>	Click this option to save the configuration that you've made for the alerts and close the dialog box. This option is disabled if there are no changes to be saved in the alert rule. You can click <b>Cancel</b> to close the dialog box instead.
<b>Cancel</b>	Click this option to close the dialog box without saving any changes made to the alerts.

### Timesheet Due Alert Dialog Box

Use the Timesheet Due Alert dialog box to apply or remove an existing timesheet due alert rule or to create a new rule. Before you create Timesheet Due alert rules, you need to create employee groups to which you want to apply the rule.

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

#### Display the Timesheet Due Alert Dialog Box



Display the dialog box from the Time Settings Alerts form.


1. In the Navigation pane, select **Settings » Time » Alerts**.
2. In the grid on the form, click **Timesheet Due** under the **Alert** column.

#### Contents of the Timesheet Due Alert Dialog Box

Use these fields and options to set up timesheet due alerts based on a new or existing rule.

#### Contents

Field	Description
 <b>Save Rule</b>	Click this option to save the changes in the settings for the alert without closing the dialog box. (This option is disabled if there are no changes to be saved.)
<b>+ Add Rule</b>	Click this option to add a new alert rule. On the Add Rule dialog box, enter a unique alert rule name for the new alert and click <b>OK</b> to close the Add Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field.
 <b>Copy Rule</b>	Select an alert rule in the grid with settings that you want to copy into a new alert rule and then click <b>Copy</b> . On the Copy Rule dialog box, enter a unique alert rule name for the new alert rule and click <b>OK</b> to close the Copy Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field with the same settings as the alert that you copied.

Field	Description
 <b>Delete Rule</b>	Select a rule and click this option to delete it.

Field	Description
<b>Alert Rule</b>	This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click <b>Add Rule</b> on the toolbar and enter the new alert rule name on the Add Rule dialog box. Each alert rule name must be unique.
<b>Employee Groups</b>	<p>From the drop-down list, select the employee group for which you want to apply a new rule for the alert. If you have already created rules, select the employee group for which you want to view or modify existing rules. After you enter an employee group in this field, the grid in the dialog box displays all the alert rules that are set up for the selected employee group.</p> <p>When you select <b>[All Groups]</b>, the rules that you create for the alert will apply globally for all employee groups, and you do not have to create the same rules individually for each group.</p>
<b>Languages</b>	<p>This field displays if your firm uses multiple languages. Use this to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this field blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employee hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

### Due Date Options

You can select one or more of these options.

Field	Description
<b>Send alert on due date</b>	Select this option if you want an alert to be sent on the day that the timesheet is due.
<b>Send alerts x days before due date</b>	Select this option if you want an alert to be sent the specified number of days before the timesheet is due.
<b>Send alerts x days after due date</b>	Select this option if you want an alert to be sent on the specified number of days after the timesheet is due.
<b>Time of day to send alert</b>	Select the time of day when you want an alert to be sent. The time that you enter is for the time zone in which the Vantagepoint server is located.

### Delivery Options

Select one or both of these check boxes.

Field	Description
<b>Email</b>	Select this check box to send the alert by email to employees.
<b>Notification Center</b>	Select this check box to send the alert to employees via the Notification Center.

### Status Options

You can select one or more of these options.

Field	Description
<b>Missing</b>	Select this option if you want Vantagepoint to send an alert only for those timesheets that have a status of Missing.
<b>In progress</b>	Select this option if you want Vantagepoint to send an alert only for those timesheets that have a status of In Progress.
<b>Submitted</b>	Select this option if you want Vantagepoint to send an alert only for those timesheets that have a status of Submitted.
<b>Approved</b>	Select this option if you want Vantagepoint to send an alert only for those timesheets that have a status of Approved.

### Email

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
<b>Subject</b>	Enter the subject for the email message.
<b>Message</b>	Enter the email message in this field. Click ▼ at the upper right side of the field to display a toolbar with formatting options that you can use to change the formatting of the email message.

Field	Description
<b>Save and Close</b>	Click this option to save the configuration that you've made for the alerts and close the dialog box. This option is disabled if there are no changes to be saved in the alert rule. You can click <b>Cancel</b> to close the dialog box instead.
<b>Cancel</b>	Click this option to close the dialog box without saving any changes made to the alerts.

## Time Categories Settings

Setup standard categories like vacation leave and holidays that can be used by employees when they use timesheets.

### Videos

Title	Description
<a href="#">Time and Expense Groups and Categories</a>	Learn how to set up and use time and expense groups and categories.
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

### Assign Time Categories to a Time Group

You assign time categories to time groups in Time Settings. Time categories define the projects that employees charge time to regularly, such as vacation, holidays, and training.

The projects prefill automatically in the first rows in the timesheets grid when employees enter timesheets.

**Prerequisite:** You must first set up time groups on the Time Groups form in Time Settings. You can assign time categories to each time group as needed, and you can also assign a set of time categories to all time groups.

**Video:** [See related video below](#)

### To assign time categories to a time group:

1. In the Navigation pane, select **Settings » Time » Time Categories**.
2. In the **Time Group** field on the Time Categories tab, select the time group to assign time categories to.  
The list of time groups is based on what you entered on the Time Groups tab in Time Settings. To assign one set of time categories to all time groups, select **[All Groups]** in the **Time Group** field.
3. Click the **+ Add Category** link below the Time Categories grid.
4. In the blank row that is added to the grid, enter the information for the time category, such as description, sort order, and project, phase, task, labor code, and labor category information.  
The time categories that you add in the grid apply only for the time group that you selected in the **Time Group** field.
5. Repeat steps 2–4 to add time categories for another time group.
6. Click **Save**.

### Video

Title	Description
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.

## Time Categories Form

Use the Time Categories form to assign time categories to time groups for timesheet entry purposes. You must set up time groups on the Time Groups tab in Time Settings before you set up time categories.

Time categories define the projects that employees charge time to regularly, such as vacation, holidays, and training. The projects then prefill automatically in the first rows in the timesheets grid on the Timesheets form when employees enter timesheets. This allows employees to charge time to a project, such as vacation or holidays, without having to enter the project data. You can assign time categories for each time group and/or specify one set of time categories for all time groups.

### Display the Time Categories Form

You access the Time Categories form in Time Settings.

In the Navigation pane, select **Settings » Time » Time Categories**.

### Contents of the Time Categories Form

Use this form to assign time categories to time groups for timesheet entry purposes. You must set up time groups on the Time Groups form in Time Settings before you set up time categories.

Time categories define the projects that employees charge time to regularly, such as vacation, holidays, and training. The projects prefill automatically in the first rows in the timesheets grid on the Timesheets form. This allows employees to charge time to a project, such as vacation or holidays, without having to enter the project data. You can assign time categories for each time group and/or specify one set of time categories for all time groups.









### Contents

Field	Description
<b>Company Name</b>	If you have multiple companies, the name of the active company displays at the top of the form. You enter time categories for each company.
<b>Time Group</b>	<p>Select a time group for which to set up time categories. The time groups in the drop-down list are the time groups that you defined on the Time Groups form in Time Settings. You can also select <b>[All Groups]</b> from the drop-down list to set up a set of time categories that apply to all time groups.</p> <p>A number in parenthesis beside a time group in the drop-down list indicates the number of time categories that have been set up for the time group.</p>

## Time Categories Grid

Use this grid to define time categories for the time group that you selected in the **Time Group** field. The information in this grid prefills on timesheets when employees in the time group enter their timesheets.


### Grid Tools

Field	Description
<b>+ Add Category</b>	Click this option below the grid to add a blank row to the grid, and set up a time category in the row.
	<p>Hover over a row in the grid, click  at the end of the row, and select one of the following options from the shortcut menu to apply to the row:</p> <ul style="list-style-type: none"> <li><b>Copy:</b> Click this option to copy the selected time category into a blank row to create a new time category. You can then edit the fields in the row for the new timesheet period as needed.</li> <li><b>Delete:</b> Click this option to delete the selected time category from the grid. When you delete a time category, it is removed from all unposted timesheets. The deleted time category and hours charged to it remain on posted timesheets.</li> </ul>
	Click this icon at the top right of the grid to filter the list of time categories in the grid. When you click this icon, a blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid displays only the time categories that fit the criteria that you entered in the field. To clear the filter criteria, select the value in the field and delete it. Click  again to close the filter.
 or 	To sort the grid rows by one of the grid columns in ascending or descending order, hover over the column heading and click  or  to the right of the column heading.

### Grid Fields

Field	Description
<b>Category</b>	Enter a unique ID for the category. Use up to six numbers and/or letters. This field prefills with the next sequential number starting with 1, which you can override and enter what you prefer.
<b>Description</b>	Enter a description for the time category. This description appears on employees' timesheets.
<b>Sort Order</b>	Enter a sort order number for the time category. This determines the order in which time categories appear in the grid on employees' timesheets.
<b>Project Method</b>	Select one of the following options to determine the project to associate with the time category:

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Single Project:</b> Select this option to associate a single project with the time category. Then enter the project in the <b>Single Project</b> field in this grid. This project applies for all employees in the time group.</li> <li>▪ <b>Project Query:</b> Select this option if the project for a time category will vary by employee. Then enter a SQL query to identify the appropriate project per employee in the <b>Project Query</b> field in this grid.</li> </ul>
<b>Single Project</b>	If you select <b>Single Project</b> in the <b>Project Method</b> field in this grid, specify a project to associate with the time category. Enter a project number directly in this field, or click <b>Q</b> and use the Project lookup.
<b>Project Query</b>	If you select <b>Project Query</b> in the <b>Project Method</b> field in this grid, enter a SQL query to identify the appropriate project for the time category.
<b>Phase Method</b>	<p>If a project has phases, select one of the following options to determine the phase to associate with the time category:</p> <ul style="list-style-type: none"> <li>▪ <b>Single Phase:</b> Select this option to associate a single phase with the time category. Then enter the phase in the <b>Single Phase</b> field in this grid. This phase applies for all employees in the time group.</li> <li>▪ <b>Phase Query:</b> Select this option if the phase for a time category will vary per employee. Then enter a SQL query to identify the appropriate phase per employee in the <b>Phase Query</b> field in this grid.</li> </ul>
<b>Single Phase</b>	If you select <b>Single Phase</b> in the <b>Phase Method</b> field in this grid, enter a phase to associate with the time category. Enter a phase number directly in this field, or click <b>Q</b> and use the Phase/Task lookup.
<b>Phase Query</b>	If you select <b>Phase Query</b> in the <b>Phase Method</b> field in this grid, enter a SQL query to identify the appropriate phase for the time category.
<b>Task Method</b>	<p>If a phase has tasks, select one of the following options to determine the task to associate with the time category:</p> <ul style="list-style-type: none"> <li>▪ <b>Single Task:</b> Select this option to associate a single task with the time category. Then enter the task in the <b>Single Task</b> field in this grid. This task applies for all employees in the time group.</li> <li>▪ <b>Task Query:</b> Select this option if the task for a time category will vary by employee. Then enter a SQL query to identify the appropriate task per employee in the <b>Task Query</b> field in this grid.</li> </ul>
<b>Single Task</b>	If you select <b>Single Task</b> in the <b>Task Method</b> field in this grid, enter a task to associate with the time category. Enter a task number directly in this field, or click <b>Q</b> and use the Phase/Task lookup.
<b>Task Query</b>	If you select <b>Task Query</b> in the <b>Task Method</b> field in this grid, enter a SQL query to identify the appropriate task for the time category.
<b>Labor Code Method</b>	Select one of the following options to determine the labor code to associate with the time category:

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Single Labor Code:</b> Select this option to associate a single labor code with the time category. Then enter the labor code in the <b>Single Labor Code</b> field in this grid. This labor code applies for all employees in the time group.</li> <li>▪ <b>Labor Code Query:</b> Select this option if the labor code for a time category will vary by employee. Then enter a SQL query to identify the appropriate labor code per employee in the <b>Labor Code Query</b> field in this grid.</li> </ul>
<b>Single Labor Code</b>	If you select <b>Single Labor Code</b> in the <b>Labor Code Method</b> field in this grid, enter a labor code to associate with the time category. Enter a labor code number directly in this field, or click  and use the Labor Code lookup.
<b>Labor Code Query</b>	If you select <b>Labor Code Query</b> in the <b>Labor Code Method</b> field in this grid, enter a SQL query to identify the appropriate labor code for the time category.
<b>Labor Category Method</b>	<p>Select one of the following options to determine the labor category to associate with the time category:</p> <ul style="list-style-type: none"> <li>▪ <b>Single Labor Category:</b> Select this option to associate a single labor category with the time category. Then enter the labor category in the <b>Single Labor Category</b> field in this grid. This labor category applies for all employees in the time group.</li> <li>▪ <b>Labor Category Query:</b> Select this option if the labor category for a time category will vary by employee. Then, enter a SQL query to identify the appropriate labor category per employee in the <b>Labor Category Query</b> field in this grid.</li> </ul>
<b>Single Labor Category</b>	If you select <b>Single Labor Category</b> in the <b>Labor Category Method</b> field in this grid, select a labor category to associate with the time category.
<b>Labor Category Query</b>	If you select <b>Labor Category Query</b> in the <b>Labor Category Method</b> field in this grid, enter a SQL query to identify the appropriate labor category for the time category.
<b>Require Start/End Time</b>	This field displays if you selected <b>Yes</b> for <b>Enable Start/End Time</b> and <b>By Project</b> for the <b>Start/End Time Entry</b> on the Options form of Time Settings. Select this check box to require employees to enter start and end times on timesheets for this time category project.

Learn More About...

Review conceptual information about time categories.



### Time Categories for Timesheets

You can set up time categories for projects that employees regularly change time to on timesheets and assign time categories to time groups.

Time categories define projects that employees charge time to regularly, such as vacation time and training. The time categories prefill automatically in a row in the timesheets grid on timesheets, which allows employees to charge time to the project without having to enter project data. On the Time Category tab in Time Settings, you can set up time categories individually for each time group or set up the same set of time categories for all time groups in one step.

Before you set up time categories for time groups you must first add the employee time groups in **Settings » Time » Time Groups**.

If you use multiple companies, you must configure time categories on the Time Categories form for each company in Time Settings. For timesheet-related queries, it is important to note that an employee may be associated with more than one company. For this reason, queries that reference a company-specific field (such as **Organization**) should use the **EMAILCompany** view to search all the companies associated with the employee, and then use the **:activecompany** variable to look at the company-specific record for the timesheet's active company.

### SQL Queries Used When Setting Up Time Categories

When you set up a time category for timesheets in Time Settings, you can use an SQL query to define the project, phase, task, labor code, or labor category for a time category if you want these entries to differ by employee.

You enter an SQL query in the **Project Query**, **Phase Query**, **Task Query**, **Labor Code Query**, or **Labor Category Query** fields to determine the employee-specific entry that prefills for the time category on a timesheet.

Commonly used variables for these SQL queries are:

- :emp
- :wbs1
- :wbs2
- :wbs3
- :laborcode
- :activecompany (Multicompany)

### Multiple Companies and Time Categories for Timesheets

If you use multiple companies, you must configure time categories on the Time Categories form for each company in Time Settings. For timesheet-related queries, it is important to note that an employee may be associated with more than one company. For this reason, queries that reference a company-specific field (such as **Organization**) should use the **EMAILCompany** view to search all the companies associated with the employee, and then use the **:activecompany** variable to look at the company-specific record for the timesheet's active company.

For example, to select the correct WBS2 for an employee who is associated with more than one company and is entering a timesheet, you need to know all of the company records for that employee, as well as which company record matches the active company for the timesheet.

```
SELECT WBS2 FROM PR INNER JOIN EMailCompany ON LEFT(EMailCompany.Org.2) =
LEFT(PR.Org.2) WHERE PR.WBS1 = 'SPECIAL' AND EMailCompany Employee = :emp AND
EMailCompany.EmployeeCompany = :activecompany AND PR.WBS2 <> ''
```

## Timesheet Global Comments Settings

Create global comments that all employees can use when they complete their time entries.

### Add Global Comments for Timesheets

You can create global comments that all employees can use to identify and classify entries on timesheets. The comments display in a drop-down list when you click ▼ beside the **Comment** field name in the day/date drop-down box in the timesheets grid in Timesheets.

If you have multiple companies, add global comments for each company.

#### To add global comments for timesheets:

1. In the Navigation pane, select **Settings » Time » Global Comments**.
2. On the Global Comments form, click the **+Add Comment** link below the Global Timesheet Comments grid.
3. In the blank row that is added to the grid, enter comment text that employees can use on timesheets.
4. Optional: Click ✎ at the end of the row to open the text editor and format the comment text.
5. Repeat steps 3–5 to add more comments.
6. Click **Save**.

### Global Comments Form

Use this form to create global comments that all employees can use to identify and classify entries on their timesheets.

To select a global comment for hours entered on a timesheet, employees click ▼ beside the **Comment** field name in the day/date field drop-down box in the timesheet grid.

#### Display the Global Comments Form

You access the Global Comments form in Time Settings.

In the Navigation pane, select **Settings » Time » Global Comments**.

### Contents of the Global Comments Form

Use this form to create global comments that all employees can use to identify and classify entries on their timesheets.

To select a global comment for hours entered on a timesheet, employees click ▼ beside the **Comment** field name in the day/date field drop-down box in the timesheet grid. This applies for hours and not units.

#### Contents

Field	Description
<b>Company Name</b>	If you have multiple companies, the name of the active company displays at the top of the form. You enter global comments for each company.
<b>Global Timesheet Comments Grid</b>	<p>Click <b>+Add Comment</b> below the grid to add a blank row to the grid and enter a comment in the row.</p> <p>Click ✎ at the end of the row to format the comment using the text editor.</p> <p>Click ✕ at the end of a row to delete a comment.</p> <p>Click ▼ at the top right of the grid to filter the list of global comments in the grid. In the blank row that is added to the top of the grid, enter text to filter the list. The grid then displays only the global comments that fit the criteria that you entered in the field. Click ▼ again to close the filter.</p>

## Expense Settings

Use Expense Settings to set up and maintain expense report entry and processing settings. You set up expense groups, expense categories, signature requirements, general ledger accounts for posting, approvals, reimbursement options, check templates for expense payments, and more.

**Video:** [See related video below](#)

If you have multiple companies, you must enter expense settings for each company. The active company displays at the top of each form. Use ▼ beside the active company name in the title bar to switch to a different company and enter settings for another company.

Settings in the following locations also affect expense reports:

- If you enabled the tax auditing feature in **Settings » Cash Management » Options**, the taxes that you specify are applied by default for expense reports. To override default taxes for expense reports, you specify the tax codes to apply for an expense category in the Tax Override grid of the Expense Categories settings form in **Settings » Expense » Expense Categories**. (To access the Tax Override grid for an expense category, on the Expense Categories settings form, hover over its row in one of the grids, click ⋮ and select **Edit**. The Tax Override grid is on the Expense Categories dialog box.)
- On the Time & Expense tab in the Employees hub, you assign access rights (Staff, Group, Company, or Admin) to the Expense Report application for each employee.
- On the Time & Expense tab in the Projects hub, you specify whether or not expense reports items charged to a project are billed to the client (bill by default). You specify

whether or not to display a warning or error message in the Expense application when employees charge certain expenses to a project. You also determine whether or not to turn on expense line item approvals for a project, which overrides the system setting for expense line item approvals.

## Video

Title	Description
<a href="#">Set Up Expense</a>	Learn how to set up expense report tracking so that employees can enter, submit, and approve expense reports.

## Checklist: Setting Up the Expense Report Application

Review this checklist for an overview of the steps that you must complete before employees can process expense reports in My Stuff.

If you have multiple companies, you must define company-specific processing options for each company in your enterprise.

### Expense Report Settings

Step	Description	Location
1	Determine the items that display on an expense report and the items that employees must enter on their expense reports	<b>Settings » Expense » Options</b>
2	Set up expense groups and assign employees to them.	<b>Settings » Expense » Expense Groups</b>
3	Assign expense categories to expense groups.	<b>Settings » Expense » Expense Categories</b>
4	Enter settings for expense report payments.	<b>Settings » Expense » Payments</b>
5	Enable and set up expense report approvals.	<b>Settings » Expense » Expense Approvals</b>
6	Define employee access rights for expense report processing.	Time & Expense tab in the Employees hub
7	Enter settings that affect expenses applied to a project.	Time & Expense tab in the Projects hub
8	If you enabled the tax auditing feature in <b>Settings » Cash Management » Options</b> , the taxes that you specify are applied by default for expense reports. To override default taxes for expense reports, you specify the tax codes to apply for an	<b>Settings » Expense » Expense Categories</b> To access the Tax Override grid for an expense category, on the Expense Categories form, hover over its row in one

Step	Description	Location
	expense category in the Tax Override grid of the Expense Categories settings form.	of the grids, click : and select <b>Edit</b> . The Tax Override grid is on the Expense Categories dialog box.

## Expense Summary Settings

A summary of the settings that are made on each of the expense setting forms are displayed in the Summary form.

### Video

Title	Description
<a href="#">Set Up Expense</a>	Learn how to set up expense report tracking so that employees can enter, submit, and approve expense reports.

### Summary Form

Review this form to see a summary of the entries that are made on each of the other forms in Expense Settings.

### Video

Title	Description
<a href="#">Set Up Expense</a>	Learn how to set up expense report tracking so that employees can enter, submit, and approve expense reports.

### Display the Summary Form

You display the Summary form in Expense Settings.

In the Navigation pane, select **Settings » Expense » Summary**.

### Contents of the Summary Form

Review the sections on this form to see a summary of the entries that are made on each of the other forms in Expense Settings.

### Contents

Field	Description
<b>Company Name</b>	If you have multiple companies in Vantagepoint, the name of the active company displays at the top of the form.
<b>Options Section</b>	View a summary of the entries that are made on the Options form, such as whether or not employee signatures are required on expense reports, whether advances can be applied to expense reports, and so on.

Field	Description
<b>Expense Groups Section</b>	View the number of expense groups that are set up on the Expense Groups form.
<b>Expense Categories Section</b>	View the number of expense categories that are entered on the Expense Categories form.
<b>Payments Section</b>	View the default bank for expense report payments that is entered on the Payments form.
<b>Expense Approvals Section</b>	View whether or not overall expense report and line item approvals are enabled. If they are enabled, this section also displays the name of approval workflow and administrator as entered on the Expense Approvals form.
<b>Expense Alerts</b>	View the status and number of alerts for New Credit Card Transactions Available and Past Due Credit Card Transactions.

## Expense Options Settings

Use the available settings to configure how expense reports is displayed and functions for employees.

### Video

Title	Description
<a href="#">Set Up Expense</a>	Learn how to set up expense report tracking so that employees can enter, submit, and approve expense reports.

Specify General Settings that Affect the Entries that Employees Make in Expense Reports

Determine distance reimbursement rates, general ledger accounts for posting, employee signature requirements, and more.

### To enter general settings that affect expense report entry:

1. In the Navigation pane, select **Settings » Expense » Options**.
2. In the Global Expense Options section of the Expense Options settings form, set the **Use Intelligent Character Recognition (ICR) In Mobile T&E** option to **Yes** to enable ICR in Mobile Time & Expense (mobile).  
You can click **Save** after enabling this option.
3. In the company-specific section of the form, select expense report options for the active company (identified in the toolbar):

- a) To specify that employees must sign expense reports, set the **Employee Signature Required** option to **Yes** and use the corresponding field to specify the prompt text that employees see.
- b) To allow employees to enter applied advance amounts on their expense reports, set the **Apply Advances** option to **Yes**.
- c) To specify the amount that you will reimburse employees for each mile or kilometer of travel, enter a monetary amount in the first field under **Distance Measure** and then select **Mile** or **Kilometer** in the adjacent field.  
To allow employees to override these defaults when they enter expense reports, set the **Allow to Edit Distance Rate** option to **Yes** in the Advanced Options section.
4. In the Advanced Options section of the form, specify the account and project, phase, and task (where applicable) for company-paid credit postings, employee expense credit postings, and employee advance credit postings.
5. To prevent employees from entering inactive projects on their expense reports, set the **Treat Inactive Projects as Dormant** option to **Yes**.
6. To allow employees to enter company-paid items on their expense reports, set the **Allow Company Paid Expenses** option to **Yes**.
7. In the Display on Expense Reports section, use the **Account** option to specify whether the account name, account number, or both, are included on expense reports.
8. Click **Save**.

## Options Form

Use this form in Expense Settings to enter expense report setup information, such as entry requirements, reimbursement rate for distance driven, general ledger accounts for posting, and more.

### Display the Options Form

You display the Options form in Expense Settings.

In the Navigation pane, select **Settings » Expense » Options**.

### Contents of the Options Form

Use the fields on this form in Expense Settings to enter expense report setup information, such as entry requirements, reimbursement rate for distance driven, general ledger accounts for posting, and more.

### Global Expense Options Section

Field	Description
<b>Use Intelligent Character Recognition (ICR) In Mobile T&amp;E</b>	Set this option to enable or disable ICR in Mobile Time & Expense (mobile). With ICR enabled, Mobile Time & Expense automatically scans and analyzes the captured image, maps the captured data to

Field	Description
	the expense report screens, and automatically populates the matched fields.


### Company-specific section

Field	Description
<b>Company Name</b>	If you have multiple companies, the name of the active company displays at the top of the form. You enter expense setting options for each company.
<b>Employee Signature Required</b>	Select whether or not employees must enter their Vantagepoint user name and password as their signature when they submit expense reports.
<b>Signer's Text</b>	This field displays if you set <b>Employee Signature Required</b> to <b>Yes</b> . Enter the text that you want to display in a message that employees will receive after they enter their Vantagepoint user name and password (signature) before they submit their expense reports. Click ✎ above the field to open the text editor and format the text.
<b>Apply Advances</b>	Select whether or not to allow employees to enter advance amounts on their expense reports. An advance is money that your company pays an employee in anticipation that the employee will use the money to pay for a business expense, such as an airline ticket. When an employee adds expense items and an advance amount to an expense report, the advance amount is subtracted from the total expense amount for the expense report to determine the correct reimbursement due the employee.
<b>Distance Measure</b>	In the first field, enter the monetary amount that you will reimburse employees for each mile or kilometer traveled. In the second field, select the unit of measure for travel: <b>Mile</b> or <b>Kilometer</b> .

### Advanced Options Section

Field	Description
<b>Treat Inactive Projects as Dormant</b>	Select whether or not you want to prevent employees from entering inactive projects on their expense reports. Normally, Vantagepoint allows you to use inactive projects for transactions. When you do this, you receive a warning to let you know that you are entering a dormant project, but you are allowed to continue with the entry. Vantagepoint does not allow you to use dormant projects for transactions.  When you select <b>Yes</b> , employees are prevented from entering inactive projects on expense reports. This setting does not affect the use of inactive projects for any other types of transactions in Vantagepoint, such as Billing or Accounts Receivable transactions.



Field	Description
	When you select <b>No</b> , employees are allowed to enter inactive projects on expense reports. Employees receive a warning to let them know that they are entering a project with an inactive status, but they are allowed to continue with the entry.
<b>Allow to Edit Distance Rate</b>	Select whether or not you want to allow employees to edit the reimbursement rate for distance traveled on their expense reports.
<b>Allow Company Paid Expenses</b>	<p>Select whether or not to allow employees to enter company-paid items on their expense reports. A company-paid item is any expense for which your company sends payment directly to a vendor instead of reimbursing the employee who incurred the expense. The expense is paid through AP Payment Processing, not through Employee Expense Payment Processing.</p> <p>For example, an airline may bill your company directly for a ticket purchased by one of your employees. Your company pays the airline directly for the cost of the ticket and does not reimburse the employee for this expense. However, the employee would include the cost of the airline ticket on an expense report to provide an audit trail for the expense.</p> <p>If you enable company-paid credit cards, you must select <b>Yes</b> for <b>Allow Company Paid Expenses</b>. (You enable the use of company-paid credit cards in <b>Settings » Cash Management » Options</b>.)</p>
<b>Company Paid Credit Posting: Account, Project, Phase, and Task</b>	<p>These fields display if you select <b>Yes</b> for <b>Allow Company Paid Expenses</b>.</p> <p>Enter the general ledger account to credit for company-paid expenses when expense reports are posted. You also enter the project, phase, and task (if you use them) for company-paid expense postings.</p>
<b>Employee Expense Credit Posting: Account, Project, Phase, and Task</b>	<p>Enter the general ledger account to credit for employee expenses when expense reports are posted. You must select a balance sheet account. This account applies for expense reports entered in Expense Reports in My Stuff and transaction entries for employee expenses in the Transaction Center.</p> <p>You also enter a project, phase, and task (if you use them) for the employee expense credit postings. If you have implemented organizations in Vantagepoint, you enter a project only if you maintain separate balance sheets and you do not distribute the employee expense credit by organization.</p> <p>Click  in these fields to use the lookup to make a selection.</p> <p>These same employee expense credit posting fields are also on the Posting Accounts settings form in <b>Settings » Accounting » Posting Accounts</b>. When you enter a credit account, project, phase, or task in one location, information is updated in the other location.</p>
<b>Employee Advance Credit Posting:</b>	Enter the general ledger account to credit for employee advances when expense reports are posted. You must select a balance sheet account. This account applies to expense reports entered in Expense Reports in My Stuff and transaction entries for employee expenses in the Transaction Center.

Field	Description
<b>Account, Project, Phase, and Task</b>	<p>You also enter a project, phase, and task (if you use them) for the employee advance credit postings. If you have implemented organizations in Vantagepoint, you enter a project only if you maintain separate balance sheets and you do not distribute the employee expense credit by organization.</p> <p>Click in these fields to use the lookup to make a selection.</p> <p>These same employee advance credit posting fields are also on the Posting Accounts settings form in <b>Settings » Accounting » Posting Accounts</b>. When you enter a credit account, project, phase, or task in one location, information is updated in the other location.</p>

### Display on Expense Report Section

Field	Description
<b>Account</b>	<p>If you want to display the <b>Account</b> and/or <b>Account Name</b> fields on the Expense Report form in Expense Reports, select one of the following from the drop-down list: <b>Number</b>, <b>Name</b>, or <b>Both</b>. This allows employees to enter the general ledger debit account for an expense item, or the debit account may prefill based on the default debit accounts that you specify on the Expense Categories form in Expense Settings.</p> <p>If you do not want to display the <b>Account</b> and/or <b>Account Name</b> fields on the Expense Report form in Expense Reports, select <b>None</b>.</p>
<b>Line Numbers</b>	Select whether or not to have line numbers display for each expense report line item on the Expense Report form in Expense Reports.

## Expense Groups Settings

Set up expense groups to assign a logical grouping for employees based on their role or position. The expense groups can then be used to manage expense-related settings.

### Video

Title	Description
<a href="#">Set Up Expense</a>	Learn how to set up expense report tracking so that employees can enter, submit, and approve expense reports.
<a href="#">Time and Expense Groups and Categories</a>	Learn how to set up and use time and expense groups and categories.



How to...

You can create expense groups for expense reports.

### Add an Expense Group and Assign Employees to It

Enter expense groups and assign employees to them when you initially set up Expense Reports or any time after.



#### To enter an expense group and assign employees to it:

1. In the Navigation pane, select **Settings » Expense » Expense Groups**.
2. Below the Expense Groups grid on the Expense Groups settings form, click **+Add Expense Group**.
3. In the blank row in the grid, enter an alphanumeric code in the **Group** field to identify the expense group.
4. In the **Description** field, enter a description for the expense group.
5. Click  at the end of the row, and select **Assign Employees** from the shortcut menu.
6. On the Assign Employees to Group dialog box, select the employees in the list of available employees to assign to the expense group.  
Select the **Available Employees** check box to select all the employees in the list. Or, select employees individually in the list.
7. Click .  
The employees that you selected are moved to the list of employees for the group on the dialog box.
8. Click **Apply** to assign the selected employees to the expense group and return to the Expense Groups settings form.
9. Click **Save**.

### Remove an Employee from an Expense Group

You can remove employees from an expense group at any time.

#### To remove an employee from an expense group:

1. In the Navigation pane, select **Settings » Expense » Expense Groups**.
2. In the grid on the Expense Groups settings form, hover over the row of the expense group from which you want to remove an employee, and click  at the end of the row.
3. Select **Assign Employees** from the shortcut menu.
4. On the Assign Employees dialog box, select the employee (or multiple employees) in the Employees in the Group list to remove from the group, and click .  
The employees that you selected are moved to the Available Employees list on the dialog box.
5. Click **Apply** to remove the selected employees from the expense group and return to the Expense Groups settings form.
6. Click **Save**.

## Fields and Options

Use the fields and options to configure expense groups settings.

### Expense Groups Form

Use this form in Expense Settings to set up expense groups and assign employees to the groups. For example, you can establish groups for the employees who share the same job function, work in the same department, or work in the same office.

Expense groups make it easier to distribute expense administration responsibilities among different administrators. You can also assign expense categories to an expense group so that the information for that category is used by all employees in an expense group on their expense reports.

#### *Display the Expense Groups Form*

You display the Expense Groups form in Expense Settings.

In the Navigation pane, select **Settings » Expense » Expense Groups**.

#### *Contents of the Expense Groups Form*

Use this form in Expense Settings to set up expense groups and assign employees to the groups.

#### Contents





Field	Description
<b>Company Name</b>	If you have multiple companies, the name of the active company displays at the top of the form. You enter expense groups for each company.

#### Expense Groups Grid

Use this grid to set up expense groups.

#### Grid Tools

Field	Description
<b>+ Add Expense Group</b>	Click this option below the grid to add a blank row to the grid, and set up an expense group in the row.
:	Hover over a row in the grid, click this icon at the end of the row, and select one of the following options from the shortcut menu:

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Assign Employees:</b> This opens the Assign Employees to Group dialog box where you assign employees to the selected expense group. The assignments that you make here prefill in the <b>Expense Group</b> field on the Time &amp; Expense tab in the Employee hub for an employee. If you change the expense group for an employee in either location, the change is updated in both locations.</li> <li>▪ <b>Delete:</b> This deletes the selected expense group from the grid. If an expense group is already in use, you cannot delete it.</li> </ul>
	Click this icon at the top right of the grid to filter the list of expense groups in the grid. A blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid displays only the expense groups that fit the criteria that you entered in the field. For example, if you enter a <b>C</b> in the filter <b>Description</b> field, only employee groups that have a description that starts with a <b>C</b> display in the grid. To clear the filter criteria, select the value in the field and delete it. Click the icon again to close the filter.
	To sort the grid rows by one of the grid columns in ascending or descending order, hover over the column heading and click  or  to the right of the column heading.

### Grid Fields

Field	Description
<b>Group</b>	Enter an alphanumeric code to identify the expense group. After you add an expense group, you cannot change the group code. To change the group code, delete the expense group, add a new expense group to the grid, and enter the new code for it.
<b>Description</b>	Enter a description for the expense group.

### Assign Employees to Group Dialog Box

Use this dialog box in Settings to assign employees to a time group or expense group. You organize employees by groups for timesheet and expense report entry, submitting, approval, and posting purposes.





The name of the dialog box changes dynamically, to reflect the selected time or expense group. The name displays in the following format:

Assign Employees to <Time or Expense Group Name> Group

### Display the Assign Employees to Group Dialog Box

You display this dialog box from the Time Groups form in Time Settings or from the Expense Groups form in Expense Settings.










Complete one of the following actions:

Location	Steps
Display the dialog box in Time Settings	<ol style="list-style-type: none"> <li>1. In the Navigation pane, select <b>Settings » Time » Time Groups</b>.</li> <li>2. On the Time Groups form, complete one of the following: <ul style="list-style-type: none"> <li>■ For a new time group, click the <b>+Add Time Group</b> link below the Time Groups grid to add a time group. Complete the information in the row, click  at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> <li>■ For an existing time group, hover over the row, click  at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> </ul> </li> </ol>
Display the dialog box in Expense Settings	<ol style="list-style-type: none"> <li>1. In the Navigation pane, select <b>Settings » Expense » Expense Groups</b>.</li> <li>2. On the Expense Groups form, complete one of the following: <ul style="list-style-type: none"> <li>■ For a new expense group, click the <b>+Add Expense Group</b> link below the Expense Groups grid to add an expense group. Complete the information in the row, click  at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> <li>■ For an existing expense group, hover over the row, click  at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> </ul> </li> </ol>

### Contents of the Assign Employees to Group Dialog Box

Use the fields on this dialog box to assign employees to a time group or expense group in Settings.

Field	Description
<b>Available Employees</b>	Select this check box to select all the available employees in the list below the check box to assign to the group.

Field	Description
	To sort the list of available employees in ascending or descending alphabetical order, hover over <b>Available Employees</b> , and click  or  to the right of <b>Available Employees</b> .
<b>List of Available Employees</b>	<p>The list of available employees to assign to the group displays below the <b>Available Employees</b> check box. Instead of clicking that check box to select all employees, you can select the check box for individual employees in the list to assign to the group.</p> <p>An image for an employee displays beside an employee name in the list if an image has been uploaded for an employee in the Employees hub. You can click the employee name in the list to open an info bubble that displays more information about the employee.</p>
	After you select employees to assign to the group, click  to assign the selected employees to the group. The employees are moved from the list of available employees to the list of employees in the group.
	To remove employees from the group, select the employees to remove from the list of employees in the group, and click  . The employees are moved back to the list of available employees.
<b>Employees in the Group</b>	Select this check box to select all the employees in the group to remove from the group. To sort the list of employees for the group in ascending or descending alphabetical order, hover over <b>Employees in the Group</b> and click  or  to the right of <b>Employees for the Group</b> .
<b>List of Employees in the Group</b>	<p>When you select employees from the list of available employees to assign to a group and then click , the employees are assigned to the group and moved to the employees for the group list.</p> <p>An image for an employee displays beside an employee name in the list if an image has been uploaded for an employee in the Employees hub. You can click the employee name in the list to open an info bubble that displays more information about the employee.</p>
<b>Clear Selections</b>	When you click a check box for an employee in the list of available employees or the list of employees in the group, <b>Clear Selections</b> displays below the list. Click the option to clear the check box for all employees that have the check box selected.
<b>x/x selected</b>	When you click a check box for an employee in the list of available employees or in the list of employees for the group, the number of employees that you select in the list and the total number of employees in the group display below the list.
<b>Apply</b>	Click this button to save the entries that you made on the dialog box and return to the Time Groups or Expense Groups form.

## Expense Group Example for Expense Reports

Review an example that shows how you can use expense groups to make entering expense reports more efficient and accurate.

Assume that in the past, your company relied on one person to review, modify, and post employee expense reports. Unfamiliar with certain project numbers, expense categories, or other expense report entries, this person was often overwhelmed. This led to late and inaccurate expense report submissions.

To alleviate this problem, your company decides to set up employee expense report groups based on departmental functions. You classify departmental functions into five groups and identify the employees who belong in each group.

- Accounting (8 employees)
- Administration (10 employees)
- Executive (4 employees)
- Project Management (12 employees)
- Sales and Marketing (8 employees)

You identify one person from each group as the Group Administrator. This person is responsible for ensuring the timely and accurate submission of expense reports from all members of the group.

For best results, ensure that each Group Administrator:

- Knows the employees in the group and how best to contact them when expense reports are due.
- Knows the project numbers, expense categories, and other values that are appropriate entries for employees in the group.

By spreading the responsibility for expense report administration across your company, you improve the speed and accuracy of expense report submission, approval, and posting.

## Expense Categories Settings

Assign expense categories that employees can use in expense reports using the Expense Categories settings.

### Video

Title	Description
<a href="#">Set Up Expense</a>	Learn how to set up expense report tracking so that employees can enter, submit, and approve expense reports.
<a href="#">Time and Expense Groups and Categories</a>	Learn how to set up and use time and expense groups and categories.



How to...

Manage expense categories by using the Expense Categories settings.

### Add Expense Categories to All Expense Groups or Individual Expense Groups

Add expense categories to expense groups to allow employees to enter line items on expense report more easily.

**Prerequisites:** You must set up expense groups on the Expense Groups settings form before you can add expense categories to them.

#### To add expense categories to expense groups:


1. In the Navigation pane, select **Settings » Expense » Expense Categories**.
2. To set up expense categories that apply to all expense groups, complete the following actions on the Expense Categories settings form:
  - a) Below the Categories for All Expense Groups grid, click **+ Add Expense Category**.
  - b) In the blank row, enter information to define the category.
  - c) Repeat these steps to add as many expense categories as needed.
3. To set up expense categories that apply to an individual expense group, complete the following actions on the Expense Categories settings form:
  - a) In the Categories by Expense Group grid, select an expense group for which to add expense categories.
  - b) Below the grid, click **+ Add Expense Category**.
  - c) In the blank row, enter information to define the category.
  - d) Repeat these steps to add as many expense categories to expense groups as needed.
4. Click **Save**.

### Override Default Tax Codes for Expense Reports

If you use the Tax Auditing feature, you can override the default tax codes for expense reports based on expense report categories.

If you enabled the tax auditing feature in **Settings » Cash Management » Options**, taxes are applied by default for expense reports. To override these default taxes for expense reports, you specify the tax codes to apply for an expense category.

#### To specify the tax codes to use for an expense category:

1. In the Navigation pane, select **Settings » Expense » Expense Categories**.
2. In a grid on the Expense Categories settings form, hover over the expense category with a tax code that you want to override, click , and then select **Edit**.

3. Below the Tax Override grid on the Expense Categories dialog box, click **+ Add Tax**.
4. In the blank row in the grid, enter a tax code to use for the expense category.
5. Repeat these steps to add more tax codes for the expense category.
6. Click **Apply**.

## Fields and Options

Review the fields and options for configuring expense categories.

### Expense Categories Form

Use the Expense Categories form in Expense Settings to add expense categories to expense groups. You must set up expense groups on the Expense Groups form in Expense Settings before you add expense categories to them.

Employees can assign an expense category to each expense item that they enter on their expense reports. Information for the expense item, such as the general ledger debit account and whether or not the expense item will be billed to a client prefills on the expense report based on the information that is set up for the expense category on this Expense Categories form in Expense Settings. This allows employees to enter line items on expense report more easily and allows you to limit the general ledger accounts to which employees can charge expense items on expense reports. You set up expense categories for specific categories of expenses, such as hotel, meals, and airfare.

On the Expense Categories form, you specify the expense categories that each employee group or all employees can use when they enter expense reports. In addition to general ledger accounts and billable status, an expense category can also define override values for distance reimbursement, company-paid expenses, and taxes (for expenses such as meals that are not taxable).

### *Display the Expense Categories Form*

You display the Expense Categories form in Expense Settings.

In the Navigation pane, select **Settings » Expense » Expense Categories**.

### *Contents of the Expense Categories Form*

Use this form in Expense Settings to add expense categories to expense groups.

### Contents

Field	Description
<b>Company Name</b>	If you have multiple companies, the name of the active company displays at the top of the form. You enter expense categories for each company.

Field	Description
<b>Require Categories</b>	<p>Select whether or not to require employees to enter expense categories for each expense item that they enter on expense reports.</p> <p>When you select <b>Yes</b>, employees must assign an expense category in the <b>Category</b> field for each expense item on an expense report.</p> <p>When you select <b>No</b>, assigning an expense category to an expense item on an expense is optional.</p>


### Categories for All Expense Groups Grid

Use this grid to set up expense categories that apply to employees from all expense groups.

#### Grid Tools

Field	Description
<b>+ Add Expense Category</b>	Click this option below the grid to add a blank row to the grid, and set up an expense category in the row for all expense groups.
⋮	<p>Hover over a row in the grid, click this icon at the end of the row, and select one of the following options from the shortcut menu:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> This copies the selected row to create another expense category. A new row added to the grid prefills with the copied information, which you can edit to create the new expense category.</li> <li>▪ <b>Edit:</b> This opens the Expense Categories dialog box for the row, where you enter additional information for the expense category, such as the project, phase, task, default tax codes, and distance and company paid override information.</li> <li>▪ <b>Delete:</b> This deletes the expense category from the grid. The expense category is removed from all expense reports that have not yet been posted. The expense category remains on posted expense reports.</li> </ul>
⌵	Click this icon to maximize the grid to a full screen display. This expanded view reduces the need to scroll through long lists of records. Click it again to return to the standard grid display. For more information, see <a href="#">Maximize the Grid View</a> .
📄	Click this icon to export all the data from the grid into a .CSV (comma-separated values) file that you save in Microsoft Excel or another spreadsheet application that supports .CSV files. For more information see <a href="#">Exporting Data to a .CSV File</a> .
⌵	Click this icon at the top right of the grid to filter the list of expense categories in the grid. A blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid then displays only the expense categories that fit the criteria that you entered in the field. Click the icon again to close the filter. For example, if you select <b>Warning</b> in the <b>Billable Message</b> field, only the expense categories with a warning billable message display in the grid.

## Grid Fields

Field	Description
<b>Category</b>	Enter a unique name for the category.
<b>Expense Report Detail Type</b>	<p>Select the detail type for the expense category. This determines which dialog box opens when employees click  in the <b>Detail</b> field in the Expense Report grid when they enter an expense item for this expense category.</p> <p>Detail types are:</p> <ul style="list-style-type: none"> <li>▪ <b>General:</b> The General Detail dialog box allows employees to enter a business reason for the expense item.</li> <li>▪ <b>Business Meals:</b> The Business Meals Detail dialog box allows employees to enter a business reason for the expense item and the names of those persons whose meals are included as part of the expense item.</li> <li>▪ <b>Travel:</b> The Travel Detail dialog box allows employees to enter a business reason for the expense item, where they traveled from and to, the distance traveled, the rate per kilometer or mile, and the total reimbursement monetary amount.</li> <li>▪ <b>No Detail:</b> No detail dialog box is available when employees enter an expense item for this category.</li> </ul> <p>Each of the three detail dialog boxes also allows employees to determine whether or not to include the business reason when they print the Detailed Expense report.</p>
<b>Reimbursement Account</b>	Enter the reimbursable account to debit when this expense category is entered for a billable expense item that is charged to a regular project on an expense report. This reimbursable account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
<b>Direct Account</b>	Enter the direct account to debit when this expense category is entered for a non-billable expense item that is charged to a regular project on an expense report. This direct account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
<b>Overhead Account</b>	Enter the indirect account to debit when this expense category is entered for an expense item that is charged to an overhead project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in Vantagepoint or have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
<b>Promotional Account</b>	Enter the indirect account to debit when this expense category is entered for an expense item that is charged to a promotional project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in Vantagepoint or have




Field	Description
	separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
<b>Bill by Default</b>	Select this check box to bill the project's client for an expense item on an expense report with this category if the project is a regular project. This setting prefills for the <b>Bill</b> check box in the expense item grid on the Expense Reports form. However, the entries in the <b>Bill by Default</b> field on the Time & Expense tab in the Projects hub override this setting on a project by project basis for an expense item on expense reports.
<b>Billable Message</b>	Use the drop-down list to select a message that displays when an employee enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category. Select from the following options: <ul style="list-style-type: none"> <li>▪ <b>Warning:</b> Displays a warning message. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> <li>▪ <b>Error:</b> Displays an error message. The billing status is reset to the default billing status set up for the expense category.</li> <li>▪ <b>No Message:</b> No message displays. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> </ul>

### Categories by Expense Group Grid


Use this grid to set up expense categories that apply to each expense group.

#### Grid Tools

Field	Description
<b>+Add Expense Category</b>	Click this icon below the grid to add a blank row to the grid, and set up an expense category for the selected expense group.
⋮	Hover over a row in the grid, click this icon at the end of the row, and select one of the following options from the shortcut menu: <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> This copies the selected row to create another expense category. A new row added to the grid prefills with the copied information, which you can edit to create the new expense category.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Edit:</b> This opens the Expense Categories dialog box for the row, where you can enter additional information for the expense category, such as the project, phase, task, default tax codes, and distance and company paid override information.</li> <li>▪ <b>Delete:</b> This deletes the expense category from the grid. The expense category is removed from all expense reports that have not yet been posted. The expense category remains on posted expense reports.</li> </ul>
	Click this icon to maximize the grid to a full screen display. This expanded view reduces the need to scroll through long lists of records. Click it again to return to the standard grid display. For more information, see <a href="#">Maximize the Grid View</a> .
	Click this icon to export all the data from the grid into a .CSV (comma-separated values) file that you save in Microsoft Excel or another spreadsheet application that supports .CSV files. For more information see <a href="#">Exporting Data to a .CSV File</a> .
	Click this icon at the top right of the grid to filter the list of expense categories in the grid. A blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid then displays only the expense categories that fit the criteria that you entered in the field. Click the icon again to close the filter. For example, if you select <b>Warning</b> in the <b>Billable Message</b> field, only the expense categories with a warning billable message display in the grid.

### Grid Fields

Field	Description
<b>Unlabeled field</b>	In the field to the right of the Categories by Expense Group grid label, select the expense group for which to set up expense categories.
<b>Category</b>	Enter a unique name for the category.
<b>Expense Report Detail Type</b>	<p>Select the detail type for the expense category. This determines which dialog box opens when employees click  in the <b>Detail</b> field in the Expense Report grid when they enter an expense item for this expense category.</p> <p>Detail types are:</p> <ul style="list-style-type: none"> <li>▪ <b>General:</b> The General Detail dialog box allows employees to enter a business reason for the expense item.</li> <li>▪ <b>Business Meals:</b> The Business Meals Detail dialog box allows employees to enter a business reason for the expense item and the names of those persons whose meals are included as part of the expense item.</li> <li>▪ <b>Travel:</b> The Travel Detail dialog box allows employees to enter a business reason for the expense item, where they traveled from</li> </ul>

Field	Description
	<p>and to, the distance traveled, the rate per kilometer or mile, and the total reimbursement monetary amount.</p> <ul style="list-style-type: none"> <li>▪ <b>No Detail:</b> No detail dialog box is available when employees enter an expense item for this category.</li> </ul> <p>Each of the three detail dialog boxes also allows employees to determine whether or not to include the business reason when they print the Detailed Expense report.</p>
<b>Reimbursement Account</b>	Enter the reimbursable account to be debited when this expense category is entered for a billable expense item that is charged to a regular project on an expense report. This reimbursable account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
<b>Direct Account</b>	Enter the direct account to be debited when this expense category is entered for a non-billable expense item that is charged to a regular project on an expense report. This direct account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
<b>Overhead Account</b>	Enter the indirect account to be debited when this expense category is entered for an expense item that is charged to an overhead project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in Vantagepoint or have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
<b>Promotional Account</b>	Enter the indirect account to be debited when this expense category is entered for an expense item that is charged to a promotional project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in Vantagepoint or have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
<b>Bill by Default</b>	Select this check box to bill the client for any expense items in this category.
<b>Billable Message</b>	<p>Use the drop-down list to select a message that displays when an employee enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category. Select from the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Warning:</b> Displays a warning message. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Error:</b> Displays an error message. The billing status is reset to the default billing status set up for the expense category.</li> <li>▪ <b>No Message:</b> No message displays. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> </ul>

### Expense Categories Dialog Box


Use this dialog box in Expense Settings to enter additional information for an expense category, including default tax codes and distance and company paid override settings.

This dialog box includes:

- Some of the same fields from the Expense Categories settings form. When you change information in the fields on this dialog box that are also located on the Expense Categories settings form, the changes are automatically updated on the tab when you move off a field.
- The following additional fields that are not on the Expense Categories settings form: **Status**, **Allow User to Edit**, **Distance Measure**, **Allow User to Edit Measure**, **Calculate from Amount**, work breakdown structure fields if you allow employees to enter company-paid expense items, Tax Code grid, **Allow User to Edit Tax Code**, and **Allow User to Edit Tax Amount**.

### Display the Expense Categories Dialog Box

You display the Expense Categories dialog box in Expense Settings.

1. In the Navigation pane, select **Settings » Expense » Expense Categories**.
2. On the Expense Categories settings form, hover over a row in either grid, click  at the end of the row, and select **Edit** from the shortcut menu.

### Contents of the Expense Categories Dialog Box


Use these fields and options on this dialog box to enter additional information for an expense category or edit existing information for a category.

### Fields

Changes that you make on this dialog box are reflected in the corresponding fields on the Expense Categories settings form.

Field	Description
<b>Category</b>	This field prefills with the name of the category that you entered on the Expense Categories settings form.



Field	Description
<b>Detail Type</b>	<p>This field prefills with the detail type that you entered in the <b>Expense Report Detail Type</b> field on the Expense Categories settings form. Detail type determines which dialog box opens when employees click  in the <b>Detail</b> field in the Expense Report grid when they enter an expense item for this expense category.</p> <p>Detail types are:</p> <ul style="list-style-type: none"> <li>▪ <b>General:</b> The General Detail dialog box allows users to enter a business reason for the expense item.</li> <li>▪ <b>Business Meals:</b> The Business Meals Detail dialog box allows employees to enter a business reason for the expense item and the names of those persons whose meals are included as part of the expense item.</li> <li>▪ <b>Travel:</b> The Travel Detail dialog box allows employees to enter a business reason for the expense item, where they traveled from and to, the distance traveled, the rate per kilometer or mile, and the total reimbursement monetary amount.</li> <li>▪ <b>No Detail:</b> No detail dialog box is available when employees enter an expense item for this category.</li> </ul> <p>Each of the three detail dialog boxes also allows employees to determine whether or not to include the business reason when they print the Detailed Expense report.</p>
<b>Bill by Default</b>	<p>This field prefills with the setting that you entered for this check box on the Expense Categories settings form. This setting determines whether or not the client will be billed for an expense item that is entered with this expense category on an expense report.</p>
<b>Billable Message</b>	<p>This field prefills with the type of message that you entered for this field on the Expense Categories settings form. The type of message displays when an employee enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category. Select from the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Warning:</b> Displays a warning message. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> <li>▪ <b>Error:</b> Displays an error message. The billing status is reset to the default billing status set up for the expense category.</li> <li>▪ <b>No Message:</b> No message displays. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> </ul>
<b>Status</b>	<p>Select the status for the expense category. Options are <b>Active</b> and <b>Inactive</b>. The status determines whether the expense category is available to members of the expense group when they enter an expense report line item. This prevents employees from using the expense category. It also allows you to keep the expense category rather than permanently delete it, in case you want to use it again in the future.</p>

### Account Information Fields

Field	Description
<b>Reimbursable Account</b>	This field prefills from the entry made on the Expense Categories settings form. This is the reimbursable account to debit when this expense category is entered for an expense item on an expense report that is billable and is charged to a regular project. This reimbursable account prefills in the <b>Account</b> field in the expense item grid on the Expense Report form.
<b>Direct Account</b>	This field prefills from the entry made on the Expense Categories settings form. This is the direct account to debit when this expense category is entered for an expense item on an expense report that is non-billable and is charged to a regular project. This direct account prefills in the <b>Account</b> field in the expense item grid on the Expense Report form.
<b>Overhead Account</b>	This field prefills from the entry made on the Expense Categories settings form. This is the indirect account to debit when this expense category is entered for an expense item on an expense report that is charged to an overhead project. The indirect account is also used when no project is selected for an expense item if you do not use organizations or do not have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Report form.
<b>Promotional Account</b>	This field prefills from the entry made on the Expense Categories settings form. This is the indirect account to debit when this expense category is entered for an expense item on an expense report that is charged to a promotional project. The indirect account is also used when no project is selected for an expense item if you do not use organizations or do not have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Report form.
<b>Allow User to Edit</b>	Select whether or not to allow employees to change the reimbursable, direct, overhead, or promotional account number when they enter an expense for this expense category on the Expense Report form. If you select <b>Yes</b> , you do not have to enter default account numbers on this dialog box for this expense category.

### Distance Override Fields

These fields display only when you select **Travel** in the **Detail Type** field.

Field	Description
<b>Distance Measure</b>	If you want to use a reimbursement rate for this expense category that is different from the standard rate entered on the Options form in Expense Settings, enter the monetary amount in the first field and select the unit of measure, <b>Mile</b> or <b>Kilometer</b> , in the second field.

Field	Description
<b>Allow User to Edit Measure</b>	Select whether or not to allow employees to edit the prefilled distance/travel reimbursement rate and measure when they enter an expense for this expense category on the Expense Report form.
<b>Calculate From Amount</b>	Select whether or not to have a distance reimbursement amount calculated for an expense item using the distance measure reimbursement rate entered for this expense category. For example, you may not want it to be calculated for an expense category for airline travel.

### Company Paid Override Fields

The following fields display only if you selected **Yes** for **Allow Company Paid Expenses** on the Options form in Expense Settings. If you do not want an expense category to use the company-paid project, phase, task, and account that are entered in the Company Paid Credit Posting section on the Options form in Expense Settings for company-paid items on an expense report, enter a different project, phase, task, and account here.

Field	Description
<b>Project</b>	Enter the project that you want to credit when employees enter company-paid expense items for this expense category on an expense report.
<b>Phase</b>	Enter the phase that you want to credit when employees enter company-paid expense items for this expense category.
<b>Task</b>	Enter the task that you want to credit when employees enter company-paid expense items for this expense category.
<b>Account</b>	Enter the account that you want to credit when employees enter company-paid expense items for this expense category.




### Tax Override Grid

This grid displays only if you select the **Enable Tax Auditing Feature** check box in **Settings » Cash Management » Options**.

If you do not want an expense category to use the default tax codes that are entered in Cash Management Settings to calculate taxes for expense report items, enter different tax codes in this grid. You can enter as many default tax codes as you need for an expense category.

### Tax Override Grid Tools

Field	Description
<b>+Add Tax</b>	Click this option below the grid to add a row to the grid, and enter the default tax codes to use to calculate taxes when employees enter this expense category for an item on an expense report.
<b>X</b>	To delete a tax code from the grid, hover over a row and click <b>X</b> at the end of the row.

Field	Description
	Click this icon to maximize the grid to a full screen display. This expanded view reduces the need to scroll through long lists of records. Click it again to return to the standard grid display. For more information, see <a href="#">Maximize the Grid View</a> .
	Click this icon to export all the data from the grid into a .CSV (comma-separated values) file that you save in Microsoft Excel or another spreadsheet application that supports .CSV files. For more information see <a href="#">Exporting Data to a .CSV File</a> .
	Click this icon at the top right of the grid to filter the list of tax codes in the grid. A blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid then displays only the tax codes that fit the criteria that you entered in the field. Click the icon again to close the filter.

### Tax Override Grid Fields

Field	Description
<b>Expense Location</b>	Specify an expense location to provide the expense category's default tax codes associated with the location. You can assign each expense category's default tax code to an expense location. If an employee indicates a location on their expense report and uses an expense category, the appropriate tax code is then provided for the selected expense category, based on the location.
<b>Tax Code</b>	Select a tax code to use to calculate taxes when employees enter this expense category for an item on an expense report. The drop-down list includes the tax codes that are set up in <b>Settings » Cash Management » Tax Codes</b> with the <b>Employee Expenses</b> check box selected in the Inputs section of the form. The tax code can also have any of the check boxes in the Outputs section on the Tax Codes settings form selected. Only taxes with an Active status are included in the <b>Tax Code</b> drop-down list.
<b>Description</b>	This field prefills with the description of the tax code that you select.

### Tax Fields

Field	Description
<b>Allow user to edit tax code</b>	Select whether or not to allow employees to change the default tax code on their expense reports when they charge expenses to this expense category.
<b>Allow user to edit tax amount</b>	Select whether or not to allow employees to change the calculated tax amount on their expense reports when they charge expenses to this expense category.

## Buttons

Field	Description
<b>Apply</b>	Click this button to apply your changes and return to the Expense Categories settings form. The changes are saved when you click <b>Save</b> on the form.
<b>Cancel</b>	Click this button to exit from the Expense Categories dialog box and return to the Expense Categories settings form.

## Expense Payments Settings

Configure the payment processing settings for expenses in Payment settings.

## Video

Title	Description
<a href="#">Set Up Expense</a>	Learn how to set up expense report tracking so that employees can enter, submit, and approve expense reports.

Enter Settings for Processing Expense Report Payments

Select the bank and payment format information for expense report payments.

### To enter settings for processing expense report payments:

1. In the Navigation pane, select **Settings » Expense » Payments**.
2. In the Employee Expense Payment Format section on the Payments settings form, specify the format and template for the payment and, optionally, specify that the bank ID and account number be printed on the payment.
3. In the Additional Options section, select the bank from which the expense report payments will be made.
4. **Optional:** To include employees' Social Security numbers on direct deposit payments, select the **Print Social Security Number on Journals and Direct Deposits** option.  
The Social Security number is also included on the following:
  - Draft Payroll Journal
  - Payroll Journal Posting Log
  - Payroll Direct Deposit report and ACH file
  - Employee Expenses Direct Deposit report and ACH file
5. To be able to identify and track amounts that are directly and indirectly paid to a vendor, select the **Enable Originating Vendor for Expenses and AP Vouchers** option.
6. Click **Save**.

## Fields and Options

Use the fields and options in the Payments form and other dialog boxes related to configure expense payments.

### Payments Form

Use the Payments form in Expense Settings to enter settings for processing expense report payments.

#### *Display the Payment Form*

You display the Payments form in Expense Settings.

In the Navigation pane, select **Settings » Expense » Payments**.

#### *Contents of the Payments Form*

Use this form in Expense Settings to enter settings for processing expense report payments.

#### Contents

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form. You enter expense report payment information for each company.

### Employee Expense Payment Format Section

In this section, enter information about expense report payment methods.

Field	Description
<b>Format</b>	<p>Select the country whose payment format most closely matches the payment format that you use for employee advances and expense reimbursement payments. The country that you select in this field and the template that you select in the <b>Template</b> field determine the how your employee expense payments print.</p> <p>If you are printing paper checks, the settings that you enter in this field and the <b>Template</b> field must be suited to the check stock that you use.</p> <p>The format options are:</p> <ul style="list-style-type: none"><li>▪ <b>United States:</b> This is the default setting.</li><li>▪ <b>United Kingdom:</b> This format is designed for use with A4-sized paper.</li></ul>

Field	Description
	<ul style="list-style-type: none"> <li>■ <b>Canada:</b> When you select this format, you can use the <b>Payment Face Date</b> field and the <b>Print date format indicator on payment face</b> check box on this form to choose the date format and determine whether or not the date format indicator prints on the payment face.</li> </ul>
<b>Currency</b>	Click the currency that displays in this field to open the Format Currency dialog box and enter currency format information to apply to the check face and stub for expense payments. Your selections apply to any selected check format and template, including custom templates.
<b>Payment Face Date</b>	<p>Click the date in this field to open the Format Date dialog box, and enter date format information for the date that prints on the check face. Your selections apply to any selected check format and template, including custom templates.</p> <p>How the payment date is shown on the check stub:</p> <ul style="list-style-type: none"> <li>■ For the <b>Delttek two-part</b> and <b>Delttek three-part</b> check templates, the date on the check stub is in the Short Date format that is currently specified in your workstation's Regional and Language Settings.</li> <li>■ For the <b>Delttek payment on bottom</b> check template, the settings that you enter in the <b>Payment Face Date</b> field apply to the date on the check stub.</li> </ul> <p>The dates for expense report detail lines on the check stub are shown in the Short Date format that is currently specified in your workstation's Regional and Language settings.</p>
<b>Template</b>	<p>Select the template to use for employee advance and expense reimbursement checks:</p> <ul style="list-style-type: none"> <li>■ <b>Delttek two-part:</b> The check face prints on the top third, and the stub prints on the bottom two thirds of the check stock.</li> <li>■ <b>Delttek three-part:</b> The check face prints on the top third, and two complete (duplicate) stubs print on the bottom two thirds of the check stock.</li> <li>■ <b>Delttek payment on bottom:</b> The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select <b>United Kingdom</b> in the <b>Format</b> field on this form. This template is formatted to fit A4-sized paper.</li> <li>■ <b>&lt;Custom template&gt;:</b> If you create custom templates for expense checks, they are included in this drop-down list with their actual file names.</li> </ul> <p>The setting that you choose in this field and the country that you choose in the <b>Format</b> field on this form determine how your employee expense checks print.</p> <p>For all of the templates:</p>

Field	Description
	<ul style="list-style-type: none"> <li>The payment date prints on each check stub.</li> <li>The employee's address prints on the check stub based on the format that is selected for the employee's country in <b>Country</b> settings, in <b>Settings » Labels and Lists » Lists</b>.</li> <li>The employee addresses include the country if the employee's country is different than your company's country.</li> <li>User-defined field tables are available so that you can easily add them if you customize the check templates with Microsoft SQL Server® Reporting Services.</li> </ul>
<b>Print Date Format Indicator in Payment Face</b>	<p>This field displays if you select <b>Canada</b> in the <b>Format</b> field.</p> <p>Select <b>Yes</b> if your check stock does not have the required date format indicator preprinted on the check stock. The format indicator will be printed on the check face according to the settings that you enter in the <b>Date Order</b> and <b>Type</b> fields on the Format Date dialog box. This dialog box displays when you click the date in the <b>Payment Face Date</b> field on this form.</p>
<b>Print Bank ID and Account Number on Payments and Remittances</b>	<p>Select <b>Yes</b> to print the ID of the selected bank and the account number.</p>

### Additional Options Section

Enter more expense report information in this section.

Field	Description
<b>Default Bank</b>	<p>Select the bank to whose account you want employee expense reimbursements and advances posted, unless otherwise specified.</p>
<b>Print Social Security Number on Journals and Direct Deposits</b>	<p>Select whether or not to display the Social Security number of all your employees on the following reports and files:</p> <ul style="list-style-type: none"> <li>Draft Payroll Journal</li> <li>Payroll Journal Posting Log (including the hyperlink from Employee Review)</li> <li>Payroll Direct Deposit report and ACH file</li> <li>Employee Expenses Direct Deposit report and ACH file</li> </ul>
<b>Enable Originating Vendor for</b>	<p>This field displays only if the <b>Enable Tax Auditing Feature</b> option is selected in <b>Settings » Cash Management » Options</b>.</p> <p>Select whether or not you want the ability to enter an originating vendor for the line items that you enter for employee expense reports, accounts payable vouchers, and accounts payable disbursements, in addition to</p>



Field	Description
<b>Expenses and AP Vouchers</b>	<p>entering the actual employee or vendor who is getting paid for those line items. This allows you to identify and track amounts that are directly and indirectly paid to a vendor. For example, an employee's expense report can include purchases from a number of different vendors, such as a hotel or airline. The employee already paid the hotel and airline vendor on your behalf. Now you are reimbursing the employee for your company's expenses, but you want to associate the hotel and airline vendor with the expense report payment to more accurately track your expenses for those vendors.</p> <p>When you enable originating vendors:</p> <ul style="list-style-type: none"> <li>▪ An <b>Originating Vendor</b> entry field displays in the grid in Expense Reports in My Stuff and in AP Voucher, AP Disbursements, and Employee Expenses Transaction Entry in the Transaction Center. Entering a vendor in the these fields is optional.</li> <li>▪ You see the originating vendors for line items on expense reports, transaction posting logs, and transaction lists for informational purposes.</li> <li>▪ You can use the Tax Analysis Report to view tax amounts that are paid both directly and indirectly to a vendor.</li> </ul> <p>The following reports display the originating vendor:</p> <ul style="list-style-type: none"> <li>▪ Tax Analysis Report</li> <li>▪ AP Voucher, AP Disbursement, and Expenses Transaction Lists</li> <li>▪ AP Voucher, AP Disbursement, and Expenses Posting Logs</li> <li>▪ Time &amp; Expense Employee Expense Detailed Report</li> </ul>

### Format Currency Dialog Box

Use this dialog box in Expense Settings to select the formatting for the currency that you use for employee expense payments.

### Display the Format Currency Dialog Box

You display the Format Currency dialog box from the Payments form in Expense Settings.

1. In the Navigation pane, select **Settings » Expense » Payments**.
2. On the Payments form, click the entry in the **Currency** field.

### Contents of the Format Currency Dialog Box

To aid you in making selections, you can see an example at the top of the dialog box that reflects your changes to the currency settings as you make them.

#### Contents

Field	Description
<b>Currency Sample with Your Settings Applied</b>	As you make selections on this dialog box, samples of the positive number and negative number for the currency display at the top of the dialog box with your selections applied. This allows you to easily see how the formatted currency will look, based on your selections. The number 123,456,789.00 is used for the positive and negative numbers. If you chose a format for displaying zero numbers in the <b>Zero Number</b> field, that format also displays at the top of the dialog box.
<b>Symbol Display</b>	Use this field to specify whether the currency symbol, currency code, or neither displays.
<b>Symbol Location</b>	Use this field to determine whether the currency symbol or currency code (the one that you selected in the <b>Symbol Display</b> field) displays to the left or right of the currency number.
<b>Use Default Number of Decimal Places</b>	When you select this option, Vantagepoint uses the default number of decimal places for that field. You specify the currency's default number of decimal places in Currency Settings ( <b>Settings » Currency » Options</b> ). For normal numbers, the default is the number of decimals that are displayed for that field by default on the report.
<b>Decimal Places</b>	If you selected <b>Yes</b> in the <b>Use Default Number of Decimal Places</b> field, this field prefills with the default number of decimal places from Currency Settings, which you cannot change. If you selected <b>No</b> in the <b>Use Default Number of Decimal Places</b> field, use this field to specify the number of decimal places to use for the currency. Options are: <b>0</b> , <b>1</b> , and <b>2</b> .
<b>Digit Grouping</b>	From this drop-down list you can select how the numbers are grouped. The digit grouping options are: <ul style="list-style-type: none"> <li>■ <b>123,456,789</b>: The number is grouped by three digits.</li> <li>■ <b>123456789</b>: There is no digit grouping.</li> </ul>
<b>Negative Number</b>	Select how you want negative currency amounts to display. The options are: <ul style="list-style-type: none"> <li>■ <b>Parentheses</b>: The number is surrounded by parentheses.</li> <li>■ <b>Sign on Front</b>: The negative sign displays before the number.</li> <li>■ <b>Sign on Back</b>: The negative sign displays after the number.</li> </ul>
<b>Zero Number</b>	Select how you want zero currency amounts to display. The options are:

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>0:</b> Zero values are represented by a 0.</li> <li>▪ <b>-:</b> Zero values are represented by a dash.</li> <li>▪ <b>Do not display:</b> Zero values are remain blank.</li> </ul>

### Format Date Dialog Box

Use this dialog box in Expense Settings to select the format for the date that you use for employee expense payments.

#### Display the Format Date Dialog Box

You display the Format Date dialog box from the Payments form in Expense Settings.

1. In the Navigation pane, select **Settings » Expense » Payments** .
2. On the Payments form, click the entry in the **Payment Face Date** field.

#### Contents of the Format Date Dialog Box

A sample date that reflects your changes displays on this dialog box, to aid you in selecting settings.

### Contents

Field	Description
<b>Type</b>	<p>Select the format type. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Short Date:</b> This displays the month, day, and year with the month expressed as a number with separators. The order of the elements of the date is determined by the <b>Date Order</b> field (month/day/year or day/month/year, for example).</li> <li>▪ <b>Medium Date:</b> This displays the month, day, and year with the month spelled out. You set the sequence of the date elements in the <b>Date Order</b> field (October 29, 2021, for example).</li> </ul>
<b>Date Order</b>	<p>Select the order that the elements appear in the date. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Month Day Year</b></li> <li>▪ <b>Day Month Year</b></li> <li>▪ <b>Year Month Day</b></li> </ul>
<b>Date Sample with Your</b>	<p>A sample of the date with your format selections applied displays below the fields.</p>

Field	Description
<b>Settings Applied</b>	

## Expense Approvals Settings

Approvals related settings for expenses are configured in the Expense Approvals form.

### Video

Title	Description
<a href="#">Set Up Expense</a>	Learn how to set up expense report tracking so that employees can enter, submit, and approve expense reports.

### Require that Expense Reports Be Approved

You can require that expense reports go through an approval process.

#### Prerequisites:

- You must have at least one employee entered in the Employee hub.
- If you want to use an approval workflow for expense reports that is different than the ones that are provided with Vantagepoint, you must set up the approval workflow in **Settings » Workflow » Approval Workflows**, in the desktop application.

If you have multiple companies, you must complete these steps for each company.

#### To require that expense reports go through an approval process:

1. In the Navigation pane, select **Settings » Expense » Expense Approvals**.
2. On the Expense Approvals settings form, set **Use Expense Approvals** to **Yes**.
3. In the **Approval Workflow** field, select the approval workflow to use for expense reports. You can select an approval workflow that comes with Vantagepoint or any approval workflow with an Active status that you created for expense reports in **Settings » Workflow » Approval Workflows**, in the desktop application.
4. In the **Approval Administrator** field, select the employee who will have administrative responsibilities and provide assistance for approval workflow processing for expense reports.  
If the approval workflow that you entered in the **Approval Workflow** field already has an approval administrator assigned to it in Approval Workflows Settings, the name of that approval administrator prefills in the **Approval Administrator** field on the Approvals form. If you change the approval administrator in this field, the approval administrator is also changed in Approval Workflows Settings for the approval workflow.
5. Click **Save**.

## Approvals Form

Use the Approvals form in Expense Settings to require that expense reports go through an approval process, and enter settings for the approval process.

### Display the Approvals Form

You can access the Approvals form in Expense Settings.

In the Navigation pane, select **Settings » Expense » Expense Approvals**.

### Contents of the Approvals Form

Use this form in Expense Settings to require that expense reports go through an approval process, and enter settings for the approval process.

#### Contents

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form. You turn on expense report approvals for each company.
<b>Use Expense Approvals</b>	<p>Select whether or not to use an approval process for approving expense reports. You must have at least one employee set up in the Employees hub before you can select <b>Yes</b>.</p> <p>If you have been using an approval process for expense reports and then change <b>Use Expense Approvals</b> to <b>No</b>, all in-progress approvals are canceled.</p>
<b>Approval Workflow</b>	<p>If you select <b>Yes</b> to use expense approvals for expense reports, select the approval workflow to use. An approval workflow identifies the steps in the approval process, the employees who are assigned to each approval step, and the notification alerts to send for each step to keep the approval process on schedule.</p> <p>You can select one of the approval workflows that comes with Vantagepoint:</p> <ul style="list-style-type: none"> <li>▪ <b>Expense Report Default:</b> An employee's supervisor must approve the overall expense report.</li> <li>▪ <b>Expense Reports &amp; Lines Default:</b> An employee's supervisor must approve the overall expense report and project managers must approve individual line items for projects on an expense report.</li> <li>▪ <b>Expense Line Default:</b> Project managers must approve individual line items for projects on an expense report.</li> </ul> <p>You can also create your own approval workflows in <b>Settings » Workflow » Approval Workflows</b>, in the desktop application. After you create an approval workflow for expense reports and give it an Active status, it displays in the drop-down list in the <b>Approval Workflow</b> field on the Approvals form.</p>

Field	Description
	<p>If you use an approval workflow that requires line items on expense reports to be approved, you can override the requirement for line item approvals on a project-by-project basis in the <b>Expense Report Line Item Approval</b> field on the Time &amp; Expense tab in the Projects hub in the desktop application.</p> <p>If you have been using an approval process for expense reports and then you change the approval workflow in this field, the approval process for any existing in-progress expense reports will be restarted using the new approval workflow.</p>
<b>Approval Administrator</b>	<p>If you select <b>Yes</b> to use expense report approvals, select the employee who will have administrative responsibilities and provide assistance for approval workflow processing.</p> <p>If the approval workflow that you entered in the <b>Approval Workflow</b> field on this form already has an approval administrator assigned to it in <b>Settings » Workflow » Approval Workflows</b> in the desktop application, the name of that approval administrator prefills in the <b>Approval Administrator</b> field on this form. If you change the prefilled approval administrator in the <b>Approval Administrator</b> field on this form, the approval administrator is also changed in Approval Workflows Settings for the approval workflow.</p> <p>The approval administrator can:</p> <ul style="list-style-type: none"> <li>Edit workflow steps in Approval Workflows Settings when there are in-progress approvals.</li> <li>Reassign employees to an approval step when there are approval workflow failures. These failures occur whenever an approval assignment cannot be made to the employee (role) who is specified for an approval step.</li> </ul> <p>The approval administrators must:</p> <ul style="list-style-type: none"> <li>Have an Active status in the Employees hub.</li> <li>Have role security that gives access to Expense Reports and Approval Workflows Settings.</li> <li>Be specified as an approver of a step to take approval action for an approval workflow step. Alternatively, an approval administrator can reassign an approval step to themselves, so that they can approve a record for a step.</li> </ul> <p>If you use multiple companies, you can enter an employee from any company in this field. The Employee lookup in this field includes employees from all of your companies.</p>

## Expense Alerts Settings

Use alerts settings to specify how expense-related alerts are delivered in Vantagepoint.

How to...

You can set up expense-related alerts for credit card charges.

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

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

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

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

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

1. In the Navigation pane, select **Settings » Expense » Alerts**.
2. Under the **Alert** column in the grid on the Alerts settings form, click **New Credit Card Transactions Available**.
3. On the New Credit Card Transactions Available dialog box, set up the rules to apply to the alert for the appropriate employee groups, and then click **Save and Close**.
4. Under the **Active** column in the grid on the Alerts settings form, select the check box for New Credit Card Transactions Available to enable the alert.

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

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

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

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

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

1. In the Navigation pane, select **Settings » Expense » Alerts**.
2. Under the **Alert** column in the grid of the Alerts settings form, click **Past Due Credit Card Transactions**.
3. On the Past Due Credit Card Transactions dialog box, set up the rules to apply to the alert for the appropriate employee groups, and then click **Save and Close**.
4. Under the **Active** column in the grid of the Alerts settings form, select the check box for Past Due Credit Card Transactions to enable the alert.

## Fields and Options

Use the Expense Alerts settings form and other dialog boxes to set up alerts for expense-related credit card charges.

### Expense Alerts Form

Use the Expense Alerts form to set up alerts to notify employees about credit card charges they made.

The alerts that you can activate are:

- New Credit Card Transactions Available
- Past Due Credit Card Transactions

#### *Display the Expense Alerts Form*

You display the Expense Alerts form for expenses in Expense Settings.

In the Navigation pane, select **Settings » Expense » Alerts** .

#### *Contents of the Expense Alerts Form*

Use the Expense Alerts form fields and options to configure alerts to send to employees for credit card-paid expenses.

### Contents

Field	Description
<b>Company Name</b>	If your firm uses multiple companies, the name of the active company displays at the top of the form. You can select a different company.

### Alert Grid

Click an alert name hyperlink in the grid to open a dialog box and configure the alert before you activate and use it.

### Alert Grid Fields

Field	Description
<b>Alert</b>	<p>This field displays the following alerts that are available to use:</p> <ul style="list-style-type: none"> <li>▪ <b>New Credit Card Transactions Available:</b> This alert notifies the appropriate employees when a new credit card charge that they made has been imported into Vantagepoint, and it is ready to add to an expense report.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Past Due Credit Card Transactions:</b> This alert is sent to employees and, optionally, their supervisors after a certain number of days has passed without the imported expense being posted on an expense report.</li> </ul> <p>Click the alert name hyperlink to configure the alert before you use it.</p>
<b>Active</b>	Select this check box to start using the alert.

### Past Due Credit Card Transactions Dialog Box

Use this dialog box to create rules for the Past Due Credit Card Transactions alert for the appropriate employee groups.

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





#### Display the Past Due Credit Card Transactions Dialog Box

You display the dialog box in Expense Settings.

1. In the Navigation pane, select **Settings » Expense » Alerts**.
2. In the grid of the Expense Alerts form, click **Past Due Credit Card Transactions**.

#### Contents of the Past Due Credit Card Transactions Dialog Box

Use these fields and options to set up credit card past due alerts.

Field	Description
 <b>Save Rule</b>	Click this option to save the changes in the settings for the alert without closing the dialog box. (This option is disabled if there are no changes to be saved.)
 <b>Add Rule</b>	Click this option to add a new alert rule. On the Add Rule dialog box, enter a unique alert rule name for the new alert and click <b>OK</b> to close the Add Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field.
 <b>Copy Rule</b>	Select an alert rule in the grid with settings that you want to copy into a new alert rule and then click <b>Copy</b> . On the Copy Rule dialog box, enter a unique alert rule name for the new alert rule and click <b>OK</b> to close the Copy Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field with the same settings as the alert that you copied.
 <b>Delete Rule</b>	Select a rule and click this option to delete it.

Field	Description
<b>Alert Rule</b>	This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click <b>Add Rule</b> on the toolbar and enter the new

Field	Description
	alert rule name on the Add Rule dialog box. Each alert rule name must be unique.
<b>Rule Enabled</b>	Select this option to enable the rule. When the alert is active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then Vantagepoint will run any one of its enabled rules. If the alert is not active, then Vantagepoint will not run any of its rules, even if rules are enabled.
<b>Employee Groups</b>	<p>From the drop-down list, select the employee group for which you want to apply a new rule for the alert. If you have already created rules, select the employee group for which you want to view or modify existing rules. After you enter an employee group in this field, the grid in the dialog box displays all the alert rules that are set up for the selected employee group.</p> <p>When you select <b>[All Groups]</b>, the rules that you create for the alert will apply globally for all employee groups, and you do not have to create the same rules individually for each group.</p>
<b>Languages</b>	This field displays if your firm uses multiple languages. Use this to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this field blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employee hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Alert Criteria Section

Field	Description
<b>Send Alert for Charges Over X Days</b>	Enter the number of days after which you want the past due alert sent to an employee. This is the number of days after the transaction date on the credit card charge. For example, if employees have a two-week grace period to enter their expense reports, enter <b>14</b> in this field. An alert will be sent for any imported credit card charges with a transaction date over 14 days old.
<b>Do not send alert if missing charge is associated with:</b>	<p>A past due alert is sent for any imported credit card charge that is not associated with a posted expense report or cleared through the Credit Card Reconciliation application. If you do not want employees to receive an alert if the expense report is in progress, select one or more of the following check boxes to specify the charges associated with an expense report with statuses that will not trigger a past due alert to be sent:</p> <ul style="list-style-type: none"> <li>▪ <b>Approved Expense Report</b></li> <li>▪ <b>Submitted Expense Report</b></li> <li>▪ <b>In Progress Expense Report</b></li> </ul>

Field	Description
<b>Send Every X Days</b>	Enter the frequency (number of days) for which you want the past due alert sent to employees if they have not added an imported charge to an expense report. For example, to check for past due expense report charges and alert employees once a week, enter <b>7</b> .
<b>Time of Day to Send Alert</b>	From the drop-down list, select the hour of the day for the alert to be sent to employees.

### Delivery Options Section

Field	Description
<b>Email</b>	Select this check box to send the alert by email to employees.
<b>Notification Center</b>	Select this check box to send the alert to employees via the Notification Center.
<b>Alert Employee Supervisor</b>	Select this check box to also send the alert to an employee's supervisor.
<b>Alert Expense Report System Administrators</b>	Select this check box to also send the alert to the expense report system administrators. These are the employees who are assigned system-level administration of expenses (on the Time & Expense tab in the Employees hub).
<b>Alert Expense Report Company Administrators</b>	Select this check box to also send the alert to the expense report company administrators. These are the employees who are assigned company-level administration of expenses (on the Time & Expense tab in the Employees hub) that matches the company of the employee who submits an expense report.

### Email

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
<b>Subject</b>	Enter the subject for the email message.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

Field	Description
<b>Save and Close</b>	Click this option to save the configuration that you've made for the alerts and close the dialog box. This option is disabled if there are no changes to be saved in the alert rule. You can click <b>Cancel</b> to close the dialog box instead.
<b>Cancel</b>	Click this option to close the dialog box without saving any changes made to the alerts.

### New Credit Card Transactions Available Dialog Box

Use this dialog box to create rules for the New Credit Card Transaction Available alert for the appropriate employee groups.

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




#### Display the New Credit Card Transactions Available Dialog Box

You display the dialog box in Expense Settings.

1. In the Navigation pane, select **Settings » Expense » Alerts**.
2. In the grid of the Expense Alerts form, click **New Credit Card Transactions Available**.

#### Contents of the New Credit Card Transactions Available Dialog Box

Use these fields and options to set up alerts when new credit card transactions are available.

Field	Description
 <b>Save Rule</b>	Click this option to save the changes in the settings for the alert without closing the dialog box. (This option is disabled if there are no changes to be saved.)
<b>+ Add Rule</b>	Click this option to add a new alert rule. On the Add Rule dialog box, enter a unique alert rule name for the new alert and click <b>OK</b> to close the Add Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field.
 <b>Copy Rule</b>	Select an alert rule in the grid with settings that you want to copy into a new alert rule and then click <b>Copy</b> . On the Copy Rule dialog box, enter a unique alert rule name for the new alert rule and click <b>OK</b> to close the Copy Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field with the same settings as the alert that you copied.
 <b>Delete Rule</b>	Select a rule and click this option to delete it.

Field	Description
<b>Alert Rule</b>	This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click <b>Add Rule</b> on the toolbar and enter the new alert rule name on the Add Rule dialog box. Each alert rule name must be unique.
<b>Rule Enabled</b>	Select this option to enable the rule. When the alert is active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then Vantagepoint will run any one of its enabled rules. If the alert is not active, then Vantagepoint will not run any of its rules, even if rules are enabled.
<b>Employee Groups</b>	<p>From the drop-down list, select the employee group for which you want to apply a new rule for the alert. If you have already created rules, select the employee group for which you want to view or modify existing rules. After you enter an employee group in this field, the grid in the dialog box displays all the alert rules that are set up for the selected employee group.</p> <p>When you select <b>[All Groups]</b>, the rules that you create for the alert will apply globally for all employee groups, and you do not have to create the same rules individually for each group.</p>
<b>Languages</b>	This field displays if your firm uses multiple languages. Use this to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this field blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employee hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Alert Type

Field	Description
<b>Send Alert When New Charges Are Imported</b>	Select this check box if you want an alert sent to an employee when any charge made by the employee with a company-issued credit card is imported from a credit card statement into Vantagepoint.
<b>Send Alert Once A Week On</b>	Select this check box if you want an alert sent to an employee once a week to notify them of any charges they made with a company-issued credit card that have been imported from a credit card statement into Vantagepoint. In the field beside this check box, select the day of the week for the alert to be sent. If no charges have been imported, no alert is sent.
<b>Time of day to send alert</b>	This field displays if the <b>Send Alert Once A Week On</b> check box is selected. From the drop-down list, select the hour of the day for the alert to be sent to employees.

## Delivery Options

You can select one or both of these options.

Field	Description
<b>Email</b>	Select this check box to send the alert by email to employees.
<b>Notification Center</b>	Select this check box to send the alert to employees via the Notification Center.

## Email

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
<b>Subject</b>	Enter the subject for the email message.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

Field	Description
<b>Save and Close</b>	Click this option to save the configuration that you've made for the alerts and close the dialog box. This option is disabled if there are no changes to be saved in the alert rule. You can click <b>Cancel</b> to close the dialog box instead.
<b>Cancel</b>	Click this option to close the dialog box without saving any changes made to the alerts.

## Cash Management Settings

In Cash Management Settings, you set up your company's bank codes, tax codes, accounts payable transactions, and credit cards.

**Video:** [See related video below](#)

## Options

Use the Options form to set up the use of credit cards and tax auditing for Cash Management.

## Banks

Use the Banks form to set up bank codes, electronic funds transfers, and formats for export text files.

## Tax Codes

Use the Tax Codes form to set up information related to taxes, input and output accounts, debit and credit postings, and tax reports. Vantagepoint uses this information to apply taxes to intercompany transactions. For each tax code that you use for intercompany transactions, you indicate whether or not it applies to each of these types of transactions:

- Labor transactions
- Expense transactions
- Balance sheet transactions

If your company uses multiple companies, you can share employees among companies while you maintain accounting for both labor and expense charges associated with shared work efforts.

Intercompany Billing configuration is an enterprise-wide application. You set it up for all companies. [Intercompany Billing Settings Overview](#)

## Accounts Payable

Use the Accounts Payable form to specify how Vantagepoint processes accounts payable vouchers and to enable AP Invoice Approvals. You can establish the accounts payable settings system-wide for all companies in your enterprise. In addition to system-wide accounts payable options, there are other company-wide accounts payable options that you need to set up for each of your companies.

You can configure the following:

- **Voucher options:** Use these options to select warning messages for duplicate invoices, choose whether or not a voucher number is required during data entry, as well as how to display leading zeros in voucher numbers, payee, and use of expense codes for Accounts Payable data entry.
- **Vendor types:** Use these options to identify and group vendors so you can then associate liability codes with vendor types, which automate transaction postings for vouchers. You can sort and select vendors by type on reports. You can select vendors by type in Accounts Payable Payment Processing. To close out (consolidate) vendor type data into one vendor type, use the Vendor Code Key Conversions utility. You can either consolidate data between two existing vendor types, or you can set up a new vendor type in which to close out vendor types no longer in use.
- **Expense code setup:** Use this optional feature to make accounts payable voucher and accounts payable disbursement entry more efficient by prefilling the expense account based on the vendor and project you enter.

To access expense code setup, see **Settings » Cash Management » Expense Codes**, in the desktop application.

## Credit Cards

Use the Credit Card form to set up the ability to import credit card charges from your bank into Vantagepoint as well as define vendor invoices as paid by credit cards and reconcile charges from expense reports and AP disbursements.

## Cash Flow Statement

Use the Cash flow Statement form to define section and subsection headings and map the accounts associated with each subsection. These accounts determine the amount that displays for each line item on the Cash Flow Statement.

## Video

Title	Description
<a href="#">Set Up Cash Management</a>	Learn how to set up Cash Management so that your firm can use features related to banks and taxes.

## Options Settings

Use Options in Cash Management Settings to enable the use of credit cards and tax auditing, including the set up of default tax codes and tax regions.

### Set Up Cash Management Options

Set up the options for Cash Management, including enabling the use of credit cards, the Tax Auditing feature, and tax code and tax region defaults.

### To set up the Cash Management options:

1. In the Navigation pane, select **Settings » Cash Management » Options**.
2. To use the credit card feature, set **Enable use of Credit Cards** to **Yes**.
3. To use the Tax Auditing feature, select **Yes** for **Enable Tax Auditing**.  
This feature lets you enter certain input taxes and report on taxes from billing invoices and purchase orders.  
The corresponding **Tax Country Code** field prefills with the tax country code that is entered in **Settings » Cash Management » Tax Codes**. You can specify a different country code.
4. In the **Tax Registration Number** field, specify the firm's tax registration number, which is assigned by each country and used for tax reporting.
5. Use the Default Tax Codes grid to enter the default tax codes that are used to calculate taxes automatically for:
  - Accounts payable vouchers, accounts payable disbursements, cash disbursements, and employee expenses that you specify in transaction entry.
  - Expense reports that you enter in the Expense application.



6. Use the Tax Regions grid to set up tax regions that will be available for selection in the **Tax Code** drop-down list in AP voucher entry, AP disbursement entry, and invoice billing terms.  
This will include only the tax codes that are appropriate for the vendor or client's specific address that you enter for the transaction or billing terms.
7. Set **Enable Originating Vendor for Employee Expenses and AP Vouchers** to **Yes** if you want to be able to associate an originating vendor with the line items that you enter for employee expense reports, accounts payable vouchers, and accounts payable disbursements, in addition to the actual employee or vendor who is getting paid.  
If you do not select this option, you can only track the employee or vendor who will receive payment.
8. Set **Require Tax Codes to be used in AP Transactions** to **Yes** to require that users enter at least one tax code for each line item in AP vouchers and AP disbursements that they enter in the Transaction Center.
9. Click **Save**.

## Cash Management Settings Options Form

Use the Options form in Cash Management Settings to enable the use of credit cards and tax auditing and set up default tax codes and tax regions if you turn on tax auditing.

### Display the Cash Management Options Form

You display the form in Cash Management Settings.

In the Navigation pane, select **Settings » Cash Management » Options**.

### Contents of the Cash Management Options Settings Form

Use the settings on this form to enable the use credit cards and tax auditing and set up tax codes and tax regions if you turn on tax auditing.

Field	Description
<b>Enable Use of Credit Cards</b>	<p>Select <b>Yes</b> to enable the Credit Card feature, which:</p> <ul style="list-style-type: none"> <li>■ Lets you import credit card charges from your bank into Vantagepoint.</li> <li>■ Lets employees select the imported credit card charges that they made with company-issued credit cards on an expense report.</li> <li>■ Lets you define vendor invoices as paid by credit card in <b>Transaction Center » Transaction Entry » AP Disbursements</b>.</li> <li>■ Lets you reconcile credit card charges from expense reports and AP disbursements with the charges on your credit card statements in <b>Cash Management » Credit Card Reconciliation</b>.</li> </ul> <p>After you enable this feature, set up credit card processing.</p>

Field	Description
	If you have multiple companies, employees from a company that does not have credit cards enabled can access the credit card information in the Expense Reports application, if they are identified as expense report users for a secondary credit card in <b>Settings » Cash Management » Credit Cards</b> .

### Tax Auditing Feature

Field	Description
<b>Enable Tax Auditing Feature</b>	<p>Select <b>Yes</b> to turn on the Tax Auditing feature, which lets you enter certain input taxes and report on taxes from billing invoices and purchase orders.</p> <p>When you select <b>Yes</b>, the following are enabled:</p> <ul style="list-style-type: none"> <li>▪ All other fields on this tab</li> <li>▪ The auditing-related sections of the Tax Codes form in Cash Management Settings</li> <li>▪ The <b>Tax Country</b> and <b>Tax Reg. #</b> fields in the Firms hub</li> <li>▪ Tax-related fields for expense categories in <b>Settings » Expense » Expense Categories</b></li> <li>▪ Tax-related fields on various transaction entry forms</li> <li>▪ Tax-related information on transaction lists and posting logs in the Transaction Center and on the Employee Ledger report (for taxes entered on employee expense reports)</li> </ul> <p>In Reporting:</p> <ul style="list-style-type: none"> <li>▪ The Sales List report and Tax Analysis report become available</li> <li>▪ You can include the <b>Tax-2 Amount</b> column on the Vouchered Purchase Orders Items report</li> </ul>

These fields display when you have a subscription license for Vantagepoint to use the European Tax Validation service. This is used to specify the default settings for reporting on taxes for your firm records that are vendors and allow Vantagepoint API to validate the firm's tax registration number with the Belgian VAT Desk.

Because a firm may have multiple addresses, each address may have its own tax registration and country code information entered.

Field	Description
<b>Tax Registration Number</b>	Enter the firm's tax registration number. This is the number that is assigned by each country and used for tax reporting. When you enter this number, the <b>Validate Tax Registration Number</b> button is enabled.
<b>Default Tax Country Code</b>	This field prefills with the tax country code that is entered in Use this drop-down list if you need to select a different tax country code for the firm.

### Default Tax Codes Grid

Use this grid to enter the default tax codes to use to calculate taxes automatically for:

- Accounts payable vouchers, accounts payable disbursements, cash disbursements, and employee expenses that you enter in Transaction Entry.
- Expense reports that you enter in the Expense application.

You can enter as many default tax codes as you need.

Field	Description
<b>+ Add Tax Code</b>	Click this icon to add a tax code to the grid. When you do this, a sequence number prefills in the <b>Sequence</b> field and <b>Default Tax Code</b> is enabled for you to select a tax code.
<b>Sequence</b>	<p>When you click <b>+ Add Tax Code</b>, a sequence number prefills automatically in this field. The sequence number determines the order in which the taxes display on the New File dialog box in Transaction Entry. You can change the sequence number.</p> <p>If you assign the same sequence number to multiple tax codes, you are warned that the sequence number is already in use. If you proceed anyway, the tax codes will be ordered first by sequence number and then, within the same sequence number, ordered alphabetically or numerically by tax code.</p>
<b>Default Tax Code</b>	<p>From the drop-down list, select a default tax code. Only taxes with an Active status are available. The list includes the tax codes set up with the <b>Transaction Entry</b> and/or <b>Employee Expenses</b> options selected in the <b>Inputs</b> section of the Options tab in <b>Settings » Cash Management » Tax Codes</b>.</p> <p><b>Default Tax Codes and the Transaction Center</b></p> <p>The default tax codes that you enter here prefill on the Transaction Center New File dialog box when you create a new transaction file for accounts payable vouchers, accounts payable disbursements, cash disbursements, and expense reports. The default tax codes are used to calculate taxes for all the transactions that you enter in the transaction file. On the New File dialog box, you can override the default tax codes by adding or deleting tax codes.</p> <p>For any individual transaction in the transaction file, you can override the taxes that have been automatically calculated using the default tax codes. Click the amount in the <b>Total Tax Amount</b> field on the transaction entry form to open the Tax Codes dialog box, where you can add, remove, or change tax amounts.</p> <p>For accounts payable vouchers and accounts payable disbursements, if a vendor has a default tax code entered for it on the Vendor tab of the Firms hub, then the vendor's default tax code is used instead of the default tax code that has the first (or lowest) sequence number on the New File dialog box to calculate the taxes for the vendor voucher or disbursement.</p> <p>Example: A vendor's default code entered on the Vendor tab of the Firms hub is XXX. The default tax codes entered here in Cash Management Options are AAA (with sequence 5), BBB (with sequence 30), and CCC (with sequence 45). Tax code XXX from the vendor record will override tax code AAA (with sequence 5, the lowest sequence number) when accounts payable vouchers and</p>

Field	Description
	<p>disbursements are entered in the Transaction Center for that particular vendor. The tax codes used for the transactions for that vendor are XXX, BBB, and CCC.</p> <p><b>Default Tax Codes and Expense Reports</b></p> <p>The default tax codes that you enter on this form are used to calculate taxes automatically when you enter expense reports in the Expense application. Unlike Transaction Entry, expense reports do not have a New File dialog box that displays the default tax codes. Instead, taxes are calculated for expense items on expense reports based on the following:</p> <ul style="list-style-type: none"> <li>▪ If you enter an expense category for an item on an expense report and the category has a default tax code entered for it in <b>Settings » Expense » Expense Categories</b>, then the default tax codes from the expense category are used to calculate taxes. If the expense category does not have default tax codes entered for it, then taxes are calculated using the default tax codes that are entered in the Default Tax Codes grid.</li> <li>▪ If no expense category is entered for an item on an expense report, no taxes are calculated automatically. You can click in the <b>Total Tax Amount</b> field in the expense report entry grid to open the Tax Codes dialog box and manually enter tax codes to calculate the taxes for the item.</li> </ul>

### Tax Region Grid

You must set up tax regions in this grid if you want the drop-down list in the **Tax Code** fields in AP voucher entry, AP disbursement entry, and invoice billing terms to include only the tax codes that are appropriate for the vendor or client's specific address that you enter for the transaction or billing terms.

You must also specify a tax region for tax codes in the Tax Regions grid and enter tax countries for vendors and clients in the Addresses section of the Overview tab in the Firms hub.

Field	Description
<b>+ Add Tax Region</b>	Click this icon to add a tax region to the grid.
<b>Country</b>	Select the country for the tax region.
<b>Tax Region</b>	Enter a tax region for the selected country code.
<b>Require Tax Codes to be used in AP Transactions</b>	<p>This option is enabled if you set the <b>Enable Tax Auditing Feature</b> option to <b>Yes</b> on this tab.</p> <p>Select this option to require that users enter at least one tax code for each line item in AP vouchers and AP disbursements that they enter in the Transaction Center.</p> <p>Note that for AP vouchers automatically generated by Intercompany Billing, tax codes are <b>not</b> required when this option is selected.</p>

Field	Description
<b>Enable Originating Vendor for Employee Expenses and AP Vouchers</b>	<p>This option is enabled if you set the <b>Enable Tax Auditing Feature</b> option to <b>Yes</b> on this tab.</p> <p>Select <b>Yes</b> for this option if you want to be able to associate an originating vendor with the line items that you enter for employee expense reports, accounts payable vouchers, and accounts payable disbursements, in addition to the actual employee or vendor who is getting paid. If you do not select this option, you can only track the employee or vendor who will receive payment.</p> <p>This same option is also available in <b>Settings » Expense » Payments</b>. When you update the setting in one location, it is automatically updated in the other.</p> <p>For more information about how this feature works, including the fields that are enabled throughout Vantagepoint when you turn on the feature, see the "Originating Vendors" help topic.</p>

## Banks Settings

Bank codes represent the bank accounts that you use when you enter cash-related transactions such as cash receipts, cash disbursements, and accounts payable payments.

Bank codes direct the implicit posting of any cash-related transaction. This means that Vantagepoint automatically uses the default general ledger account that you enter for a bank (such as 101, Checking) during data entry for cash-related transactions. Bank codes eliminate the need to manually enter the general ledger account during data entry processing.

Use the Banks settings form in **Settings » Cash Management » Banks**, to set up the following information for your bank accounts:

- Bank entries for miscellaneous fees and bank charges
- Settings for the import file when importing bank transactions into Vantagepoint
- Direct Deposit and NACHA (National Automated Clearing House Association) electronic funds transfer information
- Export to Text File format information, including user-defined and SEPA (Single Euro Payments Area) file formatting
- Wire transfer fee information

If you use Organization Reporting, your enterprise has multiple organizations, and each organization has one or more accounts at one or more banks, you can set up a bank code for each account, at each bank, for each organization. You can use the same account for each organization bank code. If you maintain separate balance sheets for your organizations, Vantagepoint displays the account totals for each.

The Bank Code List shows all the bank codes and their setup information. Use this list to verify the information entered through Banks Settings.

After you enter and save bank code information, you cannot modify the bank code itself. To modify a bank code, use the bank code conversion utility in **Utilities » Key Conversions » Banks**.

Bank codes are both company- and currency-specific. If you have multiple companies, you must set up bank codes and electronic funds transfers for each company in your enterprise.

If you have multiple currencies, bank codes determine payment currencies for a number of transactions. When you set up a bank code, you must select an account for which you have specified a currency in **Settings » General Ledger » Chart of Accounts**.

### Set Up Bank Codes

You can add new bank codes at any time. There is no limit to the number of bank codes that you can define for your enterprise. Initially, you must add at least one bank code before you enter cash receipts, cash disbursements, or accounts payable disbursements.

#### To set up a new bank code:

1. In the Navigation pane, select **Settings » Cash Management » Banks**.
2. On the Actions bar, click **+New Bank Code**.
3. In the **Bank Code Name** field on the Bank Settings form, enter a name.
4. On the Options tab, complete the following required fields:
  - a) In the **Code** field, enter a description for the bank code.
  - b) In the **Account** field, enter an account or select one from the Account lookup.
  - c) In the **Organization** field, enter or select an organization.
  - d) In the **Export to Text Format** field, select an option such as **Check**, **User Defined**, or **SEPA** from the list.
5. If you select **User Defined** in the **Export to Text Format** field, enter the file format information on the User Defined File Format tab.
6. If you process payroll or employee expense payments as direct deposits, or you pay accounts payable vendors with electronic funds transfers (EFTs), set up the electronic funds transfer information on the NACHA File Format tab.
7. Complete fields on the other tabs.
8. Click **Save**.

### Banks Settings Form

Use the Banks Settings form in Cash Management Settings to set up bank codes, electronic funds transfers, SEPA XML formats, and formats for export text files.

#### Display the Banks Settings Form





Display the form in Cash Management Settings.

In the Navigation pane, select **Settings » Cash Management » Banks**.

### Header Fields for the Banks Settings Form

Use the header fields above the Actions bar to search for existing bank codes, add new bank codes, or switch between list and detailed views. Header fields are generally available, whichever tab is currently selected.

#### Contents

Field	Description
<b>Bank Codes Search</b>	Use the search fields to find and select a bank code that you want to review or update. For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.
<b>◀x of x▶</b>	Use these arrow icons to scroll through the records and open a different record on the form. The numbers indicate which record you are viewing out of the total number of records in the search results.
<b>+ New Bank Code</b>	Click this option to add a new bank code. Enter information for the code on the tabs of this form.
	Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the Select Columns dialog box.  For information about selecting columns, see <a href="#">Select Columns for a Grid</a> . For more information about working in list view, see <a href="#">Use List View</a> .
	After you switch to list view, you can click the Switch to Detail View icon to switch back to the detailed view of the form. In detail view, all selected fields are displayed on the form. This is the default view when you first open the application. Subsequently, the view that was active when you closed the application is the one that displays when you open it again. Detail view is the view that is described in the Help.
<b>Name</b>	Enter the name of the bank code at the upper left of the form, or click  to edit an existing name.  If you are using multiple companies, the name of the active company displays below the name of the record.

### Options Tab of the Banks Settings Form

Use the Options tab to set up the bank codes and accounts, as well as set up wire transfers and process payments for your enterprise.

#### Contents

Field	Description
<b>Description</b>	Enter a description for the bank code. Each bank code must have a unique description.
<b>Code</b>	Enter an alphanumeric code of up to 10 characters to identify this bank account. For example, FirstNat1 could be the code for your checking account at the First National Bank). Do not use punctuation such as /, -, or ; or spaces when you enter a code. If you use punctuation, errors occur when you process data.
<b>Import Enabled</b>	Set this option to <b>Yes</b> to enable the Import tab, which you use to import bank statements directly into bank statement reconciliation and to enable the fields that are used to set up how Vantagepoint identifies the data in the import file.
<b>Currency</b>	After you enter an account in the <b>Account</b> field on this tab, Vantagepoint auto-populates the currency code that was specified for the account in <b>Settings » General Ledger » Chart of Accounts</b> . This is the currency in which the bank account is denominated.
<b>Account</b>	Enter or select the general ledger account number associated with this bank code. This account receives the implicit posting when the bank code is specified in data entry. The account that you enter here must be a balance sheet account. Deltek recommends that you have a different general ledger account number associated with each bank code, regardless of whether or not you use the Organization application.
<b>Organization</b>	Enter or select the organization to use when transactions are posted to this bank code. If you set up multiple companies, the selections available in this lookup are based on the active company displayed at the top of the form. If that company is not the company for which you want to specify the bank code, select the correct company from the drop-down list on the Vantagepoint toolbar.
<b>Export to Text Format</b>	<p>Select the format to use for creating an output file that contains payment information when you process a vendor or employee payment run. The file is created when you click the <b>Export to Text</b> action on the Printing and Numbering page in <b>Cash Management » Vendor Payments</b> and in <b>Cash Management » Employee Payments</b>.</p> <p>The file format options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Check:</b> Select this option to create a predefined .txt file that contains the payment information for a payment run. You can use this .txt file to print your checks with, for example, Troy security solution products.</li> </ul>



Field	Description
	<p>This .txt file is not to be confused with the check template and formatting that you select on the Payments tab in <b>Settings » Cash Management » Accounts Payable</b> and in <b>Settings » Expense » Payments</b>. The check template/formatting entered in Settings is used when you click the <b>Print Payments</b> action on the Printing and Numbering page in Vendor Payments and Employee Payments.</p> <ul style="list-style-type: none"> <li>▪ <b>User Defined:</b> Select this option to create a user-defined .txt file that contains the payment information that your bank requires. This option is commonly used to create a .txt file with payment information to import into your banking software to process payments electronically. You can use this option for the electronic funds transfer (EFT) requirements of many international banks. Select this option if you make electronic payment using ClieOp. Then select the <b>ClieOp</b> option on the User Defined File Format tab, and complete the information on that tab.</li> <li>▪ <b>SEPA:</b> This is the Single Euro Payments Area (SEPA) .xml file format that is commonly used in European countries. When you select this option, the SEPA File Format tab is enabled on this tab. Enter additional information for the SEPA file format on this tab.  This format produces an XML file that contains the SEPA service level code. You can also use the SEPA format for other service level codes, such as SDVA, URG, or NURG. To use the SEPA format for other service level codes, after the XML file is generated in the export-to-text process, edit the XML document and replace the SEPA service code level with another code</li> </ul>

### Wire Transfer Fee Debit

Field	Description
<b>Account</b>	Enter or select the account number to use for a wire transfer.
<b>Enable In-Process Account</b>	<p>Set this option to <b>Yes</b> to enable the In-Process Account feature, which allows you to delay posting payments to the general ledger until the payments have cleared this account. This helps you determine the amount of cash that has not yet cleared your bank from the payments that you process in Vantagepoint.</p> <p>When this feature is enabled, the in-process account is credited instead of the account that is entered for the bank in the <b>Account</b> field on this tab when the following transactions are posted:</p> <ul style="list-style-type: none"> <li>▪ Vendor payments</li> <li>▪ Accounts payable disbursements</li> <li>▪ Cash disbursements</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Employee expense report payments</li> <li>Payroll payments</li> </ul> <p>Several things happen when you process payments that are made with the in-process account. When you select the <b>Cleared</b> check box for the payment, a <b>Process Cleared Items</b> option is enabled on the Payments tab in <b>Cash Management » Bank Reconciliation</b>. Click this option to open the Post Cleared Items dialog box and post the cleared items. A journal entry is created that debits the in-process account and credits the balance sheet account that is entered in the <b>Account</b> field for a bank.</p>
<b>In-Process Account</b>	<p>This field displays when you select <b>Yes</b> for the <b>Enable In-Process Account</b> option. Enter or select the account in this field. Amounts in this account have not yet cleared the bank and will not post to the balance sheet until after they are cleared on the Payments tab in <b>Cash Management » Bank Reconciliation</b>.</p> <p>The in-process account must be available to the same company as the bank code's assigned organization, and the currency of the account must also be the same as that of the bank code.</p>
<b>Project</b>	Enter or select the project name to use for a wire transfer.
<b>Phase</b>	If phases exist, enter or select the appropriate phase.
<b>Task</b>	If tasks exist, enter or select the appropriate task.

#### Bank Reconciliation Tab of the Banks Settings Form

Use the Bank Reconciliation tab to set up miscellaneous charges for your enterprise and to indicate if electronic payment runs will be summarized.

#### Contents

Field	Description
<b>Summarize Electronic Payments Runs in Bank Reconciliation</b>	<p>Select one of two settings for this option:</p> <ul style="list-style-type: none"> <li><b>Yes:</b> Select this setting to summarize all individual payments in an electronic payments run for the bank as a single transaction on the Payments tab of the Bank Statement Reconciliation form, so that you can mark them cleared as a group. You can select <b>Yes</b> only if no existing electronic payment runs for the bank have a mix of cleared and uncleared payments. (In other words, the payments in each electronic payment run must be either all cleared or all selected.)</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>No:</b> Select this setting to display all individual payments in an electronic payments run on the Payments tab of the Bank Statement Reconciliation form, so that you can individually mark them as cleared.</li> </ul> <p>Most enterprises base this setting on how the bank shows electronic payments on bank statements.</p>

### Bank Entries Grid

Use this grid to view, add, or modify account and project information for the bank entry.

Field	Description
<b>Type</b>	By default, this column displays <b>Interest Revenue</b> and <b>Bank Fees</b> , but you can change or add entries to reflect miscellaneous charges in your organization. You can define up to four bank entry types for every bank.
<b>Account</b>	Enter or select the account that is used for the explicit side of the bank transaction. For example, you can define the expense account for Bank Fees.
<b>Project</b>	Enter or select a project.
<b>Phase</b>	Enter or select a phase.
<b>Task</b>	Enter or select a task.
<b>Transaction Type</b>	From the drop-down list, select <b>Cash Receipt</b> or <b>Cash Disbursement</b> for user-defined charges. By default, Bank Fees use the Cash Disbursement transaction type and Interest Revenue uses the Cash Receipt transaction type.

### NACHA File Format Tab of Banks Settings Form

If you use the ACH network to make electronic funds transfer (EFT) payments through your bank, use the NACHA File Format tab to specify the file format information.

This tab displays only if you have the Accounting, Expense, or Payroll application installed.

The file format information that you enter on this tab is used to create a file for your bank when you process:

- Payroll direct deposits
- Employee expense direct deposits
- Accounts payable EFT payments to vendors

The formatting that you enter on this tab does not apply to Export to Text files that are created in Accounts Payable and Employee Expenses Payment Processing.

## Contents

Field	Description
<b>Immediate Origin Number</b>	<p>Enter your company identification number, provided by the bank that is associated with this bank code. This number contains the routing number of the ACH Operator or sending point. The 10-character field begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit (bTTTTAAAAC).</p> <p>This field may also be mutually defined between the originating depository financial institution (ODFI) and originator. For example, the ODFI may ask its originator to put its tax identification number in this field; however, the field must contain the routing number of the sending point when the file is delivered to the ACH operator.</p> <p>The bank to which the file is submitted, and from which the direct deposit payments is withdrawn, tells the enterprise (originator) what they expect to find in this field. Usually this is the routing number of the enterprise's bank.</p>
<b>Immediate Destination Number</b>	Enter the identification number of the bank to which the direct deposit file will be sent. This is the identification number of the bank that is associated with this bank code.
<b>Immediate Origin Name</b>	Enter the name of your enterprise.
<b>Immediate Destination Name</b>	Enter the name of the bank to which the direct deposit file will be sent. This is the name of the bank associated with this bank code.
<b>Routing Number</b>	Enter the eight-digit routing transit number that is assigned to your company by the bank that is associated with this bank code. If this routing number has nine digits, enter the first eight digits only. Vantagepoint calculates the ninth digit.
<b>Company ID</b>	<p>The Company ID is an alphanumeric code that is used to identify the originator (the enterprise that submits the file). Enter your nine-digit IRS Employee Identification Number (EIN). Or, enter a number based on the Data Universal Numbering System (DUNS) or a user-assigned value.</p> <p>When you enter a DUNS or user-assigned number, you must modify the qualifier in the <b>Identification Code Designator (ICD)</b> field on this form.</p> <p>The bank to which the file is submitted and from which the direct deposit payments are withdrawn tells you what number to enter in this field. In most cases, it is your Employee Identification Number.</p>
<b>Company Name</b>	Enter the name of your enterprise as you want it to display on statements.
<b>AP Payment Entry Description</b>	Enter a description or purpose for the Accounts Payable EFT payment entry.

Field	Description
<b>Expense Entry Description</b>	Enter a description for the employee expense payments direct deposit entry.
<b>Payroll Entry Description</b>	Enter a description for the employee payroll direct deposit entry.
<b>AP Payment File Name</b>	Enter the file name for the Accounts Payable EFT payment file. The default file name that prefills in this field is DIRDEP.TXT, which is located in the current default directory. If you are unable to locate this file, contact your system administrator.
<b>Expense File Name</b>	Enter the file name for the employee expense payments direct deposit file. The default file name that prefills in this field is DIRDEP.TXT, which is located in the current default directory. If you are unable to locate this file, contact your system administrator.
<b>Payroll File Name</b>	Enter the file name for the direct deposit file, such as DIRDEP.TXT.
<b>File Format</b>	<p>From the drop-down list, select one of the following options to determine the accounting entries to include in each direct deposit processing run:</p> <ul style="list-style-type: none"> <li>▪ <b>Credits Only:</b> The run includes only credit entries (individual employee entries).</li> <li>▪ <b>Credits and Debit:</b> The run includes credit entries and the debit entry to the company account for the total amount.</li> </ul>
<b>Account Number</b>	This option is enabled when you select <b>Credits and Debit</b> in the <b>File Format</b> field. Enter the bank account number of the bank from which payment for the total amount of the direct deposit will be made. This is the bank account number that is associated with this bank code.
<b>Separate Batches for Credits and Debits</b>	<p>This option is enabled when you select <b>Credits and Debit</b> in the <b>File Format</b> field.</p> <p>Set this option to <b>Yes</b> to place the debit entry to the company account in a separate batch from the credit entries. If you set this option to <b>No</b>, the debit entry to the company account is placed at the end of the batch that contains the credit entries.</p>
<b>Account Type</b>	<p>This option is enabled when you select <b>Credits and Debit</b> in the <b>File Format</b> field.</p> <p>From the drop-down list, select <b>Checking</b> or <b>Savings</b> as the type of account associated with this bank code.</p>
<b>Identification Code Designator (ICD)</b>	Select an item from the drop-down list or enter any value that will be used to qualify the entry in the <b>Company ID</b> field. The ICD value is placed in byte 41 of the company batch header record and in byte 45 of the company batch control record, each of which precedes the Company ID value.

Field	Description
	<p>The options are:</p> <ul style="list-style-type: none"> <li>1: IRS Employer Identification Number (EIN)</li> <li>3: Data Universal Numbering Systems (DUNS)</li> <li>9: User Assigned Number</li> </ul>
<b>Include ICD in Immediate Origin Number</b>	Set this option to <b>Yes</b> if you want the bank's Identification Code Designer (ICD) number to be placed in position 14 of record type "1" (line 1) in the generated ACH file.
<b>File Header Byte 4 Character</b>	Enter a value in this field to be placed in byte 4 of the file header record. This is the first character in the space reserved for the value entered in the <b>Immediate Destination Number</b> field.
<b>File Padding</b>	Set this option to <b>Yes</b> to add dummy records (all 9s) after the file control record in the direct deposit processing file to force the total record count to be a multiple of 10 (if it is not a multiple of 10 at the end of processing).

#### SEPA File Format Tab of Banks Settings Form

The SEPA file format is the Single Euro Payments Area .xml file format that is commonly used in European countries.

Use this tab to enter information for the SEPA file format if you selected **SEPA** in the **Export to Text Format** field on the Options tab of this form. The SEPA format produces an XML file that contains the SEPA service level code. You can also use the SEPA format for other service level codes, such as SDVA, URGP, or NURG. To use the SEPA format for other service level codes, after the XML file is generated in the export-to-text process, edit the XML document and replace the SEPA service code level with another code.

#### Contents

Field	Description
<b>Originator Identification Number</b>	Enter the originator identification number to include in the group header section of SEPA XML files.
<b>Address Line 1</b>	This field prefills with your company's address from the Company section of the Options form in <b>Settings » General » Options</b> . You can change it.
<b>Address Line 2</b>	This field prefills with your company's address from the Company section of the Options form in <b>Settings » General » Options</b> . You can change it.
<b>Country</b>	This field prefills with your company's country from the Company section of the Options form in <b>Settings » General » Options</b> . You can change it.

Field	Description
<b>SEPA XML Format</b>	From the drop-down list, select the file format to use for SEPA XML files. Options are: <ul style="list-style-type: none"> <li>▪ <b>pain.001.001.03</b></li> <li>▪ <b>pain.001.002.03</b></li> </ul>
<b>Include schemaLocation Attribute in SEPA XML File</b>	Set this option to <b>Yes</b> to include the schemaLocation attribute in the SEPA XML files.
<b>IBAN</b>	Enter the international bank account number (maximum 34 characters) for a vendor. This is used to transmit the payment to a payee when the .xml file is sent to the bank.
<b>BIC</b>	Enter the bank identification code (either 8 or 11 characters) for your company. The bank uses this number to identify the company that is distributing the payments.

#### User Defined File Format Tab of Banks Form

The file format information that you enter on this tab is used to create a text (.txt) file that contains payment information that is processed by a third-party software application.

This tab is available if you select **User Defined** in the **Export to Text Format** field on the Options tab of the Banks form.

On this tab you match (map) Vantagepoint fields and information with your bank's text file requirements. You can set up user-defined file formats for electronic funds transfer (EFT) requirements of many international banks, including BACS (Bankers Automated Clearing System) files used in the United Kingdom. The text files are created in Vantagepoint when you select the Export to Text option for:

- Accounts payable payments
- Employee expense payments

#### Contents


Field	Description
<b>File Type</b>	Select the file type for the file format. The options are: <ul style="list-style-type: none"> <li>▪ <b>CSV:</b> Comma Separated Values. Commas are used as delimiters between fields in a line. Select this option to create text files for other international banking systems, such as the United Kingdom BACS payments.</li> </ul> <p>When you select this file type, the <b>Length</b>, <b>Start</b>, <b>Pad Character</b>, and <b>Justify</b> columns are not enabled in the Employee and Vendor grids on this tab.</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Fixed Length:</b> A data file that contains records with no structured relationships. You define the length of each field. There are no delimiters. For example, with this file type, you would define a starting position and length of each field within the file.  When you select the fixed length type, all the columns in the Employee and Vendor grids on this tab are enabled.</li> </ul>
<b>Text Qualifier</b>	<p>Select a text qualifier to use in addition to comma delimiters in a text file. Text qualifiers are placed at the beginning and end of a field to help distinguish the comma delimiters that are used to separate fields from the commas that are used within text fields. Comma delimiters are placed outside the text qualifier.</p> <p>This is an example of a text file line with a single quotation mark as the text qualifier:</p> <p>'A','Advanced Mechanical Technologies, Inc.', 'Electrical Engineering', '06/15/2009'</p> <p>Text qualifiers can be used for CSV and fixed length file types.</p>
<b>Decimal Places</b>	<p>Select the decimal places to use in the export-to-text file. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Default:</b> This uses the number of decimal places that are assigned on the Global Currency Options form in <b>Settings » Currency » Options</b> for each currency code in the .txt file.</li> <li>▪ <b>Numbers:</b> 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9. The number that you select determines the number of decimal places. Decimals are trimmed from the right or padded to the right with zeros as needed. For example, if you select 3 decimal places, the following changes occur for these values: <ul style="list-style-type: none"> <li>▪ 10.9956 becomes 10.995</li> <li>▪ 10.99 becomes 10.990</li> </ul> </li> </ul>
<b>Sort by Payment Currency</b>	<p>If you use multiple currencies, select <b>Yes</b> to sort payments in the export-to-text file by the payment currency of the cash transaction.</p>
<b>Subtotal by Payment Currency</b>	<p>After you select <b>Yes</b> in the <b>Sort by Payment Currency</b> field, select <b>Yes</b> in this field to include a totals record layout (Trailer 1 line type) after the last payment record and before the terminal record layout (Trailer 2 line type) in the export-to-text file.</p>
<b>Line Type</b>	<p>Select a line type from the drop-down list. You must define each line in a text file. First, you select the type of line in the <b>Line Type</b> field. Then, in the Employee grid and the Vendor grid, you define each piece of information to include in that line type. The Employee grid applies for employee expense payments, and the Vendor grid applies for accounts payable vendor payments.</p> <p>One line is created for each header and trailer line.</p> <p>For detail and settlement or contra lines, the number of lines in the output file is equal to the total number of payments processed. For example, if you have 30</p>



Field	Description
	<p>payments in a process run, there are 30 detail lines and 30 settlement or contra lines in the file.</p> <p>Some files may require only the payment detail, which means that you define only the fields for the detail line type. Other files may require header and trailer information in addition to the detail line. In this case, you must define the fields for each line type.</p>

### Pad Blocks

Field	Description
<b>Pad Last Block</b>	Select <b>Yes</b> to fill (pad) blank spaces at the end of a text file. This does not fill blank spaces at the end of each field within the file. When you select this option, the fields in the <b>Pad Block</b> section are enabled.
<b>Pad Character</b>	Enter the characters with which to fill (pad) the blank spaces at the end of the text file layout. This does not pad the blank spaces at the end of individual fields that make up the file.
<b>Pad Lines in Multiple of</b>	If your bank requires that the text file contain multiples of a specific number of lines, enter that number in this field. Vantagepoint automatically adds more pad lines to match the number of lines required.
<b>Hard Returns</b>	Select <b>Yes</b> if you want the file layout to include a carriage return (line feed) when the number of characters in a line is limited to a certain total number of characters.
<b>Date Format</b>	Click  to open the Format Date/Time dialog box and then enter the date and time settings to use in the file layout. You must use this dialog box if you process payments for different geographical locations that have different time zones and different date and time requirements.
<b>ClieOp</b>	Select <b>Yes</b> if a bank uses the ClieOps format. Most often, this format is used for payments made to recipients in the Netherlands in Euros, or where multiple types of currency need to be supported for a single bank.
<b>Use File Creation Number</b>	If your file format requires a file creation number, select <b>Yes</b> . You must select this option to enable the <b>Last File Creation Number</b> field and the <b>Reset File Number Each</b> field on this tab.
<b>Last File Creation Number</b>	<p>Enter the starting creation number for this bank. This number is incremented by one each time an export file is processed through a payment run for an Accounts Payable or Employee Expense payment for this bank. You can modify this number at any time. When you modify the number, if you enter a previously used number, it does not recreate the text file that originally used that number.</p> <p>If you want to include the file creation number in the text file, you must define the location of this field. To do this, select <b>File Creation Number</b> in the <b>Data Mapping</b> field in the appropriate Employee or Vendor grid on this tab.</p>

Field	Description
	This field is enabled when you select the <b>Use File Creation Number</b> check box.
<b>Reset Last File Number Each</b>	Select <b>Day</b> , <b>Month</b> , <b>Year</b> , or <b>None</b> to determine the time period in which the file creation number for export-to-text files is reset to start again. A file creation number is assigned automatically to each export-to-text file. The number affects the value of the file identifier if you select <b>File Identifier</b> in the <b>Data Mapping</b> field in the Employee and Vendor grid. The file identifier is the file creation date plus the file creation number.
<b>Last File Creation Date</b>	This field displays the date on which the last export-to-text file was created.

### Employee Grid

After you select a line type in the **Line Type** field, use the Employee grid rows to enter each piece of information for that line type that your bank requires for an employee expense payment.

Field	Description
<b>Field Number</b>	Enter a number to identify this field. Both CSV and fixed length types use the field number to identify fields that are used in calculations. When you select <b>Calculation</b> in the <b>Data Mapping</b> column of this grid, you must enter a field number in the <b>Field No</b> column.
<b>Hidden</b>	Select this check box to hide the row.
<b>Length</b>	Enter the number of characters that your bank requires for this field. This field is enabled only if you select <b>Fixed Length</b> in the <b>File Type</b> field.
<b>Start</b>	Enter the number of the starting position of this field in the text file. This is based on the number of characters to the right of the first character in the file. Some file formats define an end position. Vantagepoint will calculate the end position based on the starting position and the length. This field is enabled only if you select <b>Fixed Length</b> in the <b>File Type</b> field.
<b>Description</b>	Enter a description to help identify the contents of this field. This description is not used in the text file itself. It is for informational purposes only.
<b>Data Mapping</b>	Select the type of information for the field that you enter in the row. The options are: <ul style="list-style-type: none"> <li>▪ <b>Constant:</b> Select this option if you want this field to contain specific text that is related to the bank code or company. For example, this field could be used for bank account information.</li> <li>▪ <b>Employee Database Field:</b> Select this option if you want this field to contain a field from the Employees hub. For example, this field could be used for the employee's bank information.</li> </ul>

Field	Description				
	<ul style="list-style-type: none"> <li>▪ <b>Check Database Field:</b> Select this option if you want this field to contain information from the payment. For example, use this field to include the payment amount.</li> <li>▪ <b>Calculation:</b> Select this option if you want this field to be calculated. You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, or batch number.</li> <li>▪ <b>File Creation Number:</b> Select this option if you want this field to contain the file creation number that is entered on this tab.</li> <li>▪ <b>File Creation Date:</b> This is available for Header 1, Header 2, Header 3, and Header 4 line type items. The file creation date is system generated at the time the export-to-text file is created. When you select <b>File Creation Date</b>, the <b>Mapping Value</b> and <b>Calculation</b> columns in the grid are disabled.</li> <li>▪ <b>File Identifier:</b> This is the combination of the file creation date plus the file creation number.</li> <li>▪ <b>Payment Currency:</b> This item is available if you use multiple currencies. It is available for all the Detail lines.</li> <li>▪ <b>Bank Currency:</b> This item is available if you use multiple currencies. It is available for all the Detail lines. When you select <b>Bank Currency</b>, the <b>Mapping Value</b> and <b>Calculation</b> columns in the grid are disabled.</li> <li>▪ <b>Account ID Sum:</b> This is the sum of the account IDs.</li> <li>▪ <b>Account Sum:</b> This is the sum of the payments in the file. If <b>Subtotal by Payment Currency</b> is selected, it will be the sum of the payments with the same payment currency. Otherwise, it will be the sum of all payments.</li> <li>▪ <b>Record Sum:</b> This is the number of payments in the file.</li> <li>▪ <b>Record Counter:</b> Select this option if you want this field to contain a record count number for the record in the text file. Each record in the text file will have a number value that is one greater than the previous record in the text file. You can include a <b>Record Counter</b> field for each line type (header, detail, trailer, and so on).</li> </ul>				
<b>Mapping Value</b>	<p>Based on the type of information that you selected in the <b>Data Mapping</b> field, enter the specific contents of the field in the <b>Mapping Value</b> field.</p> <table> <tr> <th>If you selected this option in the Data Mapping field</th><th>Then enter the following in the Mapping Value field</th></tr> <tr> <td><b>Constant</b></td><td>The specific text that is related to the bank code or company. You can enter any value.</td></tr> </table>	If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field	<b>Constant</b>	The specific text that is related to the bank code or company. You can enter any value.
If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field				
<b>Constant</b>	The specific text that is related to the bank code or company. You can enter any value.				

Field	Description										
	<table> <tr> <th>If you selected this option in the Data Mapping field</th><th>Then enter the following in the Mapping Value field</th></tr> <tr> <td><b>Employee Database Field</b></td><td>From the drop-down list, select an Employees hub field. If you need to include direct deposit fields in your .txt file, you must create custom fields on an Employees hub custom tab for the direct deposit information. These custom fields are then available in this drop-down list. You must re-enter employees' direct deposit information in these custom fields. You create custom tabs and fields for the Employees hub in <b>Settings » General » User Defined Components</b> in the desktop application.</td></tr> <tr> <td><b>Check Database Field</b></td><td>Select a payment field.</td></tr> <tr> <td><b>Calculation</b></td><td>This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.</td></tr> <tr> <td><b>File Creation Number</b></td><td>This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.</td></tr> </table>	If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field	<b>Employee Database Field</b>	From the drop-down list, select an Employees hub field. If you need to include direct deposit fields in your .txt file, you must create custom fields on an Employees hub custom tab for the direct deposit information. These custom fields are then available in this drop-down list. You must re-enter employees' direct deposit information in these custom fields. You create custom tabs and fields for the Employees hub in <b>Settings » General » User Defined Components</b> in the desktop application.	<b>Check Database Field</b>	Select a payment field.	<b>Calculation</b>	This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.	<b>File Creation Number</b>	This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.
If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field										
<b>Employee Database Field</b>	From the drop-down list, select an Employees hub field. If you need to include direct deposit fields in your .txt file, you must create custom fields on an Employees hub custom tab for the direct deposit information. These custom fields are then available in this drop-down list. You must re-enter employees' direct deposit information in these custom fields. You create custom tabs and fields for the Employees hub in <b>Settings » General » User Defined Components</b> in the desktop application.										
<b>Check Database Field</b>	Select a payment field.										
<b>Calculation</b>	This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.										
<b>File Creation Number</b>	This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.										
<b>Calculation</b>	<p>You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number. Click the <b>Calculate</b> in the field to open the Calculation Details dialog box. In the dialog box, enter the information for the calculation in this field.</p> <p>This field is enabled only if you select <b>Calculation</b> in the <b>Data Mapping</b> field.</p>										
<b>Pad Character</b>	<p>Enter the character to use to fill (pad) blank spaces that remain in this field when the field is left or right justified. For example, if a field contains the <b>Vendor Name</b> and a vendor's name takes up only 12 of the 30 spaces that are allotted for the name, the remaining 18 spaces are filled with a character that you choose as the pad character.</p> <p>When you leave this field blank, Vantagepoint pads with spaces.</p> <p>This field is enabled only when you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>										
<b>Justify</b>	Select the justification for the contents of the field: <b>Left</b> or <b>Right</b> . This field is enabled only when you select <b>Fixed Length</b> in the <b>File Type</b> field.										
<b>+ Add Employee</b>	Click this option to add a row to the grid.										

## Vendor Grid

After you select a line type in the **Line Type** field, use the Vendor grid rows to enter each piece of information for that line type that your bank requires for a vendor payment.

Field	Description
<b>Field Number</b>	Enter a number to identify this field. Both CSV and fixed length file types use the field number to identify fields that are used in calculations. When you select <b>Calculation</b> in the <b>Data Mapping</b> column of this grid, you must enter a field number in the <b>Field No</b> column.
<b>Hidden</b>	Select this check box to hide the row.
<b>Length</b>	Enter the number of characters that your bank requires for this field. This field is enabled only if you select <b>Fixed Length</b> in the <b>File Type</b> field.
<b>Start</b>	Enter the number of the starting position of this field in the text file. This is based on the number of characters to the right of the first character in the file. Some file formats define an end position. Vantagepoint will calculate the end position based on the starting position and the length. This field is enabled only if you select <b>Fixed Length</b> in the <b>File Type</b> field.
<b>Description</b>	Enter a description to help identify the contents of this field. This description is not used in the text file itself. It is for informational purposes only.
<b>Data Mapping</b>	Select the type of information that is contained in the field that is entered in the row. The options are: <ul style="list-style-type: none"> <li>▪ <b>Constant:</b> Select this option if you want this field to contain specific text that is related to the bank code or company. For example, this field might be used for bank account information.</li> <li>▪ <b>Vendor Database Field:</b> Select this option if you want this field to contain a field from the Employees hub. For example, this field might be used for the vendor's bank information.</li> <li>▪ <b>Check Database Field:</b> Select this option if you want this field to contain information from the payment. For example, use this field to include the payment amount.</li> <li>▪ <b>Calculation:</b> Select this option if you want this field to be calculated.</li> <li>▪ <b>File Creation Number:</b> Select this option if you want this field to contain the file creation number that is entered on this tab.</li> <li>▪ <b>File Creation Date:</b> This is available for Header 1, Header 2, Header 3, and Header 4 line type items. The file creation date is system generated at the time the export-to-text file is created. When you select <b>File Creation Date</b>, the <b>Mapping Value</b> and <b>Calculation</b> columns in the grid are disabled.</li> </ul>

Field	Description												
	<ul style="list-style-type: none"> <li>▪ <b>File Identifier:</b> This is the combination of the file creation date plus the file creation number.</li> <li>▪ <b>Payment Currency:</b> This item is available if you use multiple currencies. It is available for all the Detail lines.</li> <li>▪ <b>Bank Currency:</b> This item is available if you use multiple currencies. It is available for all the Detail lines. When you select <b>Bank Currency</b>, the <b>Mapping Value</b> and <b>Calculation</b> columns in the grid are disabled.</li> <li>▪ <b>Account ID Sum:</b> This is the sum of the account IDs.</li> <li>▪ <b>Account Sum:</b> This is the sum of the payments in the file. If <b>Subtotal by Payment Currency</b> is selected, it will be the sum of the payments with the same payment currency. Otherwise, it will be the sum of all payments.</li> <li>▪ <b>Record Count:</b> This is the number of payments in the file.</li> <li>▪ <b>Record Counter:</b> Select this option if you want this field to contain a record count number for the record in the text file. Each record in the text file will have a number value that is one greater than the previous record in the text file. You can include a <b>Record Counter</b> field for each line type (header, detail, trailer, and so on).</li> </ul>												
<b>Mapping Value</b>	<p>Based on the type of information that you selected in the <b>Data Mapping</b> field, enter the specific contents of the text file field in the <b>Mapping Value</b> field.</p> <table> <tr> <th>If you selected this option in the Data Mapping field</th><th>Then enter the following in the Mapping Value field</th></tr> <tr> <td><b>Constant</b></td><td>The specific text that is related to the bank code or company. You can enter any value.</td></tr> <tr> <td><b>VendorDatabase Field</b></td><td>From the drop-down list, select a vendor field.</td></tr> <tr> <td><b>Check Database Field</b></td><td>From the drop-down list, select a payment field.</td></tr> <tr> <td><b>Calculation</b></td><td>This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.</td></tr> <tr> <td><b>File Creation Number</b></td><td>This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.</td></tr> </table>	If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field	<b>Constant</b>	The specific text that is related to the bank code or company. You can enter any value.	<b>VendorDatabase Field</b>	From the drop-down list, select a vendor field.	<b>Check Database Field</b>	From the drop-down list, select a payment field.	<b>Calculation</b>	This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.	<b>File Creation Number</b>	This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.
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<b>Constant</b>	The specific text that is related to the bank code or company. You can enter any value.												
<b>VendorDatabase Field</b>	From the drop-down list, select a vendor field.												
<b>Check Database Field</b>	From the drop-down list, select a payment field.												
<b>Calculation</b>	This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.												
<b>File Creation Number</b>	This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.												
<b>Calculation</b>	You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number. Click <b>Calculate</b> in the field to open the Calculation Details dialog box and enter the information for the calculation in this field.												

Field	Description
	This field is enabled only if you select <b>Calculation</b> in the <b>Data Mapping</b> field.
<b>Pad Character</b>	<p>Enter the character to use to fill (pad) blank spaces that remain in this field when the field is left or right justified. For example, if a field contains the <b>Vendor Name</b> and a vendor's name takes up only 12 of the 30 spaces that are allotted for the name, the remaining 18 spaces are filled with a character that you choose as the pad character.</p> <p>When you leave this field blank, Vantagepoint pads with spaces.</p> <p>This field is enabled only when you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>
<b>Justify</b>	Select the justification for the contents of the field: <b>Left</b> or <b>Right</b> . This field is enabled only when you select <b>Fixed Length</b> in the <b>File Type</b> field.
<b>+ Add Vendor</b>	Click this option to add a row to the grid.

### Import Tab of Banks Settings Form

Use this tab to define the format and matching rules for the bank file that you will be importing. You can complete the setup steps needed to import bank statements directly into bank statement reconciliation, allow the automatic matching of bank and Vantagepoint records, and make it possible to match any remaining records manually.

### Contents

To see this tab, you must select the **Import Enabled** check box on the Options tab of Banks Settings.

### File Format

Use this section to format field text (such as, special characters, separators, and decimal symbols) in the files that you plan to import.

Field	Description
<b>Field Delimiter</b>	From the drop-down list, select the character to use as a separator between the fields in the files that you will import. For example, you can select a TAB or a comma.
<b>Text Qualifier</b>	<p>From the drop-down list, select the character that you are using as a text qualifier in the files that you plan to import.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>{None}</b>: No text qualifier</li> <li>▪ <b>"</b>: Double quotation mark</li> <li>▪ <b>'</b>: Single quotation mark</li> </ul> <p>You can use a text qualifier in addition to delimiters in a file that you import. Text qualifiers are placed at the beginning and end of a value (field), inside the delimiters. Text qualifiers indicate that the content between them is part of one field. For example, if you use comma delimiters, a text qualifier (other than a</p>

Field	Description
	<p>comma) helps to distinguish commas that are used as delimiters and commas that are used within the value. In addition, if you also use a single quotation mark as the text qualifier, the resulting row of data displayed in the file is shown in the following example:</p> <p>'John Bartlett', 'Marriott International, Inc', '10/20/2019', '\$1,000.00'</p> <p>Using text delimiters ensures that the commas in Marriott International, Inc and in \$1,000.00 are not interpreted as delimiters. These commas are part of the company name and the monetary amount.</p>
<b>Decimal Symbol</b>	Enter the symbol that you use for decimals in import files.

### Date Handling

Use this section to define date formats used in the import file.

Field	Description
<b>Date Order</b>	Select the order in which you want the month (M), day (D), and year (Y) to appear in dates.
<b>Date Delimiter</b>	Enter the character to use as the separator between month, day, and year, such as / or -.
<b>Leading Zeros</b>	Set this option to <b>Yes</b> to use leading zeros for one-digit months or days (for example, 01 instead of 1 for January).
<b>Four Digit Years</b>	Set this option to <b>Yes</b> to include all four digits for years (for example, 2019 instead of 19).

### Import Values

Use this section to define receipt and payment information and view the Import Details grid.

Field	Description
<b>Define Receipt/ Payment</b>	<p>Use this field to define how Vantagepoint determines which bank records are receipt (deposit) records and which records are payment records. Click the drop-down list to select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Receipts greater than zero:</b> Select this setting if there is no other indicator in the file to define a receipt (deposit) or a payment. If you select this option, Vantagepoint can identify a deposit as a transaction amount greater than zero. Amounts equal to and less than zero will be payment amounts.</li> <li>▪ <b>Receipts less than zero:</b> Select this setting if there is no other indicator in the file to define a deposit or a payment. If you select this option, Vantagepoint can identify a receipt (deposit) as a transaction amount less</li> </ul>



Field	Description
	<p>than zero. Amounts equal to or greater than zero will be payment amounts.</p> <ul style="list-style-type: none"> <li>▪ <b>Type Mapping:</b> Select this setting to display the Bank Transaction Type Matching dialog box, where you set up how Vantagepoint identifies whether bank transactions are payment records or receipt records.</li> <li>▪ <b>Separate Columns:</b> Select this setting if the deposits and payments are identified under different columns in the file to be imported.</li> </ul>

### Import Details Grid

Use the columns in this grid to select, define, and reorder fields that you want to include in the import file.

Field	Description
<b>Include</b>	This column displays a check box for each row in the grid. Select the check box for each field that you include in the import file.
<b>Field Name</b>	<p>This column displays the fields that you can import from the file. The predefined fields are:</p> <ul style="list-style-type: none"> <li>▪ <b>Date:</b> This field refers to the actual date on which the transaction occurred. This date is used as a reference when matching the transaction to a posted record.</li> <li>▪ <b>Reference Number:</b> This field refers to the bank assigned reference number associated with the transaction. For checks, the reference number might be the check number.</li> <li>▪ <b>Payee/Description:</b> This field refers to the description of a deposit transaction or the payee of a payment transaction. The user-defined fields can be used if there is more than one description on the import file.</li> <li>▪ <b>Type:</b> This field is applicable when you select <b>Type Mapping</b> from the drop-down list for the <b>Define Receipt/Payment</b> option. This field uses the type mapping setup entered on the Bank Transaction Type Matching dialog box as a reference when transactions are imported.</li> <li>▪ <b>Amount:</b> This field refers to the transaction amount.</li> <li>▪ <b>Receipt Amount:</b> This field refers to the deposit amount on the receipt. This field is only available if you select <b>Separate Columns</b> from the drop-down list for the <b>Define Receipt/Payment</b> option.</li> <li>▪ <b>Payment Amount:</b> This field refers to the payment amount in the receipt. This field is only available if you select <b>Separate Columns</b> from the drop-down list for the <b>Define Receipt/Payment</b> option.</li> <li>▪ <b>User-defined fields 1 through 5:</b> You can set up the user-defined fields to reference other fields in the import file that are not available in the list of</li> </ul>

Field	Description
	pre-defined fields in the grid. User-defined fields are optional. Use them to provide information that would be helpful with the manual matching process, such as an additional description field in a payment.
<b>Label</b>	Enter the label for any user-defined field that you include in the import file. You cannot enter labels for predefined fields. If you have Vantagepoint databases set up in multiple languages, you can log in to each language and enter the appropriate label for each language.
<b>Data Type</b>	<p>This field displays the data type for a field, which indicates the type of characters used for the data:</p> <ul style="list-style-type: none"> <li>▪ <b>Varchar:</b> The field can contain both letters and numbers.</li> <li>▪ <b>Datetime:</b> The field contains a date.</li> <li>▪ <b>Decimal:</b> The field contains numeric amounts.</li> </ul>

### Matching Rules

Use this section to apply matching rules to imported bank records and payment transactions.

Field	Description
<b>Automatically Clear Matched Transactions</b>	<p>Select <b>Yes</b> to automatically clear any transactions associated with a matching imported bank record. Vantagepoint matches the record on the import tab and updates the <b>Cleared</b> check box on the Receipts and Payments tabs in <b>Cash Management » Bank Reconciliation</b>.</p> <p>If you select <b>No</b>, Vantagepoint matches the bank record with the posted Vantagepoint record according to the matching rules. However, you can review and clear matched transactions as part of the Bank Reconciliation process.</p>
<b>Payment Days +/-</b>	Use this field to enter the number of days difference between the posted record and bank transaction for records to display in the suggestions section of the matching dialog box in <b>Cash Management » Bank Reconciliation</b> , for payment transactions. For example, enter 5 to specify that if there is a record with a five day difference between the Vantagepoint bank document line date and the bank statement line date, it will display in the suggested section in Bank Reconciliation.
<b>Payment Amount +/-</b>	Use this field to enter the transaction amount difference between the posted record and bank transaction for records to display in the suggestions section of the matching dialog box in <b>Cash Management » Bank Reconciliation</b> , for payment transactions. For example, enter 1.00 to specify that you want to include transactions that are off by a dollar between the bank record and the posted record.

### Payment Matching Grid

Use this grid to view and apply matching rules for payment records that you plan to import.

Field	Description
<b>Application</b>	This column displays the Vantagepoint applications associated with bank transactions.
<b>Transaction</b>	This column displays the type of bank transaction.
<b>Matching Rule</b>	<p>This column displays the type of matching rule used. Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Amount and Refno:</b> Select this option to match Vantagepoint-posted transactions to imported records based on the transaction amount and reference number. This is the default rule for check-related transactions</li> <li>▪ <b>Amount and Date:</b> Select this option to match Vantagepoint-posted transactions to imported records based on the transaction amount and the transaction date on the import file. This is the default rule for all non-check related transactions.</li> </ul>
<b>Receipt Days +/-</b>	Use this field to enter the number of days difference between the posted record and bank transaction for records to display in the suggestions section of the matching dialog box. In <b>Cash Management » Bank Reconciliation</b> , for receipt transactions. For example, enter 5 to specify that if there is a record with a five day difference between the Vantagepoint bank document line date and the bank statement line date, it will display in the suggested section in Bank Reconciliation.
<b>Receipt Amount +/-</b>	Use this field to enter the transaction amount difference between the posted record and bank transaction for records to display in the suggestions section of the matching dialog box in <b>Cash Management » Bank Reconciliation</b> , for receipt transactions. For example, enter 1.00 to specify that you want to include transactions that are off by a dollar between the bank record and the Vantagepoint-posted record.

### Receipt Matching Grid

Use this section to view and apply matching rules to receipt (deposit) records that you plan to import.

Field	Description
<b>Application</b>	This column displays the Vantagepoint applications associated with bank transactions.
<b>Transaction</b>	This column displays the type of bank transaction.
<b>Matching Rule</b>	This column displays the type of matching rule used for the receipt records. Select one of the following options from the drop-down list:

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Amount and Refno:</b> Select this option to match Vantagepoint-posted transactions to imported records based on the transaction amount and reference number. This is the default rule for check-related transactions.</li> <li>▪ <b>Amount and Date:</b> Select this option to match Vantagepoint-posted transactions to imported records based on the transaction amount and the transaction date on the import file. This is the default rule for all non-check related transactions.</li> </ul>

## Tax Codes Settings

Use Tax Codes in Cash Management Settings to specify settings related to taxes and intercompany transactions.

Taxes can be applied to:

- Invoices entered in the Billing application
- Accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, cash receipts, invoices, and journal entries in the Transaction Center
- Expense reports in the Expense application
- Purchase orders entered in the Purchasing application

Taxes settings determine the following:

- How the tax is calculated
- Whether the tax is active or inactive
- Whether the tax can be used as an output tax, input tax, or both
- Limits for overriding tax code rates during transaction entry in the Transaction Center
- The non-recoverable tax percentage
- Which intercompany billing transactions the tax applies to, if you have multiple companies and perform intercompany billing

### Set Up Tax Codes

You can define an unlimited number of tax codes for your enterprise. You can add new tax codes or modify existing tax code information at any time.

#### To set up tax codes:

1. In the Navigation pane, select **Settings » Cash Management » Tax Codes**.
2. On the Tax Codes form, complete one of the following actions:
  - To add a new code, click **+New Tax Code**.

- To add a new code that is either similar to or based on the tax code currently displayed, click **Other Actions » Copy** on the Actions bar.
  - To change information for an existing tax code, click **Edit** on the Actions bar.
3. In the **Code** field, enter the code by which the tax is identified.
  4. Set the **Status** field to **Active** or **Inactive**.
  5. Complete the remaining fields on the Tax Codes Settings form.
  6. Click **Save**.

## Tax Codes Settings Form

Use the Tax Codes Settings form to enter or modify tax codes. If you use intercompany billing, you can also specify settings related to taxes and intercompany transactions.

Field	Description
<b>Tax Code Name</b>	Enter a descriptive name for the tax code in the field at the top of the form.

### Display the Tax Codes Settings Form

You display the Tax Codes Settings form in Cash Management Settings.




In the Navigation pane, select **Settings » Cash Management » Tax Codes**.

### Header Fields for the Tax Codes Form

Use the header fields above the Actions bar to search for existing tax codes, add new tax codes, or switch between list and detailed views. Header fields are generally available, whichever tab is currently selected.

### Contents

Field	Description
<b>Tax Codes Search</b>	Use the search fields to find and select a tax code that you want to review or update. For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.
<b>◀x of x▶</b>	Use these arrow icons to scroll through the records and open a different record on the form. The numbers indicate which record you are viewing out of the total number of records in the search results.
<b>+ New Tax Code</b>	Click this option to add a new tax code. Enter information for the code on the tabs of this form.
<b>≡</b>	Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in

Field	Description
	<p>each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the Select Columns dialog box.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information about working in list view, see <a href="#">Use List View</a>.</p>
	<p>After you switch to list view, you can click the Switch to Detail View icon to switch back to the detailed view of the form. In detail view, all selected fields are displayed on the form. This is the default view when you first open the application. Subsequently, the view that was active when you closed the application is the one that displays when you open it again. Detail view is the view that is described in the Help.</p>
<b>Name</b>	<p>Enter the name of the tax code at the upper left of the form, or click  to edit an existing name.</p> <p>If you are using multiple companies, the name of the active company displays below the name of the record.</p>

### Actions Bar for the Tax Codes Settings Form

Use the options on the Actions bar to edit, copy, and delete tax codes.

### Commonly Used Actions

Click the buttons on the Actions bar to quickly access commonly performed actions.

Field	Description
<b>Edit</b>	Select this option to open the form and make changes to the summary and overview information for the currently selected record.

### Other Actions

Click the **Other Actions** menu to choose other tasks.

Field	Description
<b>Copy</b>	Select this option to copy and modify the current record to create a new record. Be sure to specify a unique name for the new record. When you copy a record with attached documents, Vantagepoint does not copy the documents to the new record.
<b>Delete</b>	Select this option to delete the current record. When you delete a record, you permanently remove it from the database. The deletion cannot be undone. Verify that the record is no longer in use before you delete it.

### Options Tab of the Tax Codes Settings Form




Use this tab to set up tax codes for calculating taxes throughout Vantagepoint.

This tab contains different content based on whether or not you set **Enable Tax Auditing Feature** to **Yes** in **Settings » Cash Management » Options**. When you set it to **Yes**, you can enter certain input taxes and report on taxes from billing invoices and purchase orders, and the following additional items display on this tab:

- **Tax Code to Include in Basis** field
- **Low Threshold Rate** field
- **High Threshold Rate** field
- **Tax Currency** field if you use multiple currencies
- **Tax Region** field
- **Inputs** section
- **Non-Recoverable Tax** section

### Fields

Field	Description						
<b>Code</b>	Enter a code (up to ten alpha and/or numeric characters) by which to identify this tax. The tax code displays in the drop-down list in tax code fields throughout Vantagepoint, so you can apply taxes to AP voucher items, expense report items, billing invoices, and so on.						
<b>Tax Rate</b>	Enter the rate at which to apply this tax. For example, if the rate is 5%, enter 5 in this field (not .05).						
<b>Status</b>	<p>Select one of the following statuses for a tax code:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> The tax code will be available for calculating taxes throughout Vantagepoint.</li> <li>▪ <b>Inactive:</b> The tax code will not be available for calculating taxes in Vantagepoint. This status allows you to prevent users from selecting tax codes that you no longer want them to use. You can change a tax code's status to <b>Inactive</b> only if the tax code is not specified as a default tax code in any of the various locations throughout Vantagepoint. If the tax code is entered somewhere as a default tax code, you receive an error message. Check the following locations and remove the tax code from the tax code field to allow a tax code to be changed to <b>Inactive</b>:</li> </ul> <table border="1"> <thead> <tr> <th>Path</th><th>Field/Grid</th></tr> </thead> <tbody> <tr> <td><b>Settings » Cash Management » Options</b></td><td><b>Default Tax Codes</b> grid</td></tr> <tr> <td><b>Settings » Cash Management » Tax Codes</b></td><td><b>Tax Code to Include in Basis</b> field on the Options tab</td></tr> </tbody> </table>	Path	Field/Grid	<b>Settings » Cash Management » Options</b>	<b>Default Tax Codes</b> grid	<b>Settings » Cash Management » Tax Codes</b>	<b>Tax Code to Include in Basis</b> field on the Options tab
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<b>Settings » Cash Management » Options</b>	<b>Default Tax Codes</b> grid						
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Field	Description												
	<table> <tr> <th>Path</th><th>Field/Grid</th></tr> <tr> <td><b>Settings » Expense » Expense Categories</b></td><td><b>Tax Code</b> field in the Tax Override grid on the Expense Categories dialog box that opens when you click  at the end of a row for a category in the Categories for all Expense Groups grid on the Expense Categories form</td></tr> <tr> <td><b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application</td><td><b>Tax Code</b> and <b>Tax-2 Code</b> fields in the Ship-To grid on the Ship tab.</td></tr> <tr> <td><b>Settings » Billing » Default Terms</b></td><td><b>Tax Code</b> field in the Taxes grid on the More Calculations tab</td></tr> <tr> <td><b>Hubs » Projects » Billing Terms</b></td><td><b>Tax Code</b> in the Taxes grid on the More Calculations tab</td></tr> <tr> <td><b>Settings » Accounting » Intercompany Billing</b> in the desktop application</td><td><b>Tax Codes</b> in the Invoice and Voucher sections on the Subledger Terms tab</td></tr> </table> <p>Vantagepoint does not check in-process or open transaction files when you change a tax code's status. Any open or in-process transaction that has a tax code with a status of active that has been changed to inactive is treated as an active tax code, and it will be posted.</p>	Path	Field/Grid	<b>Settings » Expense » Expense Categories</b>	<b>Tax Code</b> field in the Tax Override grid on the Expense Categories dialog box that opens when you click  at the end of a row for a category in the Categories for all Expense Groups grid on the Expense Categories form	<b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application	<b>Tax Code</b> and <b>Tax-2 Code</b> fields in the Ship-To grid on the Ship tab.	<b>Settings » Billing » Default Terms</b>	<b>Tax Code</b> field in the Taxes grid on the More Calculations tab	<b>Hubs » Projects » Billing Terms</b>	<b>Tax Code</b> in the Taxes grid on the More Calculations tab	<b>Settings » Accounting » Intercompany Billing</b> in the desktop application	<b>Tax Codes</b> in the Invoice and Voucher sections on the Subledger Terms tab
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<b>Tax Code to Include in Basis</b>	<p>This field displays if you set <b>Enable Tax Auditing Feature</b> to <b>Yes</b> in <b>Settings » Cash Management » Options</b>.</p> <p>This field applies for compound taxes. For compound taxes, two or more taxes are calculated, and some of the taxes are generated on other taxes. Compound taxes are calculated on a "basis" amount that is the sum of the original amount being taxed plus the tax amount calculated for another applied tax. For example, in Canada, a product could have a federal tax and a provincial tax. The provincial tax is calculated after the federal tax is calculated. The provincial tax is applied to the product price plus the federal tax amount that was calculated for the product price.</p> <p>From the drop-down list, select the tax to include in the basis amount for this tax code. It is the tax that will be taxed. The compound taxes are calculated automatically only when all of the taxes involved in a compound tax are entered for a transaction.</p>												



Field	Description
	<p>To see examples of compound taxes and which tax you enter in the <b>Tax Code to Include in Basis</b> field, see the "Compound Tax Examples" topic.</p> <p>Vantagepoint does not support compound taxes when the tax code to include in the basis creates a circular reference. This will lead to unexpected results.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>▪ Tax Code 1 = 5% and includes tax code 3 in its basis calculation</li> <li>▪ Tax Code 2 = 6% and includes tax code 1 in its basis calculation</li> <li>▪ Tax Code 3 = 4% and includes tax code 2 in its basis calculation</li> <li>▪ All three tax codes are used for a \$100 net amount transaction.</li> </ul>
<b>Low Threshold Rate</b>	<p>This field displays if you set <b>Enable Tax Auditing Feature</b> to <b>Yes</b> in <b>Settings » Cash Management » Options</b>.</p> <p>Enter the lowest tax rate to limit what users can enter when they override the default tax rates in <b>Transaction Center » Transaction Entry</b>. The taxes entered in Transaction Entry are used to calculate tax amounts for AP vouchers, AP disbursements, employee expenses, cash receipts, cash disbursements, invoices, and journal entries.</p>
<b>Tax Currency</b>	<p>This field displays if you use multiple currencies and you set <b>Enable Tax Auditing Feature</b> to <b>Yes</b> in <b>Settings » Cash Management » Options</b>. Select the currency that applies for this tax code. The tax currencies that are included in the drop-down list include all the currencies that are enabled for the active company. This allows you to run reports, including the Tax Analysis report, in the currency of the tax code. Even if the tax currency is the same as the functional currency, you must enter the currency in order to run tax reports in a single currency.</p>
<b>High Threshold Rate</b>	<p>This field displays if you set <b>Enable Tax Auditing Feature</b> to <b>Yes</b> in <b>Settings » Cash Management » Options</b>. Enter the highest tax rate to expand what users can enter when they override the default tax rates in <b>Transaction Center » Transaction Entry</b>. The taxes entered in Transaction Entry are used to calculate tax amounts for AP vouchers, AP disbursements, employee expenses, cash receipts, cash disbursements, invoices, and journal entries.</p>
<b>Tax Region</b>	<p>Select a tax region for the tax code. The drop-down list includes the tax regions that you set up in <b>Settings » Cash Management » Options</b>.</p> <p>Specifying a tax region allows the drop-down list in the <b>Tax Code</b> fields in AP voucher entry, AP disbursement entry, and invoice billing terms to include only the tax codes that are appropriate for the vendor or client's specific address that you enter for the transaction or billing terms. The appropriate tax codes are based on the vendor and client's tax country (entered in the Firms hub) and a tax code's region, which is associated with a country.</p>

### Inputs Section

This section displays only if you set **Enable Tax Auditing Feature** to **Yes** in **Settings » Cash Management » Options**. This section applies if you use the tax code as an input tax. Input taxes

are applied to accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, and journal entries in the Transaction Center and to expense reports.

Select the areas in Vantagepoint in which the tax codes can be used. The tax code is then included in the drop-down list for the tax fields in those entry areas.

Field	Description										
<b>Transaction Entry</b>	<p>Select this check box to make this tax code available for the following:</p> <ul style="list-style-type: none"> <li>■ <b>AP Disbursements, AP Vouchers, Employee Expenses, Cash Disbursements, Cash Receipts, Billing Invoices, and Journal Entries in Transaction Center » Transaction Center » Transaction Entry.</b></li> <li>■ Accounts payable vouchers created from purchase orders in <b>Transaction Center » Create Voucher from PO</b>, in the desktop application.</li> </ul> <p>For a tax code to be available for cash receipts and billing invoices in the <b>Transaction Entry</b>, you must set it up as both an input and output tax (with the <b>Transaction Entry</b> check box selected in the Inputs section) or set it up as an output only tax code.</p> <p>If you clear the <b>Transaction Entry</b> check box after you have selected it, the <b>Available for Purchasing</b> check box is also cleared. If you try to clear the <b>Transaction Entry</b> check box and there is a tax code entered in any of the default tax code fields in various places in Vantagepoint, you receive an error message. You must remove the default tax codes in these locations before you can clear the <b>Transaction Center</b> check box. The default tax codes are entered in the following locations:</p> <table> <tr> <th>Path</th><th>Field/Grid</th></tr> <tr> <td><b>Settings » Cash Management » Options</b></td><td><b>Default Tax Codes</b> grid</td></tr> <tr> <td><b>Settings » Cash Management » Tax Codes</b></td><td><b>Tax Code to Include in Basis</b> field on the Options tab</td></tr> <tr> <td><b>Settings » Expense » Expense Categories</b></td><td><b>Tax Code</b> field in the Tax Override grid on the Expense Categories dialog box that opens when you click : at the end of a row for a category in the Categories for all Expense Groups grid on the Expense Categories form</td></tr> <tr> <td><b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application</td><td><b>Tax Code</b> and <b>Tax-2 Code</b> fields in the Ship-To grid on the Ship tab</td></tr> </table>	Path	Field/Grid	<b>Settings » Cash Management » Options</b>	<b>Default Tax Codes</b> grid	<b>Settings » Cash Management » Tax Codes</b>	<b>Tax Code to Include in Basis</b> field on the Options tab	<b>Settings » Expense » Expense Categories</b>	<b>Tax Code</b> field in the Tax Override grid on the Expense Categories dialog box that opens when you click : at the end of a row for a category in the Categories for all Expense Groups grid on the Expense Categories form	<b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application	<b>Tax Code</b> and <b>Tax-2 Code</b> fields in the Ship-To grid on the Ship tab
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<b>Settings » Expense » Expense Categories</b>	<b>Tax Code</b> field in the Tax Override grid on the Expense Categories dialog box that opens when you click : at the end of a row for a category in the Categories for all Expense Groups grid on the Expense Categories form										
<b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application	<b>Tax Code</b> and <b>Tax-2 Code</b> fields in the Ship-To grid on the Ship tab										

Field	Description								
	<table> <tr> <th>Path</th><th>Field/Grid</th></tr> <tr> <td><b>Settings » Billing » Default Terms</b></td><td><b>Tax Code</b> field in the Taxes grid on the More Calculations tab</td></tr> <tr> <td><b>Hubs » Projects » Billing Terms</b></td><td><b>Tax Code</b> in the Taxes grid on the More Calculations tab</td></tr> <tr> <td><b>Settings » Accounting » Intercompany Billing</b> in the desktop application</td><td><b>Tax Codes</b> in the Invoice and Voucher sections on the Subledger Terms tab</td></tr> </table>	Path	Field/Grid	<b>Settings » Billing » Default Terms</b>	<b>Tax Code</b> field in the Taxes grid on the More Calculations tab	<b>Hubs » Projects » Billing Terms</b>	<b>Tax Code</b> in the Taxes grid on the More Calculations tab	<b>Settings » Accounting » Intercompany Billing</b> in the desktop application	<b>Tax Codes</b> in the Invoice and Voucher sections on the Subledger Terms tab
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<b>Settings » Accounting » Intercompany Billing</b> in the desktop application	<b>Tax Codes</b> in the Invoice and Voucher sections on the Subledger Terms tab								
<b>Employee Expenses</b>	<p>Select this check box to make this tax code available for expense reports that you enter in <b>My Stuff » Expense Report</b>.</p> <p>If you clear the <b>Employee Expenses</b> check box after you have selected it, and there are tax codes entered in the Default Tax Code grid on the Expense Report Categories form in <b>Settings » Expense » Expense Categories</b>, you receive an error. You must remove the tax codes that are entered on the Expense Report Categories form before you can clear the <b>Employee Expense</b> check box.</p>								
<b>Available for Purchasing</b>	<p>This check box displays if you have the Purchasing application installed.</p> <p>Select this check box to make the tax code available for ship-to addresses for purchase orders. This allows a tax code to auto fill for an accounts payable voucher that you create from a purchase order, based on the ship-to address entered for the purchase order. When you select this check box:</p> <ul style="list-style-type: none"> <li>■ The <b>Transaction Entry</b> check box is also automatically selected. This allows you to add a tax to accounts payable vouchers that you create from purchase orders in <b>Transaction Center » Create Voucher from PO</b>, in the desktop application.</li> <li>■ After you create and save the tax code, add the tax code to a ship-to address in the <b>Tax Code</b> or <b>Tax-2 Code</b> field in the Ship To grid on the Ship tab in <b>Settings » Purchasing &amp; Inventory » Company</b>, in the desktop application. When you create an accounts payable voucher from a PO in <b>Transaction Center » Create Voucher from PO</b>, the tax code that you entered for the purchase order's ship-to address is automatically used to calculate the tax amount for the voucher.</li> </ul> <p>If you clear the <b>Available for Purchasing</b> check box after you have selected it, and there is a tax code entered in the <b>Tax Code</b> and/or <b>Tax-2 Code</b> fields on the Ship tab in <b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application, you receive an error. You must remove the tax codes on the Ship tab before you can clear the <b>Available for Purchasing</b> check box.</p> <p>When <b>Enable Tax Auditing Feature</b> is set to <b>No</b> in <b>Settings » Cash Management » Options</b>, the <b>Available for Purchasing</b> check box displays to the right of the Outputs section instead of in the Inputs section.</p>								

Field	Description
<b>Input Account</b>	<p>This field is enabled only if you select one of the check boxes in the Inputs section. Select a general ledger account (typically a debit account) for this tax code. You must enter an account in this field if any of the check boxes in the Outputs section are selected.</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p><b>Warning:</b> If the input account is missing for any tax code that requires it, you will not be able to post transactions.</p> </div> <p>This account is used when this tax code is applied for the type of entries that are associated with the check boxes (<b>Available for Purchasing, Transaction Entry</b>, and <b>Employee Expenses</b>) that you selected in this section.</p>

### Outputs Section

This section is not enabled if you make entries in the **Non-Recoverable Tax** section on this tab.

Use the **Outputs** section if you plan to use a tax code for an output tax. Output taxes are applied to billing invoices. Select the specific invoice charges for which the tax code applies. The tax code is then included in the drop-down list for tax fields in the invoice charge entry areas.

When the Tax Auditing feature is turned off, the tax codes that you set up as output taxes in this section can be applied only to invoices created in Billing.

When the Tax Auditing feature is turned on, the tax codes that you set up as output taxes can be applied to invoices created in Billing, as well as invoices and cash receipts that you enter in **Transaction Center » Transaction Entry**. For a tax code to be available for invoice entry or cash receipt entry in Transaction Entry, you can set it up as either of the following:

- An output only tax: It must have at least one of the check boxes selected in the Outputs section.
- An input and output tax: It must have at least one of the check boxes selected in the Outputs section and the **Transaction Entry** check box selected in the Inputs section.

If none of the Billing check boxes are selected in the Outputs section and none of the check boxes are selected in the Tax Applies To section on the Intercompany Billing tab on the Tax Codes form (if you have multiple companies and use intercompany billings), you will not be able to select the tax code in the following applications:

- Billing Terms, Interactive Billing, and Batch Billing in Billing
- Default Terms in Billing Configuration
- Cash Receipts in Transaction Entry
- Invoices in Transaction Entry

Field	Description
<b>Labor Billing</b>	Select this check box if the tax applies to billing labor charges.
<b>Expense Billing</b>	Select this check box if the tax applies to billing expense charges.

Field	Description
<b>Consultant Billing</b>	Select this check box if the tax applies to billing consultant charges.
<b>Fee Billing</b>	Select this check box if the tax applies to billing fee charges.
<b>Unit Billing</b>	Select this check box if the tax applies to billing unit charges.
<b>Add-on Billing</b>	Select this check box if the tax applies to billing add-on charges.
<b>Output Account</b>	<p>This field is enabled only if you select a check box in the Outputs section. Select a general ledger account (typically a credit account) for this tax code. The name of the account displays below the <b>Account</b> field.</p> <p>You must specify an account in this field if any of the check boxes are selected in the Outputs section or in the <b>Tax Applies To</b> group on the Intercompany Billing tab of the Tax Codes form if you use multiple companies and intercompany billing.</p> <p>This account is used when this tax code is applied to the specific part of a billing invoice that is associated with the check box that you selected in the Output section.</p> <p>If you enter a liability account in this field, Vantagepoint excludes the sales tax amount from project billings or revenue figures. The typical general ledger entry following the invoice posting would be a cash disbursement that debits the Sales Tax Payable account (the account that you enter in this field).</p> <p>If you enter a revenue account in this field, your project revenue is higher after you post the invoice.</p>

### Non-Recoverable Tax Section

This section applies if you need to account for both the recoverable and the non-recoverable portions of a tax (such as for the Canadian HST tax) or if you need to use a reverse charge tax.

This section is enabled if the following apply:

- **Enable Tax Auditing Feature** is set to **Yes** in **Settings » Cash Management » Options**.
- You do **not** select any check boxes in the Outputs section on this tab or in the **Tax Applies To** section on the Intercompany Billing tab on the Tax Codes form.

### Non-Recoverable Taxes

Non-recoverable taxes:

- Apply only for input taxes (tax codes that have no check boxes selected in the Outputs section on this tab)
- Can be applied for AP vouchers, AP disbursements, cash disbursements, journal entries, and employee expenses in the Transaction Center and for expense reports in Time & Expense. These transactions can have more than one non-recoverable tax code.

- Are calculated for a transaction and applied to the general ledger accounts when you post a transaction. The tax amounts are not displayed on the entry form in Vantagepoint. You have the option to display both recoverable and non-recoverable tax amounts on the Tax Analysis report.
- Do **not** apply for cash receipts, and you cannot enter them as a default tax code in a project's billing terms.

For more information, see the [Non-Recoverable Tax Examples](#) topic.

Field	Description
<b>Non Recoverable Tax Rate</b>	<p>If this tax code has a non-recoverable tax portion, enter the non-recoverable rate for this tax. Enter a whole number in this field. For example, if the rate is 8%, enter 8 (not .08). The percentage that you enter is applied to the net amount of a transaction expense when the tax code is applied.</p> <p>Example: A tax code has a rate of 13% and a non-recoverable rate of 8%. The tax calculation would be 13% of the net amount of the transaction expense. The non-recoverable tax calculation would be 8% of the net amount of the same transaction expense. For more detailed examples, see the "Non-Recoverable Tax Examples" topic.</p> <p>If this tax code is for a reverse charge tax and you selected the <b>Reverse Charge Tax</b> check box, the <b>Rate</b> field is not enabled. It prefills with the rate that you entered in the <b>Rate</b> field at the top of this tab.</p>
<b>Reverse Charge Tax</b>	<p>Select this check box if the tax is a reverse charge tax. A reverse charge tax is commonly used in the European Union Value Added Tax system. The buyer of a good or service is responsible for recording a VAT transaction for a reverse charge tax.</p> <p>Reverse charge taxes can be used in Vantagepoint for the following:</p> <ul style="list-style-type: none"> <li>AP vouchers entered in <b>Transaction Center » Transaction Entry » AP Vouchers</b> and in <b>Transaction Center » Create Voucher from PO</b> in the desktop application.</li> <li>Intercompany AP vouchers (for more information see <a href="#">Reverse Charge Taxes for Intercompany AP Vouchers</a>)</li> <li>AP disbursements entered in <b>Transaction Center » Transaction Entry » AP Disbursements</b></li> <li>Employee expense transactions (entered in <b>Transaction Center » Transaction Entry » Employee Expenses</b> and <b>My Stuff » Expense Report</b>).</li> </ul> <p>Before you can select the <b>Reverse Charge Tax</b> check box, you must select a check box (<b>Available for Purchasing</b>, <b>Transaction Entry</b>, and/or <b>Employee Expenses</b>) in the Inputs section to determine the areas of Vantagepoint in which you can use the reverse charge tax. See the sections below for more information about each of these areas.</p> <p>When you select the <b>Reverse Charge Tax</b> check box:</p>

Field	Description
	<ul style="list-style-type: none"> <li>The tax rate for the reverse charge tax is the tax rate that you enter in the <b>Tax Rate</b> field at the top of this tab. This tax prefills in the <b>Rate</b> field in the Non-Recoverable Tax section.</li> <li>All of the check boxes in the Output section are disabled.</li> <li>Do not set up a reverse charge tax as a default tax. If you do, the tax code will also be applied for cash disbursement transactions.</li> </ul> <p><b>Selecting the Reverse Charge Tax check box and the Transaction Entry check box in the Inputs section</b></p> <p>When you select the <b>Reverse Charge Tax</b> check box and the <b>Transaction Entry</b> check box in the Inputs section on this tab, the reverse charge tax code is available to apply to the following:</p> <ul style="list-style-type: none"> <li>Line items in AP vouchers and AP disbursements that you enter in <b>Transaction Center » Transaction Entry</b>.</li> <li>Line items on purchase orders that are used to create accounts payable vouchers in <b>Transaction Center » Create Voucher from PO</b> in the desktop application (in the Open to Vouchers grid on the Vendor Review tab).</li> </ul> <p>When you select a reverse tax code for an AP voucher, AP disbursement line item, or a purchase order line item to create an AP voucher, the following general ledger information applies when the transactions are posted:</p> <ul style="list-style-type: none"> <li>The accounts payable liability will <b>not</b> include the reverse charge tax amount.</li> <li>The tax input account that is entered in the <b>Account</b> field in the Inputs section on this tab is credited if the credit account in the Non-Recoverable Tax section is blank. The credit is applied to the same organization that receives the debit for <b>Net Amount</b>.</li> <li>If you enter a credit account in the Non-Recoverable Tax section on this tab, it is used for the reverse charge amount. The credit is applied to the same organization as the credit project that is entered in the Non-Recoverable Tax section. If the credit account is blank (or not filled in), the tax code's input account will receive a credit entry equal to the reverse charge amount.</li> <li>If you enter a debit account in the Non-Recoverable Tax section on this tab, it is used to offset the credit reverse charge amount. The debit is applied to the same organization as the debit project that is entered in the Non-Recoverable Tax section. If the debit account is blank (or not filled in), the expense account entered for the transaction will be debited for the reverse charge amount and shows as an additional expense on the project and organization that received the <b>Net Amount</b> debit.</li> </ul> <p><b>Selecting the Reverse Charge Tax Check box and the Available for Purchasing check box in the Inputs section</b></p>

Field	Description
	<p>When you select the <b>Reverse Charge Tax</b> check box and the <b>Available for Purchasing</b> check box in the Inputs section of this tab, you can associate a reverse-charge tax with a ship-to address that you enter for a purchase order. You enter a reverse charge tax for a ship-to address on the Ship tab in <b>Settings » Purchasing &amp; Inventory » Company</b>, in the desktop application. Then, when you create an accounts payable voucher from a purchase order in <b>Transaction Center » Create Voucher from PO</b>, in the desktop application, the reverse charge tax is automatically applied to the voucher, based on purchase order's ship-to address.</p> <p><b>Selecting the Reverse Charge Tax check box and the Employee Expenses check box in the Inputs section</b></p> <p>When you select the <b>Reverse Charge Tax</b> check box and the <b>Employee Expenses</b> check box in the Inputs section of this tab, the reverse charge tax code is available to apply to employee expense line items that you enter in <b>My Stuff » Expense Report</b> and <b>Transaction Center » Transaction Entry » Employee Expenses</b>.</p> <p>When you select a reverse charge tax code for an expense item in the items grid in either application, you see the following in the line item grid:</p> <ul style="list-style-type: none"> <li>■ The reverse charge tax amount is included in the <b>Total Tax Amount</b> column.</li> <li>■ The amounts in the <b>Net Amount</b> and <b>Payment Amount</b> columns are <b>not</b> decreased by the reverse charge tax amount.</li> </ul> <p>When you select a reverse tax code for an employee expense line item, the following general ledger information applies when the transactions are posted:</p> <ul style="list-style-type: none"> <li>■ The expense report liability will <b>not</b> include the reverse charge tax amount.</li> <li>■ The tax input account that is entered in the <b>Account</b> field in the Inputs section on this tab is credited if the credit account in the Non-Recoverable Tax section is blank. The credit is applied to the same organization that receives the debit for <b>Net Amount</b>.</li> <li>■ If you enter a credit account in the Non-Recoverable Tax section on this tab, it is used for the reverse charge amount. The credit will be applied to the same organization as the credit project that is entered in the Non-Recoverable Tax section. If the credit account is blank (or not filled in), the tax code's input account will receive a credit entry equal to the reverse charge amount.</li> <li>■ If you enter a debit account in the Non-Recoverable Tax section on this tab, it is used to offset the credit reverse charge amount. The debit will be applied to the same organization as the debit project that is entered in the Non-Recoverable Tax section. If the debit account is blank (or not filled in), the expense account entered for the transaction is debited for the reverse charge amount and shows as an additional expense on the project and organization that received the <b>Net Amount</b> debit.</li> </ul>



Field	Description										
Debit Posting Fields	Enter the debit information in these fields for either the non-recoverable portion of the tax or for the reverse charge tax if this is a reverse charge tax. If this is a reverse charge tax and you do not enter a debit account in this field, the account that is entered in the transaction will be used for the reverse charge tax.										
	<table><tr><th>Debit Posting Field</th><th>Description</th></tr><tr><td>Debit Posting Account</td><td>Click <b>Q</b> in this field to open the Account lookup, and select the account number for the debit.</td></tr><tr><td>Debit Posting Project</td><td>Click <b>Q</b> in this field to open the Project lookup, and select the project number for the debit.</td></tr><tr><td>Debit Posting Phase</td><td>Click <b>Q</b> in this field to open the Phase lookup, and enter the phase for the debit.</td></tr><tr><td>Debit Posting Task</td><td>Click <b>Q</b> in this field to open the Task lookup, and enter the task for the debit.</td></tr></table>	Debit Posting Field	Description	Debit Posting Account	Click <b>Q</b> in this field to open the Account lookup, and select the account number for the debit.	Debit Posting Project	Click <b>Q</b> in this field to open the Project lookup, and select the project number for the debit.	Debit Posting Phase	Click <b>Q</b> in this field to open the Phase lookup, and enter the phase for the debit.	Debit Posting Task	Click <b>Q</b> in this field to open the Task lookup, and enter the task for the debit.
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Credit Posting Fields	Enter the credit information in these fields for either the non-recoverable portion of the tax or for the reverse charge tax if this is a reverse charge tax.										
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	Credit Posting Project	Click <b>Q</b> in this field to open the Project lookup, and enter the project number for the credit.									
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### Intercompany Billing Tab of the Tax Codes Settings Form

Use the Intercompany Billing tab to apply tax codes to intercompany transaction areas.

#### Contents

#### Tax Applies To Check Boxes

Field	Description
<b>Labor Transactions</b>	Select this check box if the tax applies to labor transactions.
<b>Expense Transactions</b>	Select this check box if the tax applies to expenses transactions.
<b>Balance Sheet Transactions</b>	Select this check box if the tax applies to fee balance sheet transactions.

#### Accounts to Exclude from Tax Calculation Grid

Use this grid to define transactions associated with specific accounts that should not have tax applied. You can enter an account number or account name, or you can select an account from the lookup list.

Field	Description
<b>+Add Account</b>	Click this option to insert a new row in the grid and add another account.
<b>Account</b>	Enter or select an account.
<b>Description</b>	The description of the account displays in this field.
<b>Intercompany Billing Accounts Receivable Account</b>	Enter or select an account.

### Tax Reporting Tab of the Tax Codes Settings Form

Use this tab to enter information for tax codes that are used in tax reports for the UK and Belgium.

#### Tax Report Mapping Grid

The information that you enter in this grid is used to accumulate the base, tax, non-recoverable tax, and recoverable tax total amounts in the correct boxes or grids for the VAT Declaration XML and UK VAT Return tax files that you generate in **Accounting » Tax File Generation** in the desktop application.

### Tax Report Mapping Grid Tools

Field	Description
<b>+ Add Box/Grid Numbers</b>	Click this option below the grid to insert a new row in the grid. In the row, enter the VAT box or grid number in which the base, tax, non-recoverable, and recoverable total amounts will appear in the tax files that you generate in Tax File Generation.
<b>x</b>	Select a row in the grid and then click this option at the end of the row to delete the row.

### Tax Report Mapping Grid Fields

Make numeric entries in the grid fields.

**Important:** If you need to enter 0 as the box or grid number for any of the fields in this grid, enter **999** in the field instead of **0**. Vantagepoint interprets 999 as 0 for the tax reports. If you enter 0, it will be converted to blank.

#### For Belgian taxes:

In the Tax Reporting Mapping grid, enter the grid numbers in which the base, tax, and non-recoverable tax total amounts will appear in the Belgium VAT Declaration XML file that you generate in Tax File Generation.

For example, some tax codes need only the base amount in a single grid number and the tax amount in a single grid number. You would enter these two grid numbers into the respective columns of one row. If a tax code needs the base amount entered into grid numbers 81 and 86 and you must also enter their tax amount into grid numbers 55 and 59, you would enter two rows in the grid.

#### For UK taxes:

Enter the box numbers in which the base, tax, non-recoverable tax, and recoverable tax total amounts will appear in the UK VAT Return file that you generate in Tax File Generation.

For example, some tax codes need only the base amount in a single box number and the tax amount in a single box number. You would enter these two box number amounts into the respective columns of one grid row. If a tax code needs the base amount entered into box numbers 6 and 7 and you must also enter their tax amount into box numbers 1 and 2, you would enter two rows in the grid.

Field	Description
<b>Base Amount</b>	Enter the box or grid number code for the base amount.
<b>Tax Amount</b>	Enter the box or grid number code for the tax amount.
<b>Non-Recoverable Tax Amount</b>	Enter the box or grid number code for the non-recoverable tax amount.
<b>Recoverable Tax Amount</b>	This field applies only for the UK VAT Return report that is generated in Tax File Generation. If you need to report only the recoverable amount of a non-recoverable tax code, enter the box number for accumulating the recoverable tax amount total.

Learn More About...

You may find it helpful to review information about tax regions or examples of compound taxes and non-recoverable taxes.

### Tax Regions

Use tax regions to include only the appropriate tax codes for a vendor or client in the **Tax Code** drop-down list in AP voucher entry, AP disbursement entry, and invoice billing terms.

The appropriate tax codes for a vendor or client are based on the vendor or client's tax country and a tax code's region, which is associated with a country.

You must complete the following setup steps:

- You set up tax regions and associate them with countries in the Tax Auditing Feature section of the Options form in **Settings » Cash Management » Options**.
- Enter a tax country for vendors and clients in the Firms hub. Enter a separate tax country for each address that you enter for a vendor and client.

A country can have only one tax region. You can use the same tax region for multiple countries. For example, you can have one tax region (such as **EU**) for all of the countries in the European Union.

When no tax country is entered for a vendor or client, all tax codes display in the **Tax Code** drop-down lists in AP voucher entry, AP disbursements entry, and invoice billing terms for that vendor or client.

When a vendor or client has a tax country that is not associated with any tax region, then only the tax codes that have no region assigned display in the **Tax Code** drop-down list.

Tax regions do not affect how default tax codes are populated for transactions.

In AP Voucher and AP Disbursement entry, the **Tax Code** field is located on the Tax Codes dialog box that opens when you click the hyperlink in the **Total Tax Amount** field. In Billing Terms, the **Tax Code** field is located in the Taxes grid on the More Calculations tab of **Hubs » Projects » Billing Terms**.

### AP Voucher and AP Disbursement Example

- The country of Belgium is assigned to the **EU** tax region.
- Ten tax codes are assigned to the **EU** tax region. The status of all 10 tax codes is Active, and they all have the **Transaction Entry** check box selected in the Inputs section of **Settings » Cash Management » Tax Codes**.
- **BE** (Belgium) is the tax country that is entered for vendor Brown and Associates in the Firms hub for their Belgium address.

When you enter an AP voucher or AP disbursement in Transaction Entry for Brown and Associates using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Codes** drop-down list on the transaction entry forms.

**Invoice Billing Terms Example**

- The country of Belgium is assigned to the **EU** tax region.
- Ten tax codes that are assigned to the **EU** tax region. The status of all 10 tax codes is Active, and they all have a check box selected in the Outputs section of **Settings » Cash Management » Tax Codes**.
- **BE** (Belgium) is the tax country that is entered for client Sitka Corporation in the Firms hub for their Belgium address.

When you enter Billing Terms for the Sitka Corporation using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Code** in Billing Terms (in the Taxes grid on the More Calculations tab of **Hubs » Projects » Billing Terms**).

**Tax Auditing**

Use the Tax Auditing feature to enter input taxes in Vantagepoint and report on taxes from billing invoices and purchase orders.

When the Tax Auditing feature is enabled, you can enter input taxes for the following:

- Accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, cash receipts, invoices, and journal entries in the Transaction Center
- Expense reports in the Expense application

The taxes that you enter for purchase orders in the Purchasing application are also input taxes, but you can enter taxes for purchase orders without turning on the Tax Auditing feature.

Enabling the Tax Auditing feature also allows you to report on taxes that you enter for purchase orders and billing invoices. When the Tax Auditing feature is not enabled, you can enter taxes for billing invoices (if you have the Billing application installed) and for purchase orders, but not report on them.

**Settings**

You set up individual tax codes in **Settings » Cash Management » Tax Codes**. You specify that a tax code will be used as an input tax and enter an input account for it (usually a debit account). Tax codes are used when you enter transactions and expense reports to determine the tax calculation for the transaction and expense report items.

Enable the Tax Auditing feature and enter default settings, including default tax codes, in the Tax Auditing Feature section of the Options form in **Settings » Cash Management » Options**.

The default tax codes are used to prefill and calculate taxes automatically for:

- Accounts payable vouchers, accounts payable disbursements, cash disbursements, and employee expenses that you enter in the Transaction Center
- Expense reports that you enter in the Expense application

**Processing**

When you enable the Tax Auditing feature and use default tax codes, taxes are calculated automatically and entered in the **Total Tax Amount** field on the entry grids for:

- Accounts payable, accounts payable disbursement, cash disbursement, employee expense, and journal entry transactions in the Transaction Center
- Expense reports in the Expense application
- Purchase orders in the Purchasing application

You can click the hyperlink in the **Total Tax Amount** field to open the Tax Codes dialog box and add, remove, or change the calculated taxes for any transaction or expense report item.

## Reporting

When you enable the Tax Auditing feature, transaction lists and posting logs in the Transaction Center and on the Employee Ledger report (for taxes entered on employee expense reports) include tax information.

The following reports are available in Reporting after you enable the Tax Auditing feature:

- Sales List
- Tax Analysis

You can include the **Tax-2 Amount** column on the Vouchered Purchase Orders Items report when the Tax Auditing feature is enabled.

## Compound Tax Examples

These examples help you understand compound tax calculation and how to enter related tax codes.

The following are examples of compound taxes and corresponding entries that you make in the **Tax Code to Include in Basis** field on the Options tab of the Tax Codes settings form in **Settings » Cash Management » Tax Codes**.

### Compound Tax with Two Taxes

- Tax Code A has a tax rate of 10%.
- Tax Code B has a tax rate of 5% and includes Tax Code A in its basis calculation. (Enter **Tax Code A** in the **Tax Code to Include in Basis** field for Tax Code B.)
- Cost of the item being taxed (net amount of the transaction) = \$1,000
- Both Tax Code A and Tax Code B are entered for the \$1,000 net amount transaction.

The taxes are calculated as follows:

Tax	Calculation	Amount
Tax Code A (10% tax rate)	$1,000 * .10$	\$100
Tax Code B (5% tax rate)	$((1,000 + 100) * .05)$	\$55
Total Taxes Calculated	$100 + 55$	\$155

**Compound Tax with Three Taxes**

- Tax Code 1 has a tax rate of 5%.
- Tax Code 2 has a tax rate of 6% and includes Tax Code 1 in its basis calculation. (Enter **Tax Code 1** in the **Tax Code to Include in Basis** field for Tax Code 2.)
- Tax Code 3 has a tax rate of 4% and includes Tax Code 1 in its basis calculation. (Enter **Tax Code 1** in the **Tax Code to Include in Basis** field for Tax Code 3.)
- Cost of the item being taxed (net amount of the transaction) = \$100.
- All three tax codes are entered for the \$100 net amount transaction.

Tax	Calculation	Amount
Tax Code 1 (5% tax rate)	$100 * .05$	\$5.00
Tax Code 2 (6% tax rate)	$((100 + 5) * .06)$	\$6.30
Tax Code 3 (4% tax rate)	$((100 + 5) * .04)$	\$4.20
Total Taxes Calculated	$5 + 6.30 + 4.20$	\$15.50

**Non-Recoverable Tax Examples**

You may find it helpful to review examples that illustrate how non-recoverable taxes are calculated.

**Example**

Both scenario A and B start in the same way.

Tax Code A has these settings:

- Tax rate is 13%
- Non-recoverable tax percentage is 8%

You enter \$1,000 as the net amount for an accounts payable voucher in the Transaction Center.

**Scenario A:**

Accounts are entered in the **Non Recoverable Debit Tax Account** and **Non Recoverable Credit Tax** fields. Project information is entered in the project fields in the Non-Recoverable Tax section on the Options tab of the Tax Codes settings form, in **Settings » Cash Management » Tax Codes**.

**Results**

The non-recoverable amount is not included in the net tax amount. The gross amount of the voucher is \$1,130, the tax amount is \$130, and the net amount is \$1,000.

The general ledger entries are as follows when you post the transaction:

General Ledger Account	Debit	Credit
AP Liability		\$1,130
Project Expense	\$1,000	
Debit Account entered for Tax Code A	\$130	

General Ledger Account	Debit	Credit
Non-Recoverable Debit Tax Account	\$80	
Non-Recoverable Credit Tax Account		\$80
	\$1,210	\$1,210

The recoverable tax amount = \$50 (130-80).

The non-recoverable amount = \$80 (1,000\*.08).

#### Scenario B:

The **Non Recoverable Debit Tax Account**, **Non Recoverable Credit Tax Account**, and project fields are blank in the Non-Recoverable Tax section on the Options tab on the Tax Codes form.

#### Results

The non-recoverable tax amount is included in the net tax amount because this is what is posted to the project. The gross amount of the voucher is \$1,130, the tax amount is \$130, and the net amount is \$1,000.

The general ledger entries are as follows when you post the transaction:

General Ledger Account	Debit	Credit
AP Liability		\$1,130
Project Expense	\$1,000	
Debit Account entered for Tax Code A	\$130	
Project Expense	\$80	
Debit Account entered for Tax Code A		\$80
	\$1,210	\$1,210

The net tax receivable is \$50 (130-80). Two transactions affect the billable project.

## Accounts Payable Settings

Use Accounts Payable Settings to set up company-wide accounts payable features, including default payment terms, liability codes, vendor types, and discount codes.

If you use multiple companies, you must set up accounts payable for each company. In addition to these company-wide accounts payable options, you must set up accounts payable options at the enterprise level.

#### Liability Codes

If you use organizations and maintain separate balance sheets for your organizations, you should set up a liability code for each organization. However, if you want the voucher posting to follow the project's organization, you do not have to enter a liability code for each organization. Instead, leave the **Organization** field blank on the Liability Codes tab of the Accounts Payable Settings form, and the liability follows the project's organization.

Liability codes are associated with the vendor type by default; however, you can override the default liability code in Accounts Payable Voucher Transaction Entry.



To close out (consolidate) liability code data into a single liability code, use the Liability Code Key Conversions utility (**Utilities » Key Conversions » Liability Codes**). You can either consolidate data between two existing liability codes or set up a new liability code into which you close out liability codes that are no longer in use.

### Discount Codes

You can also set up discount codes for vouchers on the Discount Codes tab of the Accounts Payable settings form. Vantagepoint uses discount codes during processing to determine the account, project, and task to which to post any discounted dollars when the voucher is paid. If you want a vendor to use discount terms, you must specify the discount code in the Firms hub.

You also set up discount terms for each vendor in the Firms hub. These terms include a discount percentage and a discount period in which the discount applies. During Automatic Payment Processing or Manual Select Payment Processing, Vantagepoint automatically applies the discount percentage to the payment amount if the discount period is between the payment date and invoice date (specified on the Payment Processing form).

To close out (consolidate) discount code data into one discount code, use the Discount Code Key Conversions utility (**Utilities » Key Conversions » Discount Codes**). You can either consolidate data between two existing discount codes or set up a new discount code into which you close out discount codes that are no longer in use.

How to...

You set up accounts payable payment settings, liability codes, vendor types, and discount codes in Accounts Payable Settings.

### Set Up Accounts Payable

Define settings that affect how vouchers are processed and paid. For example, you can require voucher numbers for AP vouchers, suppress leading zeros in voucher numbers, enable expense codes, or require expense categories.

#### To specify accounts payable settings:

1. In the Navigation pane, select **Settings » Cash Management » Accounts Payable**.
2. On the Options tab of the Accounts Payable settings form, to require voucher numbers when accounts payable vouchers are entered in Transaction Entry, set **Require Entry of Voucher Numbers** to **Yes**.
3. To have a warning message display when a user enters a duplicate invoice number, set **Warning for Duplicate Invoices** to **Yes**.  
These warnings display in the Transaction Center for Create Voucher from PO, AP Disbursements, and AP Vouchers.
4. To suppress leading zeros in voucher numbers, set **Display Voucher Number Leading Zero** to **No**.  
Suppressing leading zeros may make voucher numbers easier to read on certain reports and dialog boxes.

5. To use accounts payable expense codes in the Transaction Center, set **Enable Expense Code** to **Yes**.  
When you enable expense codes, the following items are enabled throughout Vantagepoint:
  - A **Default Expense Code** field In the Default Voucher Section of the Vendors tab in the Firms hub.
  - An AP Bill by Default section on the Accounting tab of the Projects hub.
  - An Expense Code Overrides menu item in Expense Codes Settings in the desktop application.
  - An **Expense Code** field in the Transaction Center, for Accounts Payable Disbursements and Accounts Payable Vouchers.
6. Use the **Require Expense Category For** option to specify the expense code requirements for accounts payable voucher and accounts payable disbursement entry in the Transaction Center.  
Select one of the following settings:
  - **Not Required:** You can complete accounts payable voucher and accounts payable disbursement entry without expense codes. If a vendor has a default expense code, it prefills for vouchers and disbursements, but users can delete any prefilled expense code and leave the **Expense Code** field blank.
  - **Regular Projects:** You are required to enter expense codes only for projects with a regular charge type.
  - **All Projects:** You are required to enter expense codes for projects with all charge types (regular, overhead, and promotional). You specify the project charge type on the Accounting tab of the Projects hub.
7. To specify the project, phase, or task level to enter receipts against, use the **Project Level to Determine Paid Status** option.  
Otherwise, the invoice is not marked as paid.
8. Click **Save**.

### Set Up Accounts Payable Liability Codes

Use accounts payable liability codes to define the implicit posting of vouchers to an account number and, if applicable, an organization. You can divide your accounts payable liability among separate accounts on the general ledger by defining and using multiple liability codes.

There is no limit to the number of liability codes you can define for your enterprise. Initially, you must add at least one liability code before you enter vouchers. However, liability codes can be added at any time.

### To set up accounts payable vendor types and liability codes:

1. In the Navigation pane, select **Settings » Cash Management » Accounts Payable**.
2. Click the Liability Accounts tab of the Accounts Payable settings form.

If you use multiple companies, the Global Liability Account Settings section displays with two grids:

- **Vendor Types:** Use this grid, which applies to all companies, to create vendor types and their descriptions.
- **Liability Codes:** Use this grid, which applies only to the active company, to set up codes and descriptions and to specify the corresponding accounts, vendor types, and organizations.

If you do not use multiple companies, only the Vendor Types grid displays.

3. To add a new vendor type, click **+ Add Vendor Type** below the Vendor Type grid and then enter a code and description.

The code identifies the vendor type throughout Vantagepoint. The description displays in place of the vendor type code in all lookups and on reports.

4. To add a new liability code:
  - a) Click **+ Add Liability Code** below the Liability Codes grid and then enter a code and description.  
For example, you might define your accounts payable consultant account as Consult. The description is used in place of the code on accounts payable reports.
  - b) In **Account**, enter or select the account that receives the implicit posting when you use this liability code in transaction entry and posting routines.
  - c) In **Vendor Type**, enter or select the vendor type associated with the liability code.
  - d) If you use organizations and maintain separate balance sheets by company, use **Organization** to specify the organization to which vouchers referencing the liability code are posted.

The **Maintain Separate Balance Sheets by Organization** option is located in **Settings » Organization » General** in the desktop application.

5. Click **Save**.

### Set Up Accounts Payable Payments

When you establish settings for AP payments, you can specify defaults for payees, check formats, payment templates, currency formats, and more.

#### To specify default payment settings:

1. In the Navigation pane, select **Settings » Cash Management » Accounts Payable**.
2. On the Payments tab of the Accounts Payable settings form, in **Payment Payee**, enter or select the name of the individual who is responsible for the payment.
3. In **Printed Payment Format**, select the country with the check format that most closely matches the accounts payable format that you use.  
If you select Canada, the **Print Date Format Indicator on Payment Face** option displays. Set this option to **Yes** if your check stock does not have the required date format indicator preprinted on the check stock.
4. In **Template**, select the check or payment template.

5. To specify the currency format information to apply to the check face and stub, click in the **Currency** field to open the Format Currency dialog box and complete the fields on the dialog box.  
The currency formatting applies to any selected check format and template, including custom templates
6. To specify the date formatting for the date on the check face, click in the **Payment Face Date** field to open the Format Date/Time dialog box, and complete the fields on the dialog box.  
The date formatting applies to any selected check format and template, including custom templates.
7. Use **Template** to select the payment template to use for your accounts payable payments:
  - **Deltek two-part**: The check face prints on the top third, and the stub prints on the bottom two thirds of the check stock.
  - **Deltek three-part**: The check face prints on the top third, and two complete (duplicate) stubs print on the bottom two thirds of the check stock.
  - **Deltek check on bottom**: The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select **United Kingdom** in the **Format** field on this tab. This template is formatted to fit A4-sized paper.
  - **<Custom template>**: If you create custom templates for accounts payable payments, they are included in this drop-down list with their actual file names.
8. In **Vouchers on Stub**, enter the number of paid vouchers to print on the check stub, which lists paid items.
9. Use **Remittance Advice** to specify whether the remittance advice always prints, only prints for more than a certain number of vouchers (specified in the **Vouchers on Stub** field), or never prints.  
When you pay vendors by check, the remittance advice lists the paid vouchers on a form that is separate from the check.
10. Click **Save**.

### Set Up Accounts Payable Discounts

You set up discount codes and their general ledger accounts for accounts payable vouchers for a project/phase/task. There is no limit to the number of discount codes that you can define for your enterprise.

You can add or modify discount codes at any time. You can delete a discount code only if there has been no activity posted to it in the current fiscal year.

#### To set up accounts payable discount codes:

1. In the Navigation pane, select **Settings » Cash Management » Accounts Payable**.
2. Click the Discounts tab of the Accounts Payable settings form.
3. To add a new discount code, click **+ Add Discount** below the Discounts grid.

4. Enter the name and description for the discount code.  
The description is used in place of the code on accounts payable reports. If you use organizations, you may want to include the name of the organization.
5. Specify the project, phase, and task (if applicable) that will receive the discounted credit amount when you post payments in Accounts Payable Payment Processing.
6. Enter or select the account to which the discount amount is credited.
7. If you want the discount applied to the taxes included on vouchers, select the **Apply Taxes** option.  
If a vendor has a discount code and a tax code set up in the Firms hub, when you post a check for a voucher with taxes applied, the discount is also applied to the tax amount (if the payment falls within the discount period).
8. Click **Save**.

#### Load Custom Checks on the Report Server

You need to load custom checks on the Vantagepoint report server so that they will be available for use by the Employee Expenses and Accounts Payable applications.

#### To load custom checks and their subreports on your report server:

1. In the Navigation pane, select **Utilities » Report Administration** in the desktop application.
2. In the **Location of Reports on Application Server** field on the Load Reports tab, enter the location of the custom check templates on your application server.  
The default location is C:\Program Files\Deltek\DeltekPS\Reports.
3. In the **Type** field, select **Custom**.
4. In the **Report Name** field, enter the specific custom check template file name.
5. Click the **Load Report Files** button.
6. Repeat these steps for additional custom check templates.  
After you load a custom check template, only the main custom check template file displays in the Loaded Reports grid. The grid hides the subreports.

#### Display Custom Check Templates as Options in the Template Field

You can create custom templates for accounts payable checks with Microsoft SQL Server Reporting Services report writing tools. Contact the Deltek Customer Care team for more information.

The custom templates display as options in the **Template** field in the Company section of the Accounts Payable settings form.

#### To set custom templates to display as options in the Template field:

1. Follow the correct naming convention for each custom template file:
  - Canada: CheckAPDefault\_CAD\_UniqueTemplateName\_Custom.rdl

- United Kingdom: CheckAPDefault\_UK\_UniqueTemplateName\_Custom.rdl
  - United States: CheckAPDefault\_UniqueTemplateName\_Custom.rdl
2. Store the custom template file in the Vantagepoint\Reports\Custom\Check folder on your application server. The default location is C:\Program Files\Deltek\DeltekPS\Reports\Custom\Check. The Check folder does not have to be directly under the Custom folder. You can have other folders between the Custom and the Check folders (for example: \Reports\Custom\<XXXXX>\Check).
  3. To use subreports for custom templates, copy the following subreports from the \Deltek\DeltekPS\Reports\Check folder on your Vantagepoint application server to the \Deltek\DeltekPS\Reports\Custom folder on your application server.
    - InvoiceDetails.rdl
    - EFT\_AP.rdl

**Warning:** You can modify the subreports in the Custom folder, but you must not rename them. If you rename them, when you print checks with a custom check template, the subreports will not be found.

## Fields and Options

Use the Accounts Payable Settings form to specify how Vantagepoint processes accounts payable at both the enterprise and company level.

### Accounts Payable Settings Form

Use the Accounts Payable Settings form to establish settings related to vouchers, expense codes, AP invoice approval workflows, liability accounts, payment formats, and discount codes.

When you process accounts at the enterprise level, all settings are system-wide and apply to all companies.

If you use multiple companies and are processing at the company level, you must set up these company-wide settings for each company.

To change the active company in the browser application, click the name of the current company on the toolbar and select a company from the drop-down list. To change the active company in the desktop application, select **Utilities » Change Company** and then select a company on the Company Selection dialog box.

### *Display the Accounts Payable Settings Form*

Display the Accounts Payable settings form in Cash Management Settings.

In the Navigation pane, select **Settings » Cash Management » Accounts Payable**.

### Options Tab

Use the Options tab to enter Accounts Payable settings related to vouchers and expense codes.

### Contents

#### Global Accounts Payable Options section

Field	Description
<b>Require Entry of Voucher Numbers</b>	<p>Select <b>Yes</b> to require users who enter accounts payable vouchers in Transaction Entry to enter the voucher number manually.</p> <p>If you select <b>No</b>, the <b>Voucher Number</b> options display on this form. Use these options for the system to generate voucher numbers or to turn on and configure automatic numbering of vouchers (and payments and reference numbers for other transaction types) in the Transaction Auto Numbering section in <b>Settings » Accounting » Transactions</b>. If you have multiple companies, you can turn on automatic numbering by company.</p>
<b>Warning for Duplicate Invoices</b>	<p>Select <b>Yes</b> to have a warning message display in each of these areas of Vantagepoint when a user enters a duplicate invoice number (even if the duplicate's invoice date is different):</p> <ul style="list-style-type: none"> <li>▪ <b>Transaction Center » Create Voucher from PO</b></li> <li>▪ <b>Transaction Center » Transaction Entry » AP Disbursements</b></li> <li>▪ <b>Transaction Center » Transaction Entry » AP Vouchers</b></li> </ul>
<b>Display Voucher Number Leading Zeros</b>	<p>Select <b>No</b> if you do not want leading zeros in a voucher number to display on certain dialog boxes and reports. This may make the voucher numbers easier to read.</p>
<b>Enable Expense Codes</b>	<p>Select <b>Yes</b> if you want to use accounts payable expense codes in Accounts Payable Voucher Transaction Entry and Accounts Payable Disbursement Transaction Entry.</p> <p>Accounts payable expense codes eliminate the need to know whether or not an expense is billable to the client at the time of accounts payable voucher or accounts payable disbursement entry. The general ledger expense account prefills during data entry based on the default expense code set up for a vendor, a project's charge type (regular, overhead, or promotional), and whether or not a project's expenses are designated as billable.</p> <p>When you select <b>Yes</b>, the following items are enabled throughout Vantagepoint:</p> <ul style="list-style-type: none"> <li>▪ <b>A Default Expense Code</b> field In the Default Voucher Section of the Vendors tab in the Firms hub.</li> <li>▪ An AP Bill by Default section on the Accounting tab of the Projects hub.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>An Expense Code Overrides menu item in Expense Codes Settings in the desktop application.</li> <li>An <b>Expense Code</b> field in the Transaction Center, for Accounts Payable Disbursements and Accounts Payable Vouchers.</li> </ul>
<b>Require Expense Code For</b>	<p>If you select <b>Yes</b> for <b>Enable Expense Codes</b>, select from this drop-down list the expense code requirements for accounts payable voucher and accounts payable disbursement entry in the Transaction Center.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li><b>Not Required:</b> You can complete accounts payable voucher and accounts payable disbursement entry without expense codes. If a vendor has a default expense code, it prefills for vouchers and disbursements, but users can delete any prefilled expense code and leave the <b>Expense Code</b> field blank.</li> <li><b>Regular Projects:</b> You are required to enter expense codes only for projects with a regular charge type.</li> <li><b>All Projects:</b> You are required to enter expense codes for projects with all charge types (regular, overhead, and promotional). You set the charge type on the Accounting tab of the Projects hub.</li> </ul>
<b>Project Level to Determine Paid Status</b>	<p>In Vantagepoint, you must enter receipts against the correct project, phase, or task level. Otherwise, the invoice is not marked as paid. Use this option to specify the WBS level at which you define an invoice as fully paid.</p>

### Company-specific section

Field	Description
<b>Voucher Number</b>	<p>The Voucher Number options display if you select <b>No</b> for the <b>Require Entry of Voucher Numbers</b> option. Use these options to determine how the system generates voucher numbers or to turn on and configure automatic numbering by company.</p> <ul style="list-style-type: none"> <li><b>System Generated Voucher Number Across Enterprise:</b> Select this option for Vantagepoint to generate the voucher numbers for all companies in your enterprise.</li> <li><b>Use Transaction Autonumbering to Define Voucher Number:</b> Select this option to configure automatic numbering of vouchers (and payments and reference numbers for other transaction types) in the Transaction Auto Numbering section in <b>Settings » Accounting » Transactions</b>. If you use multiple companies, you can turn on automatic numbering by company and further specify the numbering criteria:</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Voucher Number Range</b> : Use the range fields to enter the starting and ending numbers for the range of vouchers.</li> <li>▪ <b>Next Voucher Number</b>: Enter the number for the next set of voucher numbers to start with.</li> </ul>
<b>Enable Approval Workflow For AP Invoice</b>	<p>Set this option to <b>Yes</b> to use an approval workflow process to approve AP invoices. You must have set up at least one employee before selecting this option.</p> <p>Use the corresponding <b>AP Invoice Approval Workflow</b> drop-down list to select the workflow.</p>

### *Liability Accounts Tab of Accounts Payable Settings*

Use this tab to define the vendor types and liability codes to automate AP voucher processing. You set up vendor types to distinguish groups of vendors, such as consultants and trade. You then set up liability codes and associate each code with a general ledger liability account and vendor type.

When you enter a voucher in AP Vouchers Transaction Entry, the associated liability code for the vendor type that is assigned to a vendor is automatically entered in the **AP Liability** field on the AP Voucher form. The general ledger account that is associated with the liability code receives the implicit credit entry when you post the AP voucher.

### **Global Liability Account Settings**

When you use multiple companies, the Global Liability Account Settings options displays with two grids: Vendor Type and Liability Codes. The Vendor Types grid applies to all companies and the Liability Codes grid only applies to the active company.

If you have only one company in Vantagepoint, only the Vendor Type grid displays on this tab.

### **Vendor Type Grid**

Use the Vendor Type grid to set up vendor types. Vendor types enable you to identify and group vendors so they can be associated with liability codes to automate transaction postings for AP vouchers.

Field	Description
<b>Type</b>	Enter a code by which to identify this vendor type throughout Vantagepoint.
<b>Description</b>	Enter a description for this vendor type. This description appears in place of the vendor type code in all lookups and on reports.
<b>+ Add Vendor Type</b>	Click this option to add a new vendor type to the grid.

### Liability Codes Grid

When you use multiple companies, the Liability Codes grid displays and its contents only apply to the active company.

Field	Description
<b>Code</b>	Enter a code to identify this liability code, using up to 10 characters of free text. For example, you can define your accounts payable consultant account as Consult.
<b>Description</b>	Enter a description for the liability code. The description is used in place of the code on accounts payable reports. If you use Organization Reporting, you can include the name of the organization in the description.
<b>Account</b>	Enter the account or select an account on the Account lookup. The account that you specify will receive the implicit posting when you use this liability code in transaction entry/posting routines.
<b>Account Description</b>	When you enter the account number, the account description displays automatically.
<b>Organization</b>	<p>If you are using the Organization Reporting application and are maintaining separate balance sheets by company, specify the organization code to which vouchers using this liability code will post. You can enter an organization in this field or click <b>Q</b> and select an organization on the Organization lookup.</p> <p>You can post the accounts payable credit to the same organization as the debit (in other words, the organization to which the project belongs). If you want to do this, leave the <b>Organization</b> field blank.</p> <p>If you use a liability code that defines an organization when entering a voucher, the debit and credit may post to separate organizations. If this situation occurs, a tolerance appears if you are maintaining separate balance sheets. However, a consolidated balance sheet should not show a tolerance. To avoid the possibility of a tolerance, enter your vouchers in batches according to the organization of the debit.</p> <p>If you cannot enter your vouchers in batches according to the organization of the debit, you should enter the vouchers using a liability code that does not define an organization. In this situation, the debit and credit amounts are posted to the organization associated with the project of the debit.</p>
<b>+Add Liability Code</b>	Click this option to add a new liability code for the company.

### Payments Tab

Use this tab to specify how Vantagepoint processes and formats accounts payable vouchers.

These settings apply when you pay vouchers in **Cash Management » Vendor Payments**.

### Global Payments Section

This setting in this section applies for all the companies in your enterprise if you have multiple companies in Vantagepoint.

Field	Description
<b>Payment Payee</b>	Select the individual who is responsible for the payment.

### Specific Company Section

The settings in this section apply to the specific company that you have open if you have multiple companies in Vantagepoint. Use the fields in this section to determine the layout, formatting, and contents for paying AP vouchers.

Field	Description
<b>Printed Payment Format</b>	<p>Select the country with a check format that most closely matches the accounts payable format that you use. The country that you choose here and the template that you choose in the <b>Template</b> field determine how your accounts payable checks print.</p> <p>The settings that you enter in the <b>Printed Payment Format</b> and <b>Template</b> fields must be suited to the check stock that you use.</p> <p>The options in the <b>Printed Payment Format</b> field are:</p> <ul style="list-style-type: none"> <li>▪ <b>United States</b></li> <li>▪ <b>United Kingdom:</b> This format is designed for use with A4-sized paper.</li> <li>▪ <b>Canada:</b> When you select this format, you can use the <b>Payment Face Date</b> field and the <b>Print Date Format Indicator on Payment Face</b> setting on this tab to choose the payment date format and determine whether or not the date format indicator prints on the check face.</li> </ul>
<b>Currency</b>	Click in this field to open the Format Currency dialog box, and enter currency format information to apply to the check face and stub. This formatting applies to any selected check format and template, including custom templates.
<b>Payment Face Date</b>	<p>Click in this field to open the Format Date/Time dialog box, and enter date format information for the date that prints on the check face.</p> <p>This formatting applies to any selected check format and template, including custom templates.</p> <p><b>Check stub date format:</b></p> <ul style="list-style-type: none"> <li>▪ For the <b>Deltak two-part</b> and <b>Deltak three-part</b> check templates, the date on the check stub uses the Short Date format specified in your computer's Regional and Language settings.</li> <li>▪ For the <b>Deltak check on bottom</b> check template, the settings that you enter in the <b>Payment Face Date</b> field apply to the date on the check stub.</li> </ul> <p><b>Voucher details date format:</b></p>

Field	Description
	The date for voucher details on the check stub uses the Short Date format that is currently specified in your computer's Regional and Language settings.
<b>Template</b>	<p>Select the template to use for your accounts payable payments:</p> <ul style="list-style-type: none"> <li>▪ <b>Deltek two-part:</b> The check face prints on the top third, and the stub prints on the bottom two thirds of the check stock.</li> <li>▪ <b>Deltek three-part:</b> The check face prints on the top third, and two complete (duplicate) stubs print on the bottom two thirds of the check stock.</li> <li>▪ <b>Deltek check on bottom:</b> The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select <b>United Kingdom</b> in the <b>Format</b> field on this tab. This template is formatted to fit A4-sized paper.</li> <li>▪ <b>&lt;Custom template&gt;:</b> If you create custom templates for accounts payable payments, they are included in this drop-down list with their actual file names.</li> </ul> <p>For all of the templates:</p> <ul style="list-style-type: none"> <li>▪ The payment date prints on each check stub.</li> <li>▪ The vendor's address prints on the check stub based on the address format that is selected for the vendor's country in the Country code table in <b>Settings » Labels and Lists » Lists</b>.</li> <li>▪ The payee (vendor) address includes the country if the vendor's country is different than your company's country.</li> <li>▪ User-defined field tables are available so that you can easily add them if you customize the payment templates with Microsoft SQL Server Reporting Services.</li> </ul>
<b>Vouchers on Stub</b>	<p>Enter the number of paid vouchers to print on the check stub. The check stub provides a list of paid items.</p> <ul style="list-style-type: none"> <li>▪ If you selected the <b>Deltek two-part</b> or <b>Deltek check on bottom</b> template, the maximum number is 30.</li> <li>▪ If you selected the <b>Deltek three-part template</b>, the maximum number is 15.</li> </ul> <p>If a payment contains more than the number of vouchers allowed for a stub, multiple checks that add up to the full payment amount are generated. The first check is printed for the first 30 or 15 vouchers. Additional checks are printed for each additional set of 30 or 15 vouchers.</p> <p>If you prefer to have one check print when a payment contains more than the number of vouchers allowed for a stub, select the <b>If more than # vouchers</b> in the <b>Remittance Advice</b> field.</p>

Field	Description
<b>Default Payment Terms</b>	<p>Select the default payment terms to prefill in the <b>Payment Terms</b> field in the Default Voucher Information section on the Vendor tab in <b>Hubs » Firms » Firms</b> when you create a new firm that is a Vendor firm type. The default payment terms also prefill when you enter a voucher in <b>Transaction Center » Transaction Entry » AP Vouchers</b>. In the Firms hub and in Transaction Entry, you can change the prefilled payment terms as needed. The payment terms indicate the number of days from the invoice date after which the voucher is expected to be paid.</p> <p><b>The options are:</b></p> <ul style="list-style-type: none"> <li>▪ Enter the number of days in which vouchers are typically paid after the invoice date. The vouchers are included in the payment run on or after the number of days specified. This number must be between 0 and 1,000 days. For example, to pay a voucher after 30 days, enter <b>30</b> in the <b>Number of Days</b> field. For a voucher with the invoice date 06/30/2020, the payment date is 07/30/2020, which is 30 days after the invoice date.</li> <li>▪ <b>Next:</b> Select this option to schedule all vouchers with a payment date of <b>Next</b>. Vouchers are included in the next payment run. For example, if you enter a voucher on 6/30/2020 and the next automatic Vendor Payment run is performed on 7/15/2020, the voucher is included in the run.</li> <li>▪ <b>Hold:</b> Select this option if you do not want a payment date assigned to vouchers. The vouchers are on hold until you manually switch the payment terms from <b>Hold</b> to one of the other three options.</li> <li>▪ <b>PWP:</b> Select this option for all vouchers to be scheduled with a payment date of PWP (pay when paid). The vouchers are in the payment run immediately following payment in full to your firm of the invoice that included the voucher.</li> </ul>
<b>Print Date Format Indicator on Payment Face</b>	<p>This setting applies to Canadian checks and displays when you select <b>Canada</b> in the <b>Printed Payment Format</b> field.</p> <p>Select <b>Yes</b> if your check stock does not have the required date format indicator preprinted on the check stock. Vantagepoint prints the format indicator on the check face according to the settings that you enter in the <b>Date order</b> and <b>Display four digit year</b> fields on the Format Date/Time dialog box, which you display by clicking the payment face date on this tab.</p>
<b>Remittance Advice</b>	<p>A remittance advice prints a list of paid vouchers for each vendor payment in a vendor payment run.</p> <p>Select one of the following remittance advice options:</p> <ul style="list-style-type: none"> <li>▪ <b>Never Print:</b> Vantagepoint never prints a remittance advice, and voucher information is always printed on the check stub.</li> <li>▪ <b>Always Print:</b> Vantagepoint always prints a remittance advice for your vendors, and voucher information is not printed on the check stub. "See Remittance Advice" is printed on the check stub.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>If more than # vouchers:</b> This option displays with the number of vouchers that you entered in the <b>Vouchers on Stub</b> field. For example, if you entered <b>30</b> in the <b>Vouchers on Stub</b> field, this option is labeled <b>If more than 30 vouchers</b>.</li> </ul> <p>Select this option if you want the following to happen when one payment includes more vouchers than the number of vouchers that you entered in the <b>Vouchers on Stubs</b> field:</p> <ul style="list-style-type: none"> <li>▪ One check is generated for the total amount of all vouchers.</li> <li>▪ "See Remittance Advice" is printed on the check stub. The stub does not list paid vouchers.</li> <li>▪ The remittance advice lists all the paid vouchers.</li> </ul> <p>When you select the <b>If more than # vouchers</b> option, if the number of vouchers for a payment is less than the number that you entered in the <b>Vouchers on Stubs</b> field, Vantagepoint prints all voucher information on the check stub.</p> <ul style="list-style-type: none"> <li>▪ Click <b>X</b> to clear your entry.</li> </ul>

### Discount Tab

Use this tab to set up discount codes and their general ledger accounts for Accounts Payable vouchers for a project/phase/task. In the Firms hub, you select a discount code for a vendor and set up discount terms (a discount percentage and the tie period to which it applies).

### Global Discounts Options section

#### Discount Grid

Field	Description
<b>Code</b>	Enter a code to identify this discount code. For example, you can define the normal discount offered by your enterprise as Standard.
<b>Description</b>	Enter a description for the discount code. The description is used in place of the code on accounts payable reports. If you use organizations, you may want to include the name of the organization.
<b>Project</b>	Enter the project that will receive the discounted credit amount when you post payments in Accounts Payable Payment Processing. When you reference an income statement account, you must specify a project number. This project is usually an overhead project.
<b>Phase</b>	Enter the phase (if any) that will receive the credit amount when posting payments in Accounts Payable Payment Processing.
<b>Task</b>	Enter the task (if any) that will receive the credit amount when posting payments in Accounts Payable Payment Processing.

Field	Description
<b>Account</b>	Enter or select the account to which the discount amount is credited. You can only specify a balance sheet, indirect expense, or other revenue and expense account in this field. The account that you enter cannot be specified as an automatic posting account in <b>Settings » Accounting » Posting Accounts</b> . You may want to create an indirect account (700.00-799.99 in the standard chart of accounts) in which to track discount amounts, such as 793.00 - Discounts Taken.
<b>Apply Taxes</b>	If you want the discount applied to taxes included on a voucher, select this check box. With this check box selected, if a vendor has a discount code and a tax code set up in the Firms hub, when you post a check for a voucher with taxes applied, the discount is also applied to the tax amount (if the payment falls within the discount period).

### Format Date Dialog Box

Use this dialog box to enter date format settings for the date that prints on the check face when you pay vouchers in **Cash Management » Vendor Payments**.

This formatting applies to any selected check format and template, including custom templates, that you select for Accounts Payable in the **Printed Payment Format** and **Template** fields on the Payments tab in **Settings » Cash Management » Accounts Payable**.

### Display the Format Date Dialog Box

You display this dialog box in Cash Management Settings for Accounts Payable.

1. In the Navigation pane, select **Settings » Cash Management » Accounts Payable**.
2. Click the Payments tab.
3. Click the **Payment Face Dates** field.

### Contents of the Format Date Dialog Box

Use the settings on this form to enter date format information for the date that prints on the check face when you pay vouchers in **Cash Management » Vendor Payments**.

### Contents

Field	Description
<b>Type</b>	Select the format type. The options are: <ul style="list-style-type: none"> <li>▪ <b>Short Date:</b> This displays the month, day, and year with the month expressed as a number with separators. The order of the elements of the date is determined by the <b>Date Order</b> field (month/day/year or day/month/year, for example).</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Medium Date:</b> This displays the month, day, and year with the month spelled out. You set the sequence of the date elements in the <b>Date Order</b> field (October 29, 2021, for example).</li> </ul>
<b>Date Order</b>	Select the order that the elements appear in the date. Options are: <ul style="list-style-type: none"> <li>▪ <b>Month Day Year</b></li> <li>▪ <b>Day Month Year</b></li> <li>▪ <b>Year Month Day</b></li> </ul>
<b>Date Sample with Your Settings Applied</b>	A sample of the date with your format selections applied displays below the <b>Type</b> field.

Learn More About...

You may find it helpful to review related information about approval workflows.

#### Checklist: Enable and Set Up Approvals for Accounts Payable Invoices

You can set up a process for approving accounts payable invoices.

You upload and approve AP invoices that you receive from vendors in **Transaction Center » AP Invoice Approvals**.

#### Checklist for Configuring and Enabling Approvals for Accounts Payable Invoices

Step	Description	Location
1	The Accounting application must be activated.	<b>Transaction Center » AP Invoice Approvals</b>
2	If you use the Vantagepoint on-premises product, you must configure Transaction Document Management and have Microsoft SQL Server FileStream enabled. FileStream is required for uploading accounts payable vendor invoices into Vantagepoint. It is required before you can create and enable an approval workflow for the AP Invoice Approvals application. For	



Step	Description	Location
	more information about configuring Transaction Document Management and FileStream, see <a href="#">Configuring Supporting Documents</a> .	
3	If you use organizations in Vantagepoint and you want accounts payable invoices to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all of your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations in the desktop application: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. This allows you to set up approval roles for all of your organizations in one place without having to look at each organization individually.</li> <li>▪ <b>Settings » Organization » Individual:</b> Assign one or more approval roles to each individual organization, then assign one employee to each approval role.</li> </ul> </li> </ol>
4	Create an approval workflow for accounts payable invoices.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application.</p> <p>When you create an approval workflow, select <b>AP Invoice Approvals</b> in the <b>Application</b> field on the General tab.</p> <p>On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts and/or actions for each step.</p> <p>You can also add a validate error action to an approval step so that an error message displays when an approver tries to approve a step but information is missing in required fields.</p>
5	Enable approvals for accounts payable invoices, and assign an approval workflow	<p><b>Settings » Cash Management » Accounts Payable</b></p> <p>In the Company-specific section of the Options tab in Accounts Payable Settings, set the <b>Enable Approval Workflow for AP Invoice</b> option to <b>Yes</b> and use the <b>AP Invoice Approval Workflow</b> option to select the approval workflow.</p> <p>When you save these settings, the next time that an employee submits an AP invoice in <b>Transaction</b></p>

Step	Description	Location
		<b>Center » AP Invoice Approvals</b> , the approval process starts for an AP invoice.

## Credit Card Settings

You configure the Credit Card feature in Cash Management Settings.

If your firm uses multiple companies, you enable the company-paid and credit card features for each appropriate company in your enterprise.

In Credit Card Settings (**Settings » Cash Management » Credit Cards**), you set up information for each of your company's primary credit cards. For each primary credit card, you set up secondary credit cards and the employee who are authorized to use them.

If you will be importing credit card charges from your credit card company into Vantagepoint for a primary credit card, you specify the settings for the import file, its contents and formatting, on the Import tab of the Credit Card settings form.

### Set Up the Credit Card Feature

You enable the feature on the Cash Management Options form in Settings, then set up credit card accounts on the Credit Cards form.

**Prerequisites:** Before you can turn on the Credit Card feature, you need to do the following:

- Set the **Allow Company Paid Expenses** option to **Yes** on the Options tab in **Settings » Cash Management » Expense Codes**.
- Set the **Enable User of Credit Card** option to **Yes** in **Settings » Cash Management » Options**.

**To enable and set up the Credit Card feature:**

1. In the Navigation pane, select **Settings » Cash Management » Options**.
2. On the Options form in Cash Management Settings, set the **Enable Use of Credit Cards** option to **Yes** and click **Save**.
3. In the Navigation pane, select **Settings » Cash Management » Credit Cards**.
4. On the Actions bar of the Credit Cards settings form, click **+ New Credit Card**.
5. In the header fields of the Options tab, enter basic information for a primary credit card that your company uses.
6. To add one or more secondary credit cards that are associated with the primary credit card, click **+ Add Secondary Credit Card** below the Secondary Credit Card grid.
7. Specify the code, description, and company-paid credit account.
8. In the **Expense Report User** field, click **Add User**.
9. On the Team Members Assigned to Credit Card dialog box, click **+ Add Employee** and use the Employee lookup to select the employees who are allowed to pay for company expenses with each credit card, and then close both the lookup and the dialog box.

For each secondary credit card, you enter the users or employees who are authorized to use it.

10. Complete information in the row for the secondary credit card.
11. If you will be importing credit card charges into Vantagepoint, use the Import tab to enter settings for the import file.  
You enter formatting information and select which fields to include and their order in the file.
12. Click **Save**.  
Repeat steps 4—11 to set up each primary credit card that your company uses.

## Fields and Options

Use the Credit Cards form to set up credit card accounts. Then use the Employees Assigned to Credit Card dialog box to select the employees who are authorized to pay for company expenses with each credit card.

### Credit Cards Settings Form

Use this form to set up the primary credit cards for your company. You can set up an unlimited number of primary credit cards. Then, for each primary credit card, you set up secondary credit cards to specify which employees are authorized to pay for company-paid expenses using that credit card.

#### Display the Credit Cards Settings Form

You display the Credit Cards settings form in Cash Management Settings.




In the Navigation pane, select **Settings » Cash Management » Credit Cards**.

#### Options Tab of the Credit Cards Settings Form

Use this tab to enter and view basic information for primary and secondary credit cards.

### Contents

Field	Description
<b>Credit card search</b>	<p>Use the <b>Searches</b> drop-down list to find and select the an existing primary credit card to view or edit.</p> <p>To refine the results set, click ▼ <b>Searches</b> to select a standard (<b>Active,All</b>) , legacy, personal (<b>My Searches</b>) or shared search type:</p> <ul style="list-style-type: none"><li>■ Click <b>Active</b> to select from a list of active primary credit cards.</li><li>■ Click <b>All</b> to select from a list of all primary credit cards to which you have access.</li></ul>

Field	Description
	<ul style="list-style-type: none"> <li>Click <b>Legacy Searches</b>: to display a list of absence accruals based on a search from previous versions of the application or from legacy systems. Although you cannot modify a legacy search, you can build a new search based on a legacy search. Click the  icon to display the Edit Search dialog box. Click <b>Delete and Start Over</b> to build a new search based on the legacy search.</li> <li>Click <b>My Searches</b> : to display a list of absence accruals based on your personal search. Click the  icon to display the Edit Search dialog box. You can then update your personal search for future use.</li> <li>Click <b>Shared Searches</b> to display a list of absence accruals based on a search shared with other team members and roles. Click the  icon to display the Edit Search dialog box. You can then update the shared search for future use.</li> <li>Click <b>+ New Search</b> to create a new search for absence accrual records. Use both basic and advanced search features on the <b>New Search</b> dialog box to refine search criteria.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
◀x of x▶	Use these arrow icons to scroll through the records in the search results and display a different record to display on the form. The numbers indicate which record you are viewing out of the total number of records in the search results.
+ New Credit Card	Click this option to create a new primary credit card record.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li><b>Copy</b>: Select this option to copy the details of the currently displayed primary credit card record.</li> <li><b>Print</b>: Select this option to print the details of the currently displayed primary credit card record.</li> <li><b>Export All</b>: This option displays if you are in list view. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) to a .CSV file. This function is disabled if you are in detail view.</li> <li><b>Export Selected Rows</b>: This option displays if you are in list view and you select one or more records in the grid. Select this option to export the selected records to a .CSV file format. This function is disabled if you are in detail view.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed primary credit card record. You can delete only the credit cards that do not have any transactions applied to them. If transactions are associated with a primary credit card that you want to delete, change the status of the primary credit card to <b>Dormant</b>.</li> </ul>
<b>Primary Code</b>	<p>This field is enabled only when you create a new primary credit card record. Enter a code to identify this primary credit card. After you save the setup information for a new credit card, this field becomes a display-only field. To change the primary code, you must set up a new credit card and change the status of the existing credit card to <b>Dormant</b>. You could also delete the existing credit card if it has not yet been associated with any transactions in Vantagepoint.</p> <p>When you import credit card transactions from your credit card company into Vantagepoint, the import is based on the primary credit card, which is comprised of transactions that are associated with each secondary credit card that is set up for a primary credit card. Within Vantagepoint, the transactions for the secondary credit cards are filtered and made available on expense reports for the appropriate employees who are associated with the secondary credit cards. In Credit Card Reconciliation, you reconcile statements based on the primary credit card.</p> <p>If you use multiple companies, the primary code must be unique across different companies.</p>
<b>Currency</b>	<p>This field applies if you use multiple currencies. From the drop-down list, select the currency for the credit card. This is the currency in which you pay the credit card company. The credit card reconciliation will be in the currency of the credit card.</p> <p>If the credit card is employee-paid, the credit currency is based on the currency of the imported transaction. The payment currency, however, is based on the functional currency of the employee's home company.</p>
<b>Payment Type</b>	<p>Select one of the following settings:</p> <ul style="list-style-type: none"> <li>▪ <b>Employee Paid:</b> Select this option when the company-issued primary credit card is paid by the employee. When selected, all credit card charges associated on an expense report for this credit card will not be company paid. They will instead flow through to Employee Payment Processing for the employee to be reimbursed. If there are unposted expense reports associated with the credit card, you cannot change it from Company Paid to Employee Paid (or vice versa).</li> <li>▪ <b>Company Paid:</b> Select this option when the primary credit card is paid by the company. When selected, all credit card charges associated on an expense report for this credit card will be company paid.</li> </ul>
<b>Status</b>	<p>From the drop-down list, select the status of the primary credit card. Options are:</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Active:</b> Select this option if you want the credit card to be available for employees to use in Vantagepoint.</li> <li>▪ <b>Dormant:</b> Select this option if you no longer want employees to use the credit card. The card will not display in any drop-down lists in entry fields and cannot be used for new transactions.</li> </ul>

### Import Credit Card Charges section

Field	Description
<b>Enable Credit Card Import</b>	Set this option to <b>Yes</b> if you are importing credit card charges. This also enables the Import tab, for the current primary credit card record.
<b>Separate Import Into Secondary Credit Card By</b>	<p>From the drop-down list, select the field to use in import files that your credit card company uses on statements to identify a secondary credit card account. This field must be included in the import (text) file that contains the credit card statement charges to import into Vantagepoint. In the import file, this field identifies the secondary credit card that is associated with a charge.</p> <p>Options in the list are <b>Cardholder Name</b>, <b>Secondary Account Number</b>, and any user-defined fields that you set up on the Import tab.</p> <p>You can use <b>CardholderName</b> if your bank masks the account number in exported files.</p> <p>Other fields that are related to this field:</p> <ul style="list-style-type: none"> <li>▪ <b>Import Value</b> field in the Secondary Credit Card grid on this tab: In this field you enter the value for the field that you selected in this field. This value identifies each secondary credit card for a credit card.</li> <li>▪ <b>Include</b> check box in the Import Details grid on the Import tab: You must select the <b>Include</b> check box for the field that you select in the <b>Separate Import Into Secondary Credit Card By</b> field so that the field is included in the statement information that you import from your credit card company.</li> </ul> <p><b>Examples:</b></p> <p>If you select <b>Cardholder Name</b> in the <b>Separate Import Into Secondary Credit Card By</b> field, you enter the name of the secondary card holder (for example, William Apple) in the <b>Import Value</b> field in the grid on the Options tab. You must enter the name exactly as it will appear in the file downloaded from your credit card company. You select the <b>Include</b> check box for the <b>Cardholder Name</b> field on the Import tab. When the credit card charges are imported from the bank using the import utility in Credit Card Reconciliation, each record that has William Apple in the <b>Cardholder Name</b> field will be associated with the secondary credit card that defined William Apple as the import value.</p>

Field	Description
	If you select <b>Secondary Account Number</b> in this field, you enter the secondary account number for the secondary credit card in the <b>Import Value</b> field in the grid on the Options tab. You select the <b>Include</b> check box for the <b>Secondary Account Number</b> field on the Import tab. The account number should be entered exactly as it will appear in the text file downloaded from your credit card company so Vantagepoint can match to the appropriate secondary credit card.
<b>Map to Expense Report Description</b>	From the drop-down list, select the field that was imported from the credit card statement and will be displayed and posted in the expense report. Options in the list are <b>Merchant Description</b> , and any user-defined field that you set up on the Import tab on the Credit Cards form.

### Secondary Credit Card Grid

Use this grid to enter the secondary credit cards that are associated with the primary credit card. You associate the secondary credit cards with the employees who are authorized to use them. You must enter at least one secondary credit card for each primary credit card.

After you import primary credit card statement information into Vantagepoint from your credit card company, the secondary credit card transactions display on the Expense Report form. Employees can select the appropriate credit card transaction to add to their expense report. Only the credit card transactions that are applied to the secondary account that an employee is authorized to use displays on the Expense Report form for an employee.

Field	Description
<b>Code</b>	Enter a code to identify this secondary credit card. You must enter a unique code for each secondary credit card that you enter for a primary credit card.
<b>Description</b>	Enter a description for the secondary credit card.
<b>Status</b>	From the drop-down list, select a status for the secondary credit card. Options are: <ul style="list-style-type: none"> <li>▪ <b>Active:</b> Select this option if you want the secondary credit card to be available for employees to use in Vantagepoint.</li> <li>▪ <b>Dormant:</b> Select this option if you no longer want employees to use the secondary credit card. The card will not display in any drop-down lists in entry fields and cannot be used for new transactions. For example, you would change the status to dormant when an employee no longer works at your company.</li> </ul>
<b>Company Paid Credit Account</b>	Enter or select a general ledger credit account for the secondary credit card. This account is commonly a liability or an indirect expense account. You could enter a liability account in this field when one of the following applies:

Field	Description
	<ul style="list-style-type: none"> <li>As soon as an expense is entered, you consider it to be a liability to the credit card company.</li> <li>You use multiple currencies and employees have a secondary credit card in a currency other than their employee's functional currency. Entering a liability account for the secondary credit card will allow you to define the account as foreign-denominated so that Vantagepoint can revalue the balance in the account as part of the gain and loss processing.</li> </ul> <p>You could enter an indirect expense account in this field if you consider the expense report postings as a net zero impact on the income statement and you do not expense the expense report transactions until the credit card statement is entered as a voucher.</p> <p>The company paid credit account is used in the following ways:</p> <ul style="list-style-type: none"> <li><b>For Expense Reports:</b> The company paid credit account is used in the expense report posting when a record is defined as company paid, and it has a credit card associated with it. Typically, the expense report debits the project expense that is defined on the expense report. For company paid items that specify a credit card, the company paid account is credited. For any record that is associated with a credit card, the company paid account will override the default company paid account that is defined on the Options tab and the company paid account defined in <b>Settings » Expense » Expense Categories</b>.</li> <li><b>For AP Disbursements:</b> The company paid credit account is used in an AP Disbursement transaction when the payment method is defined as Credit Card. Typically, the AP disbursement debits the expense defined in the AP disbursement, and it credits the company paid credit account when the payment method is Credit Card. When you enter a transaction to pay the credit card company (for example, through an AP Voucher), you must specify the company paid account that is defined in the secondary credit card. The only entries to this account would be the expense report postings, AP disbursement postings, and the payment to the credit card company</li> </ul>
<b>Project</b>	Enter the project for the company paid credit account. If the company paid credit account for the secondary credit card is an overhead account, the project defines the organization. If the company paid credit account for the credit card is a balance sheet account, the project defines the organization if you have separate balance sheets or have multiple companies.
<b>Phase</b>	Enter the phase for the company paid credit account.
<b>Task</b>	Enter the task for the company paid credit account.



Field	Description
<b>Available to AP</b>	Select this check box if you want this secondary credit card to be available for data entry in AP Disbursements in the Transaction Center. When this check box is not selected, the credit card will be available only for Expense Report transactions.
<b>Expense Report User</b>	<p>Click <b>Add Users</b> in this field to open the Team Members Assigned to Credit Card dialog box. On this dialog box, select one or more employees who are authorized to use this secondary credit card to pay for company expenses. Entering a team member in this field allows the employee to select the credit card transactions that they paid with the secondary credit card when they enter expense reports. These transactions are loaded into Expense when you import credit card statement information from your credit card company into Vantagepoint in the Credit Card Reconciliation application.</p> <p>One scenario in which you would enter multiple employees for one secondary credit card is when an employee who pays for company expenses with a company-issued credit card has an administrative assistant or other staff members enter expense report in Vantagepoint for them.</p> <p>If you have multiple companies in Vantagepoint, you can select an employee from any of the companies in this field, even if the company to which the employee belongs does not have the Credit Card feature enabled.</p> <p>After you select employees in the Employee Assigned to Credit Card dialog box, the <b>Expense Report Users</b> field displays the name of the one employee you selected, or it displays <b>&lt;records selected&gt;</b> if you selected multiple employees.</p>
<b>Import Value</b>	<p>Based on what you select in the <b>Separate Import Into Secondary Credit Card By</b> field on this tab, enter the value to use to identify the transactions for this secondary credit card when you import the transactions for a primary credit card into Vantagepoint (in <b>Cash Management » Credit Card Reconciliation</b>).</p> <ul style="list-style-type: none"> <li>If you selected <b>Cardholder Name</b> in the <b>Use to Separate Import into Secondary Credit Cards</b> field, enter the name of the employee who is authorized to use this secondary credit card.</li> <li>If you selected <b>Secondary Account Number</b> in the <b>Use to Separate Import into Secondary Credit Cards</b> field, enter the secondary credit card code in this field.</li> </ul> <p>When you import charges from a credit card statement into Vantagepoint, you are importing the charges from all the secondary credit cards that make up a primary credit card. The value that you enter in the <b>Import Value</b> field must exactly match the value in the credit card file that is being imported into Vantagepoint.</p>
<b>+ Add Secondary Credit Card</b>	Click this option to add a new secondary credit card entry to the grid.

*Import Tab of the Credit Cards Settings Form*

Use this tab to define the contents (fields) and formatting for an import (text) file that is used to import charges from a credit card statement into Vantagepoint.

You import charges from a credit card statement into Vantagepoint in **Cash Management » Credit Card Reconciliation**.

**Contents**

The fields and options in this section display at the top of the form.

Field	Description
<b>Edit</b>	Click this button to open all fields in the form for editing.
<b>Other Actions ▼</b>	<p>Choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed primary credit card record.</li> <li>▪ <b>Print:</b> Select this option to print the details of the currently displayed primary credit card record.</li> <li>▪ <b>Export All:</b> This option displays if you are in list view. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) to a .CSV file. This function is disabled if you are in detail view.</li> <li>▪ <b>Export Selected Rows:</b> This option displays if you are in list view and you select one or more records in the grid. Select this option to export the selected records to a .CSV file format. This function is disabled if you are in detail view.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed primary credit card record. You can delete only the credit cards that do not have any transactions applied to them. If transactions are associated with a primary credit card that you want to delete, change the status of the primary credit card to <b>Dormant</b>.</li> </ul>

**File Format**

Field	Description
<b>Field Delimiter</b>	From the drop-down list, select the character to use as a separator between the values (fields) in the credit card statement files that you will be importing into Vantagepoint.
<b>Text Qualifier</b>	<p>From the drop-down list, select the character that you are using as a text qualifier in the credit card statement files to import into Vantagepoint.</p> <p>A text qualifier may be used in addition to delimiters in a file that you are importing. Text qualifiers are placed at the beginning and end of a value (field)</p>

Field	Description
	<p>inside the delimiters. Text qualifiers indicate that the content between them is part of one value (field). For example, if you use comma delimiters, a text qualifier (other than a comma) helps to distinguish commas that are used as delimiters and commas used within the value.</p> <p><b>Example:</b></p> <p>You use comma delimiters and a single quotation mark as the text qualifier. A row of data in the file is: 'John Bartlett', 'Marriott International, Inc', '10/20/2014', '\$1,000.00'</p> <p>Using text delimiters ensures that the commas in Marriott International, Inc and in \$1,000.00 are not interpreted as a delimiter. These commas are part of the company name and the monetary amount.</p>
<b>Decimal Symbol</b>	Enter the symbol that you use for decimals in import files.

### Date Handling

Field	Description
<b>Date Order</b>	Select the order in which you want the month, day, and year to appear in dates.
<b>Leading Zeros</b>	Enable this option if you want leading zeros used for one-digit months or days (for example, use 01 instead of 1 for January).
<b>Date Delimiter</b>	Enter the character that you want to use as the separate between month, day, and year. Examples are / or -.
<b>Four Digit Year</b>	Enable this option if you want all four digits of the year included for years (for example, use 2019 instead of 19).

### Import Detail Grid

Each row in this grid is prefilled with one of the possible credit card statement fields (values) that you can include in an import file. Select the credit card statement fields to include in your import files to import into Vantagepoint when you import credit card data for this primary credit card. The fields and their order must match the structure of the contents of the files you are importing.

Field	Description
<b>Include</b>	<p>Select this check box for each field that you include in the import file. You must select this check box for the following fields:</p> <ul style="list-style-type: none"> <li>The field that you entered in the <b>Separate Import Into Secondary Credit Card By</b> field on the Options tab.</li> <li><b>Amount:</b> This is required if you do not use multiple currencies in Vantagepoint; it is optional if you use multiple currencies.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>PaymentAmount:</b> This is required if you use multiple currencies in Vantagepoint.</li> <li>▪ <b>MerchantDescription</b></li> <li>▪ <b>Date</b></li> </ul>
<b>Field Name</b>	<p>This displays the credit card statement field that you can import into Vantagepoint.</p> <p>The predefined fields are:</p> <ul style="list-style-type: none"> <li>▪ <b>Secondary Account Number</b> This field identifies a secondary credit card that is associated with a primary credit card. If you selected <b>Secondary Account Number</b> in the <b>Separate Import Into Secondary Credit Card By</b> field on the Options tab, you must include this field in the import file. You enter the account number for a secondary credit card in the <b>Import Value</b> field in the grid on the Options tab. If you did not select <b>Secondary Account Number</b> in the <b>Separate Import Into Secondary Credit Card By</b> field, you can still include the <b>Secondary Account Number</b> in the import file, but you do not define the account number in the <b>Import Value</b> field in Credit Card Configuration because it is not the field that identifies the secondary credit account in Vantagepoint.</li> <li>▪ <b>Cardholder Name</b> This field identifies a secondary credit card that is associated with a primary credit card. If you selected <b>Cardholder Name</b> in the <b>Separate Import Into Secondary Credit Card By</b> field on the Options tab, you must include this field in the import file. You enter the credit card holder name for a secondary credit card in the <b>Import Value</b> field in the grid on the Options tab. If you did not select <b>Cardholder Name</b> in the <b>Separate Import Into Secondary Credit Card By</b> field, you can still include the <b>Cardholder Name</b> in the import file, but you do not define the credit holder name in Credit Card Configuration because it is not the field that identifies the secondary credit account in Vantagepoint. You can use <b>Cardholder Name</b> if your bank masks the account number in export files.</li> <li>▪ <b>Date</b> This is the actual date on which the transaction occurred. It is not the date that the transaction was applied to the credit card. This date is used as the transaction date when a charge is added to an expense report in Vantagepoint.</li> <li>▪ <b>Merchant Description</b> This is the merchant or description for a charge from a credit card statement. You could set up this field as a concatenation of several</li> </ul>

Field	Description
	<p>credit card fields from the bank such as merchant, merchant description, merchant address, and so on. You need to do this prior to importing into Vantagepoint, either through the website from which you export your credit card statement or through manipulating the text file before you import.</p> <p>The field displays on the Charges tab in Credit Card Reconciliation to help you identify the charge when you reconcile the credit card statement. It displays in the Credit Card pane on the Expense Report form to help employees identify a charge when they enter expense reports.</p> <ul style="list-style-type: none"> <li> <b>Amount</b>  This is the transaction amount. If you use multiple currencies in Vantagepoint, this amount is in the currency of the transaction, which is not necessarily the currency of the credit card. </li> <li> <b>Transaction ID</b>  This number is defined by the credit card company and is unique to each transaction on each statement. Although this is not a required field for importing, the benefit of including it is that it allows you to tie AP disbursements with imported charges and manually tie expense report charges to imported credit card changes if employees enter and post expense report charges without a transaction ID <b>before</b> the charges are imported into Vantagepoint. The ideal workflow is to add imported charges to an expense report <b>after</b> the charges from a statement have been imported into Vantagepoint. In this scenario, the imported and posted charges are tied together automatically. The other benefit of including the transaction ID when importing is that it allows Vantagepoint to check for duplicate entries in Credit Card Reconciliation. </li> <li> <b>Amount Currency:</b> This is the currency for the transaction amount. Deltak recommends that you use this if you use multiple currencies. </li> <li> <b>Payment Amount:</b> This is the amount in the credit card currency. This field is required if you use multiple currencies. </li> </ul> <p>When you use multiple currencies, it is recommended that you import the <b>Amount</b> field, which is the transaction amount (currency of the receipt), the <b>Amount Currency</b> field, which is the transaction currency (currency code), and the <b>Payment Amount</b> field (amount paid by the credit card). When all of these values are imported, Vantagepoint will use all these values when charges are added to an expense report. Vantagepoint will calculate the exchange rate based on the imported transaction amount and the imported payment amount. For example, if an employee holds a credit card in GBP (United Kingdom Pounds) and travels to New York and pays for a</p>

Field	Description
	<p>hotel bill, the transaction currency would be USD (United States Dollars), the transaction amount would be the value of the expense (hotel bill) in USD, and the payment amount would be the value of the expense (hotel bill) in GBP.</p> <ul style="list-style-type: none"> <li>▪ <b>User-defined fields</b> The five possible user-defined fields are <b>User Defined 1</b>, <b>User Defined 2</b>, <b>User Defined 3</b>, <b>User Defined 4</b>, <b>User Defined 5</b>. User-defined fields are optional. They can help employees identify charges when they enter expense reports. These fields display in the Credit Card Transactions pane on the Expense Report form and optionally in the credit card reconciliation and credit card review. However, the user-defined information will not be associated with the posted expense report. For example, if a credit card company tracks the address of the transaction, this additional information could be imported and available to employees when they enter their expense reports. <p>You normally need only one identifier for the secondary credit card, either the <b>Secondary Account Number</b> or the <b>Cardholder Name</b>.</p> </li></ul>
<b>Field Label</b>	Enter the label for any user-defined field that you include in the import file. You cannot enter labels for the predefined fields. If you have Vantagepoint databases set up in multiple languages, you can log into each language and enter the appropriate label for each language.
<b>Display in Review/ Reconciliation</b>	Select this check box for each user-defined field that you want to display in credit review or credit reconciliation. User-defined fields always display for the user in the Expense Report. Select this option if you also want to display the values in credit card review and credit card reconciliation.
<b>Data Type</b>	<p>This field displays the data type for a field, which indicates the type of characters used for the data:</p> <ul style="list-style-type: none"> <li>▪ <b>varchar</b>: The field can contain both letters and numbers.</li> <li>▪ <b>datetime</b>: The field contains a date.</li> <li>▪ <b>decimal</b>: The field contains numeric amounts.</li> </ul>

#### Team Members Assigned to Credit Card Dialog Box

Use this dialog box to select the employees who are authorized as secondary credit card holders for a primary credit card. These employees are allowed to pay for company expenses with the credit card.

### Display the Team Members Assigned to Credit Card Dialog Box

You display the Employees Assigned to Credit Card dialog box in Cash Management Settings.

1. In the Navigation pane, select **Settings » Cash Management » Credit Cards**.
2. In the **Expense Report User** field in the Secondary Credit Card grid, located on the Options tab of the Credit Card settings form, click **Add User**.

### Contents of the Team Members Assigned to Credit Card Dialog Box

Use these fields and options to select the employees who are authorized as secondary credit card holders for a primary credit card.

#### Contents

Field	Description
<b>Employee</b>	This field displays the ID for the selected employee.
<b>Name</b>	This field displays the selected employee's name.
<b>x</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the entry and remove the employee as an authorized user of the secondary credit card. On the Delete dialog box, click <b>Delete</b> to confirm the action.
<b>+ Add Team Member</b>	Click this option to open the Employee lookup and select an employee to assign to the secondary credit card.

[Learn More About...](#)

Learn more about the Credit Card feature and points to consider if you are importing charges or using multiple currencies.

### Credit Card Feature

Use the Credit Card feature to reconcile the credit card charges from your credit card company with the expenses entered in Vantagepoint that were paid with the company-issued credit cards.

After you enable and configure the Credit Card feature:

- The employees who are responsible for reconciling credit card statements create the statements in Vantagepoint and import the credit card charges from a credit card company into them.
- On expense reports, employees (the cardholders) can add a charge that they made with a company-issued credit card by selecting the charge from a list of imported charges on the Expense Report form. Only the charges that they made are included in the list.

- You can set up alerts to notify employees that imported credit card charges that apply to them are ready to add to an expense report.
- When you enter an AP disbursement, you can specify that the vendor invoice was paid with a credit card rather than a check or electronic payment.
- The employees who are responsible for reconciling credit card statements: clear the imported charges that have a matching posted expense report or AP disbursement transaction in Vantagepoint; identify and follow up on missing credit card charges; and when all charges are reconciled, they close the statement.

## Settings

You enable the Credit Card feature by company, for the appropriate companies in your enterprise.

To turn on the Company Paid feature for expense reports, set **Allow Company Paid Expenses** to **Yes** in the Advanced Options section of the Options form in **Settings » Expense » Options**.

To turn on the Credit Card feature, set **Enable Use of Credit Cards** to **Yes** on the Options form in **Settings » Cash Management » Options**.

To set up primary credit cards and associated secondary credit cards that are issued to employees, use **Settings » Cash Management » Credit Cards**. You also enter content and formatting information for the credit card charges import file.

To display user-defined fields in credit card reconciliation and credit card review, use the Import tab in **Settings » Cash Management » Credit Cards**. In the Import Detail grid, for each user-defined field that you want to show, select the **Display in Review/Reconciliation** check box.

## Alerts

You can set up alerts to notify employees about imported charges in the Expense folder in **Settings » Expense » Alerts**:

- **New Credit Card Transactions Available:** This alert notifies the appropriate employees when a new credit card charge that they made has been imported into Vantagepoint, and it is ready to add to an expense report.
- **Past Due Credit Card Transactions:** This alert is sent to employees and, optionally, their supervisors after a certain number of days has passed without the imported expense being posted on an expense report.

## Credit Card Reconciliation

In **Cash Management » Credit Card Reconciliation**:

- You create credit card statements and import charges from your credit card company into the statement.

You can create a credit card statement in Vantagepoint before the actual credit card statement is finalized by your credit card company. This allows you to import credit card charges into Vantagepoint on an ongoing, regular basis throughout the month as your credit card company posts the charges and makes the information available to you through their website. This allows employees to add imported charges to their expense reports in a timelier manner.

You import charges for a primary credit card, which includes the charges for all the associated secondary credit cards.



- The imported credit card charges are matched automatically with the credit card charges that are posted on employee expense reports and AP disbursements.
- The charges that have a matching imported charge and posted Vantagepoint expense report or AP disbursement charge can be cleared automatically by Vantagepoint, or you can clear them manually.
- You identify the credit card charges that have not yet been entered in Vantagepoint, and when all charges are reconciled and cleared, you close the statement.
- If you use cash-basis accounting, you can create a cash-basis journal entry for all the cleared company-paid charges on a statement that is completely reconciled

### Processing Credit Card Expenses in Vantagepoint

You record expenses that are paid with company-issued credit cards in the following places in Vantagepoint:

- On an expense report in **My Stuff » Expense Report**: If you import credit card charges into Vantagepoint for a credit card, the charges made by an employee that have been imported display in a list on the Expense Report form. Employees add the imported charges from the list to an expense report. After an imported charge is added to an expense report, it displays in Credit Card Reconciliation. If you do not import credit card charges into Vantagepoint, employees enter expenses that they pay with company-issued credit cards as they normally would on an expense report by specifying that the expense is company paid and which credit card it is associated with.
- As an AP disbursement in **Transaction Center » Transaction Entry » AP Disbursements**: You enter an AP disbursement and specify that it was paid with a company-issued credit card (rather than a check or electronic payment). After the disbursement is posted, it displays in Credit Card Reconciliation.

### Credit Card Review

In **Cash Management » Credit Card Review**, you can enter criteria to search for and view credit card charges that were imported into Vantagepoint from your credit card company and charges that were entered on expense reports and as AP disbursements.

### Using the Credit Card Reconciliation Application Without Using the Import Feature

It is possible to use the Credit Card feature without importing credit card charges into Vantagepoint. In this scenario, the posted expense report and AP disbursement credit card transactions display automatically in the Credit Card Reconciliation application. You manually compare and reconcile these with your paper credit card statement. You choose whether or not to import charges on a credit card by credit card basis.

### Import Credit Card Charges Process

You can import credit card charges from your credit card company in the Credit Card Reconciliation application.

First, you download the credit card charges from your credit card company's web site. The credit card data must be in a text file format, such as a .txt or .csv file, before you can import it. The

import file must contain the data, delimiters, and other formatting that you specify for a credit card on the Import tab in **Settings » Cash Management » Credit Cards**.

You create a credit card statement in **Cash Management » Credit Card Reconciliation** in which to import the credit card charges. You can create a credit card statement before the actual credit card statement is finalized by your credit card company. This allows you to import credit card charges on an ongoing basis throughout the month as your credit card company posts the charges and makes the information available to you through their web site. This allows employees to add imported charges to their expense reports in a timely manner.

After you create a credit card statement in Vantagepoint, you import charges into it using the **Import Charges** option on the Actions bar of the Credit Card Reconciliation form. You can import credit card charges each day, week, month, or as needed.

The import is for the entire primary credit card, which includes the charges for all the secondary credit cards that are associated with a primary credit card. Employees are assigned to secondary credit card accounts.

After you import credit card charges, they display in the following locations for processing:

- **Charges tab in Cash Management » Credit Card Reconciliation:** Both the imported charges from your credit card company and the posted credit card charges that were entered through employee expense reports and AP disbursements display on this tab. If you enabled the **Display in Review/Reconciliation** option for user-defined fields on the Import tab of the Credit Cards settings form, the user-defined fields also display as columns on this tab. You clear a charge on this tab if it has a matching imported and posted charge.
- **My Stuff » Expense Report:** In the Credit Card Charges pane of the Expense Reports form, employees select imported, company-paid charges to add to an expense report. Only the charges from the secondary credit cards that are assigned to an employee display in the pane. Employees do not see the charges made by other employees.

## Multiple Currencies

When you use multiple currencies, it is recommended that you import the **Amount** field, which is the transaction amount (currency of the receipt), the **Amount Currency** field, which is the transaction currency (currency code), and the **Payment Amount** field (amount paid by the credit card).

When all of these values are imported, they are used when charges are added to an expense report. The exchange rate will be calculated based on the imported transaction amount and the imported payment amount. For example, if an employee holds a credit card in GBP (United Kingdom Pounds) and travels to New York and pays for a hotel bill, the transaction currency would be USD (United States Dollars), the transaction amount would be the value of the expense (hotel bill) in USD, and the payment amount would be the value of the expense (hotel bill) in GBP.

If you only import the payment amount, the process assumes that the transaction currency matches the payment currency.

## Primary and Secondary Credit Cards

When you use the Credit Card feature, you set up primary credit cards that your company uses in Credit Card Settings.

Your company is responsible for paying the account balances for the primary credit cards.

For each primary credit card, you set up secondary credit card for each employee (cardholder) who is authorized to use the company-issued credit card to pay for company expenses. Your company, the primary account holder, is responsible for paying the balance of the charges made by employees who use the secondary credit cards.

When you import charges from credit card statements into Vantagepoint, you are importing charge records from primary credit cards. Every credit card charge that is imported into Vantagepoint must be associated with a secondary credit card account. Each credit card transaction that is entered through Expense Reports and AP Disbursements (in Transaction Entry) must be associated with a secondary account. In Expense Report, employees see only the imported charges that are associated with their secondary account.

The credit card reconciliation is done for primary credit cards, which includes all the associated secondary accounts. In Credit Card Reconciliation, you can filter charges by secondary account for easy review.

### Credit Card Feature and Multiple Currencies

This information applies if you use multiple currencies and the Credit Card feature in Vantagepoint.

When you use the Credit Card feature, you specify the currency for a credit card on the Options tab of the Credit Card settings form in **Settings » Cash Management » Credit Cards**. This is the currency of the credit card statement and likely the currency in which you pay the credit card company.

If you import charges from a credit card statement into Vantagepoint, you are required to import the charge payment (amount in credit card currency). In addition, you can import the transaction amount and transaction currency. If you only import the payment amount, Vantagepoint assumes the transaction amount and currency match the payment amount during the credit card import. The transaction amount and payment amount will be available to the expense report user on an expense report.

If you import charges from a credit card statement into Vantagepoint, the credit card reconciliation that you perform in **Cash Management » Credit Card Reconciliation** is based on the credit card's currency.

### Gains and Losses that Are Associated with a Credit Card

When a credit card's currency is the same as a company's functional currency, there are no gains or losses associated with the credit card as a result of exchange rate differences.

When a credit card's currency is different from a company's functional currency, gains or losses are possible due to exchange rate differences between the time that an expense report (company paid) is posted and the voucher is paid to the credit card company. An example of this scenario is when an employee in a satellite office (that is not defined as a separate company within Vantagepoint) has a company-issued credit card in a local currency that is different than the company's functional currency.

Vantagepoint provides the necessary information for you to create a journal entry to account for gains and losses due to fluctuating exchange rates. Compare the following amounts to determine the difference to the gains or losses account for the journal entry:

- The Summary tab of the Credit Card Reconciliation form (**Cash Management » Credit Card Reconciliation**) displays the functional currency amount of the original expense report and AP disbursement transactions that are tied to the active credit card statement.
- The AP Payment Processing Posting Log in the Transaction Center that contains the payment to the credit card company displays the functional currency amount paid to the credit card company.

### Foreign Denominated Accounts

If the company-paid credit account for a credit card will hold a balance from month to month and you want to revalue the balance, you can designate the account as foreign denominated on the General tab of **Settings » General Ledger » Chart of Accounts**. Vantagepoint includes foreign denominated accounts during gain and loss processing to calculate any unrealized gain or loss. If you clear the amount in the company-paid credit account each month, it is not necessary to make it foreign denominated.

### Example of a Text File for Importing Credit Card Charges

You import charges from credit card statements into Vantagepoint from a text file, such as a .txt or .csv file.

This example shows the settings that you could enter on the Import tab in **Settings » Cash Management » Credit Cards** and the contents of the text file that must match the settings.

### Settings that You Selected on the Import Tab of the Credit Cards Settings Form

Field on the Tab	Entry
Field Delimiter	#
Text Qualifier	'
Decimal Symbol	.
Date Handling Order	MDY
Date Handling Delimiter	/
Leading Zeros	Enabled.
Four Digit Years	Enabled.

### Fields that You Selected to Include in the Text File and their Order

In the Import Detail grid on the Import tab of the Credit Card settings form, you select the fields to import. You also use the up and down arrows in the grid toolbar to move the fields in the grid to establish the order in which you want them in the text file.

Include Check Box	Field Name
Selected	Cardholder Name
Selected	Date

Include Check Box	Field Name
Selected	Merchant Description
Selected	Amount
Selected	Transaction ID

### Contents of the Text (Import) File that Match the Settings You Entered on the Import Tab

One credit card charge is defined in each row in the text file:

Cheryl Jones#3/30/2014#Staples#75.00#8165447

William Apple#4/15/2014#YellowCab#35.00#8432111

William Apple#4/17/2014#Hyatt Regency NYC#795.00#9125473

Patricia Picard#4/23/2014#Jakes#200.00#8421544

James Bartlett#4/24/2014#McMennemins#150.00#2184621

Patricia Picard#4/24/2014#Delta#435.00#9542844

James Bartlett#4/25/2014#Marriott#450.00#7584177

James Bartlett#4/25/2014#Enterprise Rentals#325.00#6485422

## Cash Flow Statement Settings

Before you can generate a Cash Flow Statement, you must establish section headings, define subsections, and map accounts to subsections using the Cash Flow Statement Settings form.

The Cash Flow Statement reports cash flows on a cash basis, and focuses on liquidity. The net cash flow from one period to the next on the report should equal the change in cash between the two balance sheets that cover the same period. Many of the items on the Cash Flow Statement also display on the income statement or the balance sheet. On the Cash Flow Statement, they are arranged to highlight the cash generated during the period and to show how it relates to reported earnings.

If your firm uses multiple companies, set up the Cash Flow Statement by company.

Set up the Cash Flow Statement

Define the information to display in the sections of the Cash Flow Statement report.

### To set up the Cash Flow Statement:

1. In the Navigation pane, select **Settings » Cash Management » Cash Flow Statement**.  
If you have multiple companies, the Cash Flow Statement Settings form displays with two collapsible sections, one labeled **Global Settings** and one with the name of the active company. (If you use a single company, these section labels do not display.)
2. Complete the fields in the Global Settings section to set up report sections.  
If your enterprise uses multiple companies, note that these fields apply to all companies.
  - a) In the **Total Label** field, enter the text to display on the Total line label for the report.
  - b) Click **+ New Section** beneath the initial grid to add a section to the report.

- c) In the **Section Order** field, enter a number to specify the section's order of appearance on the report.
  - d) In the **Section Heading** field, enter the text to appear on the section heading on the report. Your entry here also populates the **Section** field on the Cash Flow Statement Setup grid.
  - e) Select the **Subtotal** check box to display a subtotal amount for this section on the report.
  - f) In the **Subtotal Label** field, enter the text of the label for the subtotal amount.

Repeat steps b-f to set up additional sections on the Cash Flow Statement report.
3. In the Cash Flow Statement Setup grid in the company-specific section, define the line items that make up a report section.

For example, you want to display both "Bank Loans" and "Dividend Payments" as line items in your "Financing Cash Flow" section. In this grid, you define those line items and the account numbers that go with each line item.

  - a) Click the **Test Setup** link to test the Cash Flow Statement setup for the active company.

When you click the link, Vantagepoint displays a message that identifies any accounts missing from the setup and asks you to check them.
  - b) In the **Label** field, enter the text for each line item label.
  - c) Select a section heading from the **Section** drop-down list and enter a number in the **Sort Sequence** field to indicate the line item's order of appearance under its section on the report.
  - d) Specify the accounts that go into the line item from the **System Account** drop-down list:
    - Select **Change in AP** to use the sum of amounts in all liability code accounts.
    - Select **Change in AR** to use the sum of amounts in all accounts mapped to accounts receivable.
    - Select **Net Income** to use the sum of amounts in all Income Statement accounts.
    - Select **None** to specify the accounts that go into the line item. Continue with step 4.
4. If you selected **None** in **System Account**, on the Accounts grid, select a **Start Account** and **End Account** number to associate with the selected line item on the report.
5. Repeat steps 3 and 4 to set up additional line items on the Cash Flow Statement report.

If your enterprise uses multiple companies, repeat steps 3 and 4 for each company.
6. Click **Save**.

## Cash Flow Statement Settings Form

Use the Cash Flow Statement settings form to define section headings and map accounts to each section.

## Display the Cash Flow Statement Settings Form

You display the Cash Flow Statement settings form in Cash Management Settings.

In the Navigation pane, select **Settings » Cash Management » Cash Flow Statement**.

## Contents of the Cash Flow Statement Settings Form

Use the Cash Flow Statement settings form to define the section headings and map the accounts associated with each section for each company's Cash Flow Statement. The Cash Flow Statement reports inflows and outflows of cash during an accounting period.

### Contents

If you use multiple companies, the Cash Flow Statement Settings form displays with two collapsible sections labeled **Global Settings** and the name of the active company. If you use a single company, these section labels do not display.

Use the first section to define the section headings for the company's Cash Flow Statement reports.

### Global Settings section

Field	Description
<b>Total Label</b>	Enter the text for the label that displays on the Total line for the report.
<b>Section Order</b>	Enter a number to specify the order of appearance on the report for the corresponding section heading.
<b>Section Heading</b>	Enter the text of the label to appear on the report for this section heading. Your entry here populates the <b>Section</b> field on the Cash Flow Statement Setup grid of this form.
<b>Subtotal</b>	Select this option to have the Cash Flow Statement report display a subtotal for this section.
<b>Subtotal Label</b>	Enter the text of the label to appear on the report for the subtotal defined on this grid row.
<b>+ New Section</b>	Click this option to add a new section to the report.

### Company-specific Section

#### Cash Flow Statement Setup Grid

Use this grid to define the line items that make up a report section.

Field	Description
<b>Test Setup</b>	Click this link to test the Cash Flow Statement setup for the active company. When you click the link, Vantagepoint displays a message that identifies any accounts missing from the setup and asks you to check them.

Field	Description
	The Cash Flow Statement's total cash flow ties to the corresponding balance sheet's current period cash balance only if each general ledger account is associated with a line item in Cash Flow Statement Setup. The account can be a System Account, in a range defined on the Account grid, or an individual row in the Account grid.
<b>Label</b>	Enter the text for each line item.
<b>Section</b>	Select a section heading from the drop-down list.
<b>Sort Sequence</b>	Enter a number to specify the line item's order of appearance under its section on the report.
<b>System Account</b>	<p>Use this field to specify the accounts that go into the line item. The available options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Net Income:</b> This is the sum of amounts in all income statement accounts. This amount should equal Total Profit on the corresponding Income Statement, and should also equal the current period's Retained Earnings on the corresponding balance sheet.</li> <li>▪ <b>Change in AP:</b> This is the sum of amounts in all liability code accounts in <b>Settings » Cash Management » Accounts Payable</b>.</li> <li>▪ <b>Change in AR:</b> This is the sum of amounts in all accounts in all accounts receivable accounts in <b>Settings » Billing » Accounts Receivable</b>.</li> <li>▪ <b>None:</b> Select this option to specify the accounts to go into the line item using the Account grid.</li> </ul>
<b>+ New Label</b>	Click this option to add a new line item.

### Accounts Grid

If you specified **None** in the **System Account** field, use this grid to indicate the accounts to associate with the line item.

Field	Description
<b>Start Account</b>	Select the starting account from the range of accounts to associate with a line item on the report.
<b>End Account</b>	Select the ending account number from the range of accounts to associate with line item on the report.
<b>+ New Account</b>	Click this option to add accounts for additional line items.



## Expense Codes Settings

Use this optional settings to configure predefined AP expense codes that can be used in creating accounts payable voucher and accounts payable disbursement more efficiently.

This setting is found in the desktop application.

How to...



Create or modify expense codes that you can then use in your accounts payable vouchers and disbursements.

### Set Up AP System Expense Codes

When you use expense codes, the appropriate general ledger expense account prefills during AP voucher and AP disbursement entry based on the vendor and project you enter. This can help make your data entry more accurate and efficient.

If you set **Enable Expense Codes** to **Yes** on the Options tab of the Accounts Payable settings form in **Settings » Cash Management » Accounts Payable**, you set up expense codes on the Expense Codes tab of the Expense Codes form in Cash Management Settings, in the desktop application.

#### To set up expense codes:



1. On the Navigation menu in the desktop application, select **Settings » Cash Management » Expense Codes**.
2. On the Expense Codes tab of the Expense Codes settings form, click  **Insert** on the grid toolbar.
3. In the new row, specify the expense code, enter a description for it, and specify the expense code type.
4. Click  **Save**.

### Delete System AP Expense Codes

You can delete an expense code only if it is not referenced in an expense code override table, on the Vendor tab of the Firms hub as a default expense code, or in any open accounts payable voucher or accounts payable disbursement.

#### To delete an expense code:

1. On the Navigation menu in the desktop application, select **Settings » Cash Management » Expense Codes**.
2. On the Expense Codes tab of the Expense Codes settings form, select the row of the expense code that you want to delete.

3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.

## Fields and Options

Use the Expense Codes form to enter expense codes and configure the expense code settings.

### Expense Codes Settings Form

Use the Expense Codes settings form in the desktop application to create and modify expense codes that you can use in accounts payable vouchers and disbursements.

#### *Display the Expense Codes Form*

You display the Expense Codes settings form in Cash Management Settings, in the desktop application.

On the Navigation menu in the desktop application, select **Settings » Cash Management » Expense Codes**.

#### *Expense Codes Tab of the Expense Codes Form*




Use the Expense Codes tab to create an expense code, specify a description, and select a type.


If your firm uses multiple companies, after you set up expense codes on the Expense Codes tab, you must associate the expense codes with each of your companies on the Expense Codes Accounting tab.

With multiple companies, only the **Expense Code**, **Description**, and **Expense Code Type** fields display on the Expense Codes tab.

### Contents

Field	Description
<b>Expense Code</b>	Enter a code by which to identify this expense code throughout Vantagepoint.
<b>Description</b>	Enter a description for this expense code. For ease of use, the description should match the description of the general ledger accounts entered for this expense code.
<b>Expense Code Type</b>	Click the drop-down menu in this field to select <b>Consultant</b> or <b>Other</b> . You set up separate expense codes for consultant expenses and other (non-consultant) expenses. For example, consultant expenses might be part of the fee (not billable), but other expenses might be billable to the client.




Field	Description
	<p>Assigning <b>Consultant</b> or <b>Other</b> to each expense code lets Vantagepoint know which bill by default value to use from the Projects hub. On the Accounting tab of the Projects hub in the <b>Bill by Default</b> section, you determine whether or not consultant type and other type expense codes are billable for the project.</p> <p>Expense code types are intended to correspond with the consultant and non-consultant expense account ranges defined on the Accounts settings form in <b>Settings » General Ledger » Chart of Accounts</b>, but it is not required.</p>
<b>Reimbursable Account</b>	<p>Click  in this field and use the Account lookup to select the reimbursable general ledger account to associate with this expense code. Only accounts in the range of reimbursable accounts as defined on the Accounts settings form in <b>Settings » General Ledger » Chart of Accounts</b> are included in the lookup list.</p> <p>This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The reimbursable account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Projects hub:</p> <ul style="list-style-type: none"> <li>▪ The <b>Charge Type</b> is <b>Regular</b>.</li> <li>▪ The <b>AP Bill by Default</b> setting is <b>Yes</b>.</li> </ul>
<b>Direct Account</b>	<p>Click  in this field and use the Account lookup to select the direct general ledger account to associate with this expense code. Only accounts in the range of direct accounts as defined on the Accounts settings form are included in the lookup list.</p> <p>This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The direct account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Projects hub.</p> <ul style="list-style-type: none"> <li>▪ The <b>Charge Type</b> is <b>Regular</b>.</li> <li>▪ The <b>AP Bill by Default</b> setting is <b>No</b>.</li> </ul>
<b>Overhead Account</b>	<p>Click  in this field and use the Account lookup to select the overhead general ledger account to associate with this expense code. This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The overhead account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has an overhead charge type.</p>


Field	Description
<b>Promotional Account</b>	<p>Click  in this field and use the Account lookup to select the promotional general ledger account to associate with this expense code. This account is required if you do not select the <b>Account Editable</b> check box in this grid. The promotional account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has a promotional charge type.</p>
<b>Bill by Default</b>	<p>When a project has a regular charge type, the bill by default setting determines whether the reimbursable or direct expense account from a vendor's default expense code is used for AP voucher and AP disbursement entry.</p> <p>The <b>Bill by Default</b> field for the expense code is intended to be used when you first turn on the accounts payable expense code feature. It enables you to start using the feature before you enter the bill by default settings for each project in the Projects hub.</p> <p>By default, the <b>Bill by Default</b> check box for expense codes is selected, meaning the expense code is reimbursable (billable to the client). When unselected, the expense code is direct (not billable to the client).</p> <p>Because there are two types of expense codes, consultants and other, there are <b>Consultants</b> and <b>Other Expenses</b> fields in the <b>Bill by Default</b> section on the Accounting tab of the Projects hub. The default setting for both of these is <b>Expense Code</b>. This means that Vantagepoint looks at the bill by default setting on the expense code instead of the project for consultant type and other type expense codes. Thus, you can use expense codes quickly after setting up expense codes, without setting up the bill by default setting for each project.</p> <p>If you plan to use the Expense Code feature before setting up the bill by default settings for each project, select the bill by default setting for the expense code that is typical for projects.</p> <p>If you plan to enter the bill by default setting for each project before using the expense code feature, you can ignore this field, and select <b>Yes</b> or <b>No</b> for the <b>Consultants</b> and <b>Other Expenses</b> fields in the <b>Bill by Default</b> section of the Projects hub for each project.</p>
<b>Account Editable</b>	<p>Select this check box if you want to allow users to change the expense account that prefills per a vendor's default expense code for AP voucher or AP disbursement entry. If you do not want users to edit the prefilled expense account, leave this check box cleared.</p>

*Expense Codes Accounting Tab of the Expense Codes Form*

If you use accounts payable expense codes and your firm uses multiple companies, you need to associate expense codes with each of your companies on the Expense Codes Accounting tab.

**Contents**

Field	Description
<b>Expense Code</b>	From the drop-down list, select an expense code. (You set up the expense codes on the Expense Codes tab.)
<b>Company</b>	From the drop-down list, select a company.
<b>Reimbursable Account</b>	<p>Click  in this field and use the Account lookup to select the reimbursable general ledger account to associate with this expense code. Only accounts in the range of reimbursable accounts as defined on the Accounts settings form in <b>Settings » General Ledger » Chart of Accounts</b> are included in the lookup list.</p> <p>This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The reimbursable account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Projects hub:</p> <ul style="list-style-type: none"> <li>▪ The <b>Charge Type</b> is <b>Regular</b>.</li> <li>▪ The <b>AP Bill by Default</b> setting is <b>Yes</b>.</li> </ul>
<b>Direct Account</b>	<p>Click  in this field and use the Account lookup to select the direct general ledger account to associate with this expense code. Only accounts in the range of direct accounts as defined on the Accounts settings form are included in the lookup list.</p> <p>This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The direct account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Projects hub.</p> <ul style="list-style-type: none"> <li>▪ The <b>Charge Type</b> is <b>Regular</b>.</li> <li>▪ The <b>AP Bill by Default</b> setting is <b>No</b>.</li> </ul>
<b>Overhead Account</b>	<p>Click  in this field and use the Account lookup to select the overhead general ledger account to associate with this expense code. This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p>

Field	Description
	The overhead account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has an overhead charge type.
<b>Promotional Account</b>	Click  in this field and use the Account lookup to select the promotional general ledger account to associate with this expense code. This account is required if you do not select the <b>Account Editable</b> check box in this grid. The promotional account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has a promotional charge type.
<b>Bill by Default</b>	<p>When a project has a regular charge type, the bill by default setting determines whether the reimbursable or direct expense account from a vendor's default expense code is used for AP voucher and AP disbursement entry.</p> <p>The <b>Bill by Default</b> field for the expense code is intended to be used when you first turn on the accounts payable expense code feature. It enables you to start using the feature before you enter the bill by default settings for each project in the Projects hub.</p> <p>By default, the <b>Bill by Default</b> check box for expense codes is selected, meaning the expense code is reimbursable (billable to the client). When unselected, the expense code is direct (not billable to the client).</p> <p>Because there are two types of expense codes, consultants and other, there are <b>Consultants</b> and <b>Other Expenses</b> fields in the <b>Bill by Default</b> section on the Accounting tab of the Projects hub. The default setting for both of these is <b>Expense Code</b>. This means that Vantagepoint looks at the bill by default setting on the expense code instead of the project for consultant type and other type expense codes. Thus, you can use expense codes quickly after setting up expense codes, without setting up the bill by default setting for each project.</p> <p>If you plan to use the Expense Code feature before setting up the bill by default settings for each project, select the bill by default setting for the expense code that is typical for projects.</p> <p>If you plan to enter the bill by default setting for each project before using the expense code feature, you can ignore this field, and select <b>Yes</b> or <b>No</b> for the <b>Consultants</b> and <b>Other Expenses</b> fields in the <b>Bill by Default</b> section of the Projects hub for each project.</p>
<b>Account Editable</b>	Select this check box to allow users to change the expense account that prefills for a vendor's default expense code for AP voucher or AP disbursement entry. If you do not want users to edit the prefilled expense account, leave this check box cleared.

Learn More About...

See how you can setup expense codes to make it easier to fill in AP related forms.

### Accounts Payable Expense Codes

Accounts Payable expense codes allow for easier, more accurate data entry. They eliminate the need to know whether an expense is billable (reimbursable) or not billable (direct) to a client at the time of AP voucher or AP disbursement entry.

The general ledger expense account prefills during data entry based on the vendor and project that you enter for a voucher or disbursement. Accounts payable expense codes are optional.

### Settings

Specify settings in the following locations:

- **Settings » Cash Management » Accounts Payable:** On the Options tab, complete the two settings to turn on the expense code feature.
- **Settings » Cash Management » Expense Codes,** in the desktop application: On the Expense Codes tab, set up expense codes and their general ledger expense accounts. If your firm uses multiple companies, enter setup information on both the Expense Codes tab and Expense Codes Accounting tab.
- **Hubs » Firms » Firms:** On the Vendor tab, enter a default expense code that prefills when you enter an AP voucher or AP disbursement for the vendor.
- **Hubs » Projects » Project:** In the Bill by Default section of the Accounting tab, designate whether or not consultant type and other type expenses codes are billable by default when applied to a project on an AP voucher or AP disbursement. If necessary, enter an expense code override table.
- **Settings » Cash Management » Expense Code Override,** in the desktop application: Enter override tables if you need them. These are exception tables in which you assign bill by default settings to specific expense codes, which override the bill by default setting that applies to all the expense codes for a project. You enter an override table for a project on the Accounting tab in the Projects hub in the desktop application.

### Processing

When you use accounts payable expense codes, a vendor's default expense code from the Firms hub prefills when you enter an AP voucher or AP disbursement.

- An expense code does not prefill for a voucher or disbursement if a default expense code was not entered for the vendor in the Firms hub.
- When an expense code does not prefill, you can manually enter one for the voucher or disbursement. If you do not require expense codes (setting is in Cash Management of the desktop application), you can leave the expense code field blank and manually enter the general ledger expense account.

If your firm uses multiple companies, the default expense code is retrieved from vendor's accounting record that is associated with the project's company, not the active company.

Because an expense code has a reimbursable, direct, overhead, and promotional expense account associated with it, to determine which one prefills for the voucher or disbursement, Vantagepoint looks at the following settings after you enter a project for the voucher or disbursement.

- A project's **Charge Type** (**Regular**, **Overhead**, or **Promotional**) on the Accounting tab of the Projects hub.
- A project's **Bill by Default** settings, also on the Accounting tab of the Projects hub.

When you enter a project for an AP voucher or AP disbursement, the general ledger expense account is determined as follows.

Expense Account for the Expense Code	Used in these circumstances
<b>Overhead account</b>	The project entered for the voucher or disbursement has an overhead charge type.
<b>Promotional account</b>	The project entered for the voucher or disbursement has a promotional charge type.
<b>Reimbursable account</b>	The project entered for the voucher or disbursement has: <ul style="list-style-type: none"> <li>▪ A regular charge type</li> <li>▪ Expenses that are billed by default</li> </ul>
<b>Direct account</b>	The project entered for the voucher or disbursement has: <ul style="list-style-type: none"> <li>▪ A regular charge type</li> <li>▪ Expenses that are not billed by default</li> </ul>

## Expense Code Override Table

Expense code override tables are exception tables that let you assign bill by default settings for specific expense codes for a project.

The exception table settings override the bill by default settings that:

- Apply to all expense codes for a project.
- Are located in the **Consultants** field and **Other Expenses** field on the Accounting tab in the Projects hub in the desktop application.

For example, most other expenses might be billable to a client with the exception of meals. In this scenario, on the Accounting tab in the Projects hub, set **Other Expenses** to **Yes** in the Bill by Default section. Enter the expense code for meals in an expense override table and do not select its **Bill by Default** check box (leave it cleared) in the table.

You associate an override table with a project at the lowest chargeable level.

After you set up an expense code override table, it becomes available for selection in the **Override Table** field in the Bill by Default section of the Accounting tab in the Projects hub.

If you firm uses multiple companies, you must set up expense code override tables for each company in your enterprise.

How to...


You can create a new expense code override table or copy and modify an existing one.



### Set Up Expense Code Override Tables

You set up expense code override tables in Advanced Accounting Settings.


#### To set up an expense code override table:

1. On the Navigation menu in the desktop application, select **Settings » Cash Management » Expense Code Override**.
2. On the Expense Code Override Tables form, click **New** and then click **New Expense Code Override Tables**.
3. In the **Table Number** field, specify a number.
4. In the **Table Name** field, enter a description.
5. Complete the other fields on the form.
6. Click  **Save**.

### Copy an Expense Code Override Table

You can copy an existing table and use it as the basis for a new table.

#### To copy an expense code override table:

1. On the Navigation menu in the desktop application, select **Settings » Cash Management » Expense Code Override**.
2. On the Expense Code Override Tables form, open the expense code override table that you want to copy.
3. On the toolbar, click **New** and then click **Copy Current Expense Code Override Tables**.
4. In the **Table Number** field, specify a new number.
5. In the **Table Name** field, enter a new description.
6. Click  **Save**.

### Delete an Expense Code Override Table

You can delete expense code override tables.

#### To delete an expense code override table:

1. On the Navigation menu in the desktop application, select **Settings » Cash Management » Expense Code Override**.
2. On the Expense Code Override Tables form, open the expense code override table that you want to delete.
3. On the toolbar, click **Delete Expense Code Override Tables**.
4. In response to the confirmation message, click **Yes**.

## Fields and Options

Use the Expense Code Override Tables form to establish or modify the override tables.

### Expense Code Override Tables Form

Use the Expense Code Override Tables form to create exception tables that let you assign bill by default settings for specific expense codes for a project.

After you set up an override table, it becomes available for selection in the **Override Table** field in the **Bill by Default** section of the Accounting tab in the Projects hub.

#### *Display the Expense Code Override Tables Form*



You display the Expense Code Override Tables form in Cash Management Settings in the desktop application.

On the Navigation menu in the desktop application, select **Settings » Cash Management » Expense Code Override**.

#### *Toolbar of the Expense Code Override Tables Form*

Use options on the toolbar to create, modify, or delete expense code override tables.

### Contents

Field	Description
 <b>New</b>	<p>After you click this option, select one of the following options:</p> <ul style="list-style-type: none"> <li>Click <b>New Expense Code Override Tables</b> to create a new expense code override table.</li> <li>Click <b>Copy Current Expense Code Override Table</b> to copy the expense code override table that is currently selected to create a new expense code override table.</li> <li>Click <b>Select Expense Code Override Table to Copy</b> to open the Expense Code Override Table lookup to select a table to copy to create a new table.</li> </ul>
 <b>Delete</b>	Click this option to delete the selected expense code override table.



*Contents of the Expense Code Override Tables Form*

Enter the table number and a descriptive name and specify the override details.

**Contents**

Field	Description
<b>Table Number</b>	Enter a code by which to identify this expense code override table.
<b>Table Name</b>	Enter a description for this expense code override table. You may want the name of a table to match a client, group of clients, or a specific project for which it will be used.

**Expense Override Grid**

Field	Description
<b>Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to insert a entry into the expense override table.
 <b>Delete</b>	Click this option to delete the expense code item that you selected in the grid.
<b>Expense Code</b>	From the drop-down list, select an expense code.
<b>Description</b>	The description of the expense code that you selected displays in this field.
<b>Bill by Default</b>	Select this check box if you want to use the reimbursable account from the expense code configuration. Leave this check box cleared if you want to use the direct account from the expense code configuration.

Learn More About...

Vantagepoint uses a hierarchy for determining whether or not a project's expenses are billable.

### Bill by Default Hierarchy for AP Expense Codes

For projects that have a regular charge type, Vantagepoint determines whether or not the project's expenses are billable by looking at the bill by default setting.

Vantagepoint checks the following locations in the order that they are listed:

1. **Expense code override table:** If a project has an expense code override table entered in the **Bill by Default** section on the Accounting tab of the Projects hub, Vantagepoint uses the bill by default setting on the project's expense code override table. Override tables are set up in **Settings » Cash Management » Expense Code Override**.
2. **Project:** If no expense code override table is found for the project or an expense code is not listed on an override table for a project, Vantagepoint looks at the bill by default settings for the project in the **Consultants** and **Other Expenses** fields in the **Bill by Default** section on the Accounting tab in the Projects hub. If the vendor's default expense code that automatically populates for the accounts payable voucher or accounts payable disbursement is a consultant expense code type, Vantagepoint looks at the **Consultants** field for the bill by default setting. If the expense code that automatically populates for the accounts payable voucher or accounts payable disbursement is an Other expense code type, Vantagepoint looks at the **Other Expenses** field for the bill by default setting.
3. **Expense code:** If a project's bill by default setting in the Projects hub is **Expense Code**, Vantagepoint looks at the expense code's **Bill by Default** setting in the Categories by Expense grid in **Settings » Expense » Expense Categories**.

## Accounting Settings

Before you perform and process accounting tasks in, enter accounting settings.

### Labor Options Settings

Labor Options Settings include global options for secondary overtime, enabling rate tables, and reporting options, and company-level settings for job costing, cross charges, labor adjustments, and enabling payroll.

How to...

Use Labor Options to set up reporting, job costing, and cross charge options.

## Set Up Cross Charges

Use the Labor Options form to enable the Cross Charge feature and to specify related settings such as the rate method and the credit and debit accounts used to transfer revenue and overhead.

To ensure that Cross Charge is set up correctly, you should run and review the Labor Cross Charge Detail Report after timesheets are posted and before you process labor cross charges.

### To set up labor cross charges:

1. In the Navigation pane, select **Settings » Accounting » Labor Options**.
2. In the Cross Charge Options section of the Labor Options settings form, set **Enable Cross Charge Feature** to **Yes**.  
 When you enable this feature, a **Labor Cross Charge** option becomes available on the Accounting menu, and you can use the Labor Cross Charge form to transfer labor and revenue or overhead charges to the appropriate organization.  
 If you do not select **Yes** for this option, Labor Cross Charge is not enabled for the active company, regardless of settings elsewhere in Vantagepoint.
3. In the Regular Projects section, set the **Create Labor Adjustments** option to **Yes** to transfer labor costs.  
 Select this option only if you transfer labor back to the employee's organization. When you run the Labor Cross Charge process, Vantagepoint creates a labor adjustment transaction file using:
  - The employee's direct labor account, specified in **Settings » Accounting » Labor Posting**
  - The Labor Credit (Job Cost Variance) account, specified in **Settings » Accounting » Time Analysis**
 If you transfer the overhead costs associated with this employee to the project's organization, you should not select this option.
4. In the Regular Projects section, set the **Create Journal Entry** option to **Yes** if you intend to transfer labor and revenue back to the employee's organization or to transfer overhead to the project's organization.  
 When you select this option, the following corresponding fields become available:
  - **Credit Account**
  - **Debit Account**
  - **Rate Method**
  - **Multiplier**
 When you run the Labor Cross Charge process, Vantagepoint creates a journal entry transaction file with the accounts, rate method, and multiplier that you specify in the next steps.
5. In the **Credit Account** field, specify the account to use when you transfer revenue or overhead between regular projects with a journal entry.

This account always credits the employee's organization. The type of account that you enter depends on the type of information being transferred:

- Enter a revenue account if you are transferring revenue.
  - Enter an indirect expense account if you are transferring overhead.
6. In the **Debit Account** field, select the account to use when you transfer revenue or overhead between regular projects with a journal entry. This account always debits the employee's organization. The type of account that you enter depends on the type of information being transferred:
- Enter a revenue account if you are transferring revenue.
  - Enter an indirect expense account if you are transferring overhead.
7. In the **Rate Method** field, select the transfer price calculation method to use when revenue is transferred back to the employee's organization, or when employee overhead charges are transferred to the project's organization:

Option	Description
<b>Calculate from Billing Terms</b>	Select this option to use billing terms to calculate the transfer price. If your enterprise uses the Effective Dates feature in the Billing application, the feature can affect this calculation.
<b>Multiplier</b>	When you select this option, you must enter the rate by which to transfer the revenue or overhead. This is the rate used on client invoices.

Whichever method you specify, you can override it at the organization or project level.

8. In the **Multiplier** field, enter the markup rate to use when you transfer revenue back to the employee's organization or transfer employee overhead charges to the project's organization.
9. In the Overhead Projects section, set the **Create Labor Adjustment** option to **Yes** to transfer labor costs and revenue back to the employee's organization. When you run the Labor Cross Charge process, Vantagepoint creates a labor adjustment transaction file using:
- The employee's direct labor account, specified in **Settings » Accounting » Labor Posting**
  - The Labor Credit (Job Cost Variance) account, specified in **Settings » Accounting » Time Analysis**

If you transfer the overhead costs that are associated with this employee to the project's organization, you should not select this option.

10. In the Overhead Projects section, set the **Create Journal Entry** option to **Yes** to transfer labor and revenue back to the employee's organization or to transfer overhead to the project's organization. When you select this option, the following corresponding fields become available:
- **Credit Account**
  - **Debit Account**

- **Multiplier**

When you run the Labor Cross Charge process, Vantagepoint creates a journal entry transaction file with the accounts and the multiplier that you specify.

11. Click **Save**.

### Set Up Job Costing Information

Job costing is the practice of adjusting and allocating job cost amounts for salaried employees to projects. The job cost frequency is how often (monthly, semi-monthly, weekly, or bi-weekly) timesheets are collected, posted, and costed to jobs and usually matches the payroll frequency.

When cost rates and pay rates differ, Vantagepoint depends on the Job Cost Variance account to increase or decrease total indirect expenses so that the labor accounts plus the variance equal the actual payroll expense. The main purpose of this account is to provide accurate job cost reports while maintaining the actual payroll expense in the general ledger.

#### To set up job costing information:

1. In the Navigation pane, select **Settings » Accounting » Labor Options**.
2. In the Job Costing Options section of the Labor Options form, use the **Job Cost Frequency** option to specify the frequency at which you want to adjust job cost amounts for salaried employees: **Weekly**, **Biweekly**, **Semi-monthly**, or **Monthly**.  
This usually matches your payroll frequency.
3. Set the **Allow Job Cost Rates to be Salaries** option to **Yes** if you want to specify salaried rates and hourly rates in the **Job Cost Rate** field on the Accounting tab of the Employees hub.  
Use the **Type** field in the Employees hub, allowing you to specify whether the rate is a salaried rate or an hourly rate.
4. Set the **Include in Overtime Hours in Job Cost Calculation** option to **Yes** if you want to enter overtime hours separately from regular hours on timesheets.  
Overtime hours from timesheets are included in Adjust Salaried Job Cost calculations.
5. If you selected **Yes** for the **Allow job cost rates to be salaries** option, you must enter a rate in the **Maximum Hourly Rate** field.  
This is the maximum hourly rate to use when you enter hourly job cost rates on the Accounting tab of the Employees hub. If an hourly job cost rate exceeds the maximum hourly rate that is entered here, you receive a warning that the rate may not be appropriate for the job cost type. This field ensures that a salary is not entered with an hourly type.
6. Click **Save**.

### Set Up Reporting for Labor Options

Use the Reporting settings to enable reporting at billing rates, burdened rates, billing rates, or billing currency. You can also enable employee realization reporting and specify related settings

#### To set up reporting options for labor:

1. In the Navigation pane, select **Settings » Accounting » Labor Options**.
2. To generate project reports based on billing and cost rates, elect **Yes** for **Enable Reporting at Billing Rates**.  
Vantagepoint includes both billing and cost as options in the **Report At** field in project reporting.
3. To run project reports at burdened amounts, select **Yes** for **Enable Reporting at Burdened Rates**.  
This effectively combines labor and overhead on a single detail line. When you combine labor and overhead, the overhead for each detail line is estimated using the same calculation that is used when reporting at cost and overhead allocation needs to be run.
4. To track realization amounts for employees, select **Yes** for **Enable Reporting Realization by Employee**.  
You must enter a calculation method, frequency, and allocation accounts in the remaining fields. If you change from **Yes** to **No** and realization amounts have already been allocated to employees, previously calculated realization amounts are not removed from records.
5. If you use multiple currencies, select **Yes** for **Use Billing Currency not Project Currency** to use the billing currency for project reporting.  
The billing currency is the currency in which you generate invoices and billing reports for a project and its phases and tasks.
6. If you want reports to use billing amounts, select **Yes** for **Use Reporting Default Terms for All Projects**.  
Vantagepoint uses the billing terms and multiplier information specified in **Settings » Billing » Reporting Default Terms**.
7. Click **Save**.

### Enable and Set Up Employee Realization Reporting

You enable and set up Employee Realization Reporting in Labor Options Settings.

#### To enable and set up Employee Realization Reporting:

1. In the Navigation pane, select **Settings » Accounting » Labor Options**.
2. In the Global Labor options section of the Labor Options settings form, set the **Enable Reporting Realization by Employee** option to **Yes**.
3. In the Employee Realization Allocation Accounts grid, specify a company and account.
4. Click **Save**.



### Exclude Unit Revenue from Employee Realization Reporting

You can designate a unit's revenue as employee-specific, then specify that it not be included in the calculation that determines each employee's percentage of realization from an invoice.

**To exclude a unit's revenue from employee realization calculations:**

1. In Navigation pane, select **Settings » Accounting » Units**.
2. On the Unit Tables form, enter a unit table.
3. In the units grids, select the **Employee-specific Revenue** check box for any unit for which you want the revenue to be applied to a specific employee.

For these units, you enter an employee in the **Employee** column when you enter the units in Transaction Entry and Interactive Billing.

On the Unit Tables form, you can select the unit type **Labor** for units that are allocated for employee realization. While unit type does not affect realization processing, it does help you easily distinguish labor unit types from equipment or expense type units for reporting purposes.

4. Click **Save**.

### Fields and Options

Use the Labor Options form to add or update global settings for secondary overtime, rate tables, reporting options, and company-level settings for job costing, cross charges, and enabling payroll.

### Labor Options Form

Use the Labor Options form to specify global settings for labor-related options.

#### *Display the Labor Options Form*

You display the Labor Options form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Labor Options**.

### Contents of the Labor Options Form

Use the Labor Options form to add or update global settings for secondary overtime, enabling rate tables, reporting options, and company-level settings for job costing, cross charges, and enabling payroll.

#### Global Labor Options

Field	Description
<b>Enable Secondary Overtime</b>	<p>Select <b>Yes</b> if you plan to use the secondary overtime feature, which enables you to track two kinds of overtime and does the following:</p> <ul style="list-style-type: none"> <li>■ Adds secondary overtime fields to Timesheet and Labor Adjustment Transaction Entry.</li> <li>■ Adds secondary overtime percentage fields to Employees hub forms for job costing and payroll purposes.</li> <li>■ Adds a secondary overtime multiplier field to the Billing Terms form.</li> <li>■ Adds secondary overtime columns to some reports.</li> <li>■ Merges secondary overtime hours and amounts with standard overtime hours and amounts on other reports.</li> <li>■ Allows you to establish provisional rates for secondary overtime for use in project reporting.</li> <li>■ Makes it possible to pay employees and bill clients for secondary overtime.</li> </ul>
<b>Enable Cost Rate Tables</b>	<p>Select <b>Yes</b> if you want cost rate tables to override cost rate and pay rate or one or the other in the Employees hub for project reporting and payroll processing.</p>
<b>Enable Overtime Percent in Cost/Pay Rate Tables</b>	<p>Select <b>Yes</b> if you want the percentage for overtime hours in cost rate and pay rate tables to override the percentage for overtime hours in the Employees hub. When you select <b>Yes</b>, <b>Overtime Percent</b> and <b>Overtime-2 Percent</b> fields display in cost rate tables.</p>
<b>Enable Pay Rate Tables</b>	<p>Select <b>Yes</b> to allow the employee pay rate established in pay rate tables to override the pay rate established on the Payroll tab of the Employees hub.</p>
<b>Enable Reporting at Billing Rates</b>	<p>Select <b>Yes</b> to generate project reports based on billing and cost rates. If this option is selected, Vantagepoint includes Billing and Cost as options in the Report At field in Project Reporting.</p>
<b>Use Billing (Not Project)</b>	<p>This field is available only if you use multiple currencies. Select <b>Yes</b> to use the billing currency for project reporting and payroll processing. The billing currency is the currency in which you generate invoices and billing reports for a project and its phases and tasks.</p>

Field	Description
<b>Currency for Reporting</b>	
<b>Use Reporting Default Terms for All Projects</b>	<p>Select <b>Yes</b> if you want reports that use billing amounts (for example Project reports, Employee reports, and posting logs) to use the billing terms and multiplier information specified in <b>Settings » Billing » Reporting Default Terms</b>.</p> <p>When you select <b>No</b> for this setting, the <b>Rates for Reporting (Not Invoicing)</b> check box displays on the Rates tab in Billing Terms.</p>
<b>Enable Reporting at Burdened Rates</b>	<p>Select <b>Yes</b> to run project reports at burdened amounts. This effectively combines labor and overhead on a single detail line. When you combine labor and overhead, the overhead for each detail line is estimated using the same calculation that is used when reporting at cost and overhead allocation needs to be run.</p>
<b>Enable Reporting Realization by Employee</b>	<p>Select <b>Yes</b> if you want to track realization amounts for employees. When you select <b>Yes</b>, you must enter a calculation method and frequency in the <b>Calculation Method</b> field and <b>Frequency</b> field and general ledger revenue accounts for realization in the Employee Realization Allocation Accounts grid. You can change the <b>Enable Reporting Realization by Employee</b> setting to <b>No</b> at any time. If you change it from <b>Yes</b> to <b>No</b> and realization amounts have already been allocated to employees, previously calculated realization amounts are not removed from records.</p> <p>For more information, see <a href="#">Employee Realization Reporting</a>.</p>
<b>Calculation Method</b>	<p>This field displays if you select <b>Yes</b> for <b>Enable Reporting Realization by Employee</b> on this form.</p> <p>Select the method for calculating realization. The calculation affects how revenue is prorated among employees who work on a project. The calculation determines the percentage of revenue to allocate as realization to each employee who has time records for the invoice (if you select the Invoice frequency for employee realization) or for a period (if you select the Period frequency for employee realization).</p> <p>You can change the calculation method at any time. Changing it does not impact the realization amount for prior records. It impacts only future calculations.</p> <p>Calculation methods are:</p> <ul style="list-style-type: none"> <li>▪ <b>Cost:</b> With this method, the cost value of time records is used to determine the percentage of revenue to allocate to each employee who has time records for an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). The cost amount is calculated from posted timesheet transactions and billing edits made in Interactive Billing (items to be billed, written off, deleted, modified, or inserted).</li> </ul>

Field	Description
	<p>If you use labor burden rates, the cost amount does not include burden.</p> <ul style="list-style-type: none"> <li> <b>Billing:</b> With this method, the billing extension is used to calculate a billing value that is used to determine the percentage of revenue to allocate to each employee who has time records on an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). You can select this option only if you also select <b>Yes</b> for <b>Enable Reporting at Billing Rates</b> on the Labor Options form. </li> </ul> <p>For fee-based invoices, the percentages for employee realization are based on the fee amounts entered in Billing Terms for a project.</p> <ul style="list-style-type: none"> <li> <b>Hours:</b> With this method, the total hours for the labor transactions are used to determine the percentage of revenue to allocate to each employee who has labor transactions included on an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). </li> </ul> <p>This is how the calculation method is used to prorate revenue among employees:</p> <ol style="list-style-type: none"> <li> A value is calculated for each employee's total time records that are included on a billing invoice (if you select the Invoice frequency for employee realization) or included in the selected posting periods (if you select the Period frequency for employee realization). The value is a billing amount, cost amount, or hours, depending on which calculation method you choose. </li> <li> Each employee's time record value is divided by the total value of all employees' time records for an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). This determines the percentage of the realization that an employee will receive. </li> </ol> <p>Employee-specific unit transactions that are included on an invoice are not included in the total of all employees' time records that is used to calculate the percentage of realization that an employee receives. Employee-specific unit revenue is allocated directly to the specific employee.</p> <ol style="list-style-type: none"> <li> The realization that an employee receives is the percentage (determined in step 2) of the amount that is posted to the general ledger revenue accounts that you specify for employee realization in the Employee Realization Allocation Accounts grid on the Labor Options form. </li> </ol>
<b>Frequency</b>	<p>This field displays if you select <b>Yes</b> for <b>Enable Reporting Realization by Employee</b> on this firm.</p> <p>This setting affects how employee realization is calculated and whether or not realization is allocated automatically or manually.</p>

Field	Description
	<p>Select the frequency for calculating employee realization. Options are:</p> <ul style="list-style-type: none"> <li> <b>Invoice:</b> This option is available only if you use the Billing module. When you select this option, the revenue allocated to employees is based on revenue from posted invoices. The allocation occurs automatically when you process invoices in Interactive Billing and Batch Billing.  After you click <b>OK</b> on the Invoice Accept dialog box in Interactive Billing, realization amounts are displayed by employee on the Employee Realization Allocation dialog box. This dialog box does not display in Batch Billing. </li> <li> <b>Period:</b> When you select this option, the revenue that is allocated to employees is based on revenue posted in a specific accounting period or range of periods.  You must manually run the Employee Realization Allocation program in Billing &gt; Employee Realization to allocate realization. The allocation does not occur as part of Interactive Billing or Batch Billing. On the Employee Realization Allocation form in Employee Realization, you select the projects, a range of periods, and whether or not to include labor adjustments and Interactive Billing modifications in the realization calculation. Realization is calculated only when there is both an invoice and time records posted for a project in the period or periods that you selected for realization processing. </li> </ul> <p>You can change the frequency at any time. Changing the frequency setting changes the calculation method going forward. It does not impact records that have already been calculated.</p>

### Company-Specific Options

If you have multiple companies in Vantagepoint, you see the name of the active company that you have open on the form after the Global Labor Options section. Enter the following settings for the company you have open on the form. If you have one company in Vantagepoint, enter the settings for that company.

### Payroll and Employee Realization Section

Field	Description
<b>Consolidate Timesheet Postings by Employee and Work Breakdown Structure</b>	<p>Select <b>Yes</b> if you want to consolidate the posting of timesheets. This means that if the same employee charges time to the same project, task, and labor code combination, only one line displays for that employee on the posting log. Timesheet postings cannot be consolidated when cost rate tables are enabled.</p>

Field	Description
<b>Enable Payroll Interface</b>	Select <b>Yes</b> if you use ADP, Paychex, or Ceridian Powerpay to process your payroll. Then select the company that you use in the <b>Payroll Interface To</b> field, and enter the company's number/code.
<b>Payroll Interface To</b>	This field displays when you select <b>Yes</b> for <b>Enable Payroll Interface</b> . Select the company that processes your payroll. The options are: <ul style="list-style-type: none"> <li>▪ <b>ADP</b></li> <li>▪ <b>Ceridian Powerpay</b></li> <li>▪ <b>Paychex</b></li> </ul>
<b>Default Company Code, Default Client Number, or Default Company Number</b>	This field displays when you select <b>Yes</b> for <b>Enable Payroll Interface</b> . The name of the field varies, depending on which company you selected in the <b>Payroll Interface To</b> field. Enter the company/client number or code for the company that processes your payroll. This number/code is automatically entered for each employee who does not have a payroll company number/code specified on the Accounting tab in the Employees hub. If you have multiple companies in Vantagepoint, this number is also automatically entered for an employee's organization on the Units & Payroll tab in <b>Settings » Organization » Individual</b> if the organization does not already have one entered for it. If a payroll processing company has just one number/code for all your employees, enter it in the this field, and leave the company number/code in the Employees hub and Individual Organization Settings blank since the number will automatically prefill in those locations.
<b>Employee Realization Allocation Accounts Grid</b>	This grid displays when you select <b>Yes</b> for <b>Enable Reporting Realization by Employee</b> on this form. Use this grid to specify a general ledger revenue account to which employee realization will be allocated for your company or each company if you have multiple companies in Vantagepoint. Click <b>+ Add Account</b> below the grid to add a new row on the Allocation Accounts grid and add an account in the row for employee realization. Columns in the grid are: <ul style="list-style-type: none"> <li>▪ <b>Company:</b> This field displays if you have multiple companies in Vantagepoint. Select the company for which to enter a general ledger revenue account.</li> <li>▪ <b>Account:</b> Select a revenue account to which realization will be allocated for your company. The labor revenue account from the Invoice Accounts form in <b>Settings » Billing » Invoice Accounts</b> for a company prefills in this grid.</li> </ul> Enter a row for specifying a unit revenue account for units if the <b>Employee-specific Revenue</b> check box is selected in the Units grid in <b>Settings » Accounting » Units</b> . If you have multiple companies, a revenue account can be used only one time for each company.

### Job Costing Options Section

Job costing is the practice of allocating labor costs to projects. The job cost frequency is how often (monthly, semi-monthly, weekly, or bi-weekly) timesheets are collected, posted, and costed to jobs.

Field	Description
<b>Job Cost Frequency</b>	If you use the Adjust Salaried Job Cost feature, select the frequency at which you want to adjust job cost amounts for salaried employees. This usually matches your payroll frequency.
<b>Allow Job Cost Rates to be Salaries</b>	Select <b>Yes</b> if you want to specify salaried rates and hourly rates in the Job Cost Rate field on the Accounting tab of the Employees hub. If <b>Yes</b> is selected, a <b>Type</b> field displays in the Employees hub, allowing you to specify whether the rate is a salaried rate or an hourly rate.
<b>Include in Overtime Hours in Job Cost Calculations</b>	Select <b>Yes</b> to enter overtime hours separately from regular hours on timesheets. Overtime hours from timesheets are included in Adjust Salaried Job Cost calculations.
<b>Maximum Hourly Rate</b>	If you selected <b>Yes</b> for the <b>Allow job cost rates to be salaries</b> option, you must enter a maximum hourly rate here. This is the maximum hourly rate to use when you enter hourly job cost rates on the Accounting tab of the Employees hub. If an hourly job cost rate exceeds the maximum hourly rate entered here, you receive a warning that the rate may not be appropriate for the job cost type. This field ensures that a salary is not entered with an hourly type.

### Cross Charge Options Section

Labor cross charging is the transfer of labor expense and associated revenue between different organizations within your enterprise. Use labor cross charges when an employee from one organization works on a project from another organization. The cross charge (transfer) allows each organization to match cost with revenue and fairly assess profitability.

Field	Description
<b>Enable Cross Charge Feature</b>	<p>Select <b>Yes</b> to enable the Labor Cross Charge feature. When you enable this feature, Vantagepoint displays:</p> <ul style="list-style-type: none"> <li>A Cross Charge tab on the Individual Organization Setup form (<b>Settings » Organization » Individual</b> in the desktop application), which lets you enable or disable cross charging for an organization and set up related multipliers and projects.</li> <li>A <b>Labor Cross Charge</b> option on the Accounting menu that lets you transfer labor and revenue or overhead charges to the appropriate organization.</li> </ul> <p>If you do not select <b>Yes</b> for this option, Labor Cross Charge is not enabled, regardless of settings elsewhere in Vantagepoint.</p>

### Regular Projects Section

Regular projects are revenue-producing projects. Costs charged to regular projects include direct labor, direct expense, and reimbursable expense.

Field	Description
<b>Create Labor Adjustment</b>	<p>Select <b>Yes</b> to transfer labor costs. Select this option only if you transfer labor and revenue back to the employee's organization. When you run the Labor Cross Charge process, Vantagepoint creates a labor adjustment transaction file using:</p> <ul style="list-style-type: none"> <li>The employee's direct labor account, specified in <b>Settings » Accounting » Labor Posting</b></li> <li>The Labor Credit (Job Cost Variance) account, specified in <b>Settings » Accounting » Time Analysis</b></li> </ul> <p>If you transfer the overhead costs associated with this employee to the project's organization, you should not select this option.</p>
<b>Create Journal Entry</b>	<p>Select <b>Yes</b> if you transfer labor and revenue back to the employee's organization or when you transfer overhead to the project's organization. When you run the Labor Cross Charge process, Vantagepoint creates a journal entry transaction file with the accounts specified in the following fields on this tab.</p> <p>When you select <b>Yes</b>, the following fields display on this form: <b>Credit Account</b>, <b>Debit Account</b>, <b>Rate Method</b>, and <b>Multiplier</b>.</p>
<b>Credit Account</b>	<p>This field is enabled when you select <b>Yes</b> for the <b>Create Journal Entry</b> option. Select the credit account to use when you transfer revenue or overhead between regular projects with a journal entry. This account always credits the employee's organization. The type of account that you enter depends on the type of information being transferred:</p> <ul style="list-style-type: none"> <li>Enter a revenue account if you are transferring revenue.</li> <li>Enter an indirect expense account if you are transferring overhead.</li> </ul>
<b>Debit Account</b>	<p>This field is enabled when you select <b>Yes</b> for the <b>Create Journal Entry</b> option. Select the debit account to use when you transfer revenue or overhead between regular projects with a journal entry. This account always debits the employee's organization. The type of account that you enter depends on the type of information being transferred:</p> <ul style="list-style-type: none"> <li>Enter a revenue account if you are transferring revenue.</li> <li>Enter an indirect expense account if you are transferring overhead.</li> </ul>
<b>Rate Method</b>	<p>This field is enabled when you select <b>Yes</b> for the <b>Create Journal Entry</b> option. The Rate Method is the transfer price calculation method. Choose the rate method to use when revenue is transferred back to the employee's organization or employee overhead charges are transferred to the project's organization. You can specify either:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Calculate from Billing Terms:</b> Select this option to use billing terms to calculate the transfer price. If your enterprise uses the Effective Dates feature in the Billing application, the feature can affect this calculation.</li> <li>▪ <b>Multiplier:</b> When you select this option, you must enter the rate by which to transfer the revenue or overhead. This is the rate used on client invoices.</li> </ul> <p>Whichever method you specify, you can override it at the organization or project level.</p>
<b>Multiplier</b>	<p>This field is enabled when you select <b>Yes</b> for the <b>Create Journal Entry</b> option. Choose the markup rate to use when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization.</p> <ul style="list-style-type: none"> <li>▪ If you select the Calculate from Billing Terms option, Vantagepoint uses billing terms when revenue or overhead is transferred.</li> <li>▪ If you select the Multiplier option, you must enter the rate by which to transfer the revenue or overhead. This is the markup rate used on client invoices</li> </ul>

### Overhead Projects Section

Complete these options for sharing resources on overhead or promotional projects.

Field	Description
<b>Create Labor Adjustment</b>	<p>Select this option to transfer labor costs and revenue back to the employee's organization. When you run the Labor Cross Charge process, Vantagepoint creates a labor adjustment transaction file using:</p> <ul style="list-style-type: none"> <li>▪ The employee's direct labor account, specified in <b>Settings » Accounting » Labor Posting</b></li> <li>▪ The Labor Credit (Job Cost Variance) account, specified in <b>Settings » Accounting » Time Analysis</b></li> </ul> <p>If you transfer the overhead costs that are associated with this employee to the project's organization, you should not select this option.</p>
<b>Create Journal Entry</b>	<p>Select <b>Yes</b> to transfer labor and revenue back to the employee's organization or when you transfer overhead to the project's organization. When you run the Labor Cross Charge routine, Vantagepoint creates a journal entry transaction entry file and uses the accounts specified in the following fields on this tab. Selecting <b>Yes</b> enables the <b>Credit Account</b>, <b>Debit Account</b>, and <b>Multiplier</b> fields.</p>
<b>Credit Account</b>	<p>This field is enabled when you select <b>Yes</b> for the <b>Create Journal Entry</b> option. Select the credit account to use when you transfer revenue or overhead between overhead projects with a journal entry. This account always credits the</p>

Field	Description
	<p>employee's organization. The type of account that you enter depends on the type of information being transferred:</p> <ul style="list-style-type: none"> <li>Enter a revenue account if you are transferring revenue.</li> <li>Enter an indirect expense account if you are transferring overhead.</li> </ul>
<b>Debit Account</b>	<p>This field is enabled when you select <b>Yes</b> for the <b>Create Journal Entry</b> option. Select the debit account to use when you transfer revenue or overhead between overhead projects with a journal entry. This account always debits the employee's organization. The type of account that you enter depends on the type of information being transferred:</p> <ul style="list-style-type: none"> <li>Enter a revenue account if you are transferring revenue.</li> <li>Enter an indirect expense account if you are transferring overhead.</li> </ul>
<b>Multiplier</b>	<p>This field is enabled when you select <b>Yes</b> for the <b>Create Journal Entry</b> option. Choose the markup rate to use when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization.</p> <ul style="list-style-type: none"> <li>If you select the <b>Calculate from Billing Terms</b> option, Vantagepoint uses billing terms when revenue or overhead is transferred.</li> <li>If you select the <b>Multiplier</b> option, you must enter the rate by which to transfer the revenue or overhead. This is the markup rate used on client invoices</li> </ul>

[Learn More About](#)

Review information about billing terms and cross charges for Labor Options.

### Billing Terms and Labor Cross Charge

If you select **Calculate from Billing Terms** in the **Rate Method** field on the Labor Options settings form, each project/phase/task's billing terms is used to calculate the journal entry amount to transfer a labor or other amount.

If no billing terms are specified for the project/phase/task, Vantagepoint uses the billing terms marked **Use as Project Reporting Default Terms Only** in **Hubs » Projects » Billing Terms**. Otherwise, Vantagepoint uses the global project default billing terms specified in **Settings » Billing » Default Terms**.

The **Billing Terms Rate Method**, like the **Multiplier Rate Method**, is a global setting. You can override this setting at the organization or project level.

## Employee Realization Reporting

Use Employee Realization Reporting to measure the realization and profitability of employees who work on a project. Realization is the monetary amount of billed and unbilled revenue attributed to an employee. You can use realization information for company analysis, compensation and promotion reviews, staffing decisions, project pricing, and so on.

This feature automates the allocation of posted labor and units-related revenue to specific employees who work on a project. Revenue that is associated with time records and employee-specific units is used for employee realization.

### Potential Realization

After you enable Employee Realization Reporting, realization amounts are assigned automatically to employees when you post timesheets, labor adjustments, and employee-specific units. Realization amounts are calculated using the billing extensions for generating reports at billing rates. This is potential realization because these items have not yet been billed.

### Actual Realization

In addition, realization is calculated and allocated to employees in Billing in Interactive Billing, Batch Billing, and Employee Realization. This calculates the actual or true realization based on posted invoices, credit memos, invoice adjustments, and written-off invoices.

### Enable and Configure Employee Realization Reporting

To track and allocate employee realization, you turn on the Employee Realization Reporting feature by selecting **Yes** for **Enable Reporting Realization by Employee** in **Settings » Accounting » Labor Options**. You choose a calculation method, frequency, and revenue accounts for employee realization.

In **Settings » Accounting » Units**, you specify whether or not a unit has employee-specific revenue.

### When Actual Employee Realization Is Calculated

Actual employee realization is calculated and processed differently depending on the frequency that you select when you set up Employee Realization Reporting on the Labor Options settings form. The following table provides a high-level overview of the differences:

	Employee Realization Reporting Frequency Setting	
	Invoice Frequency	Period Frequency
<b>Where Actual Employee Realization is Allocated</b>	Realization is allocated automatically when you process invoices in either: <b>Billing » Interactive Billing</b> <b>Billing » Batch Billing</b> In Interactive Billing only, you can view and edit the employee realization amounts on the	You manually allocate realization in: <b>Billing » Employee Realization</b> You select a range of periods and projects on the Employee Realization form. You then view and edit the employee realization amounts on the

	Employee Realization Reporting Frequency Setting	
	Invoice Frequency	Period Frequency
	Employee Realization Allocation dialog box.	Employee Realization Allocation dialog box.
<b>How Actual Employee Realization is Calculated</b>	Realization is calculated for time records and units associated with each invoice that is posted in Interactive Billing and Batch Billing.	Realization is calculated for the invoices and posted time records that fall within the range of periods and projects that you select when you run Employee Realization.  Invoices that you enter in the Transaction Center are included in the calculation.

### Reports that Include Employee Realization Data

The following reports include employee realization data:

- Employee Labor Detail )
- Time Analysis
- Invoice Transaction Detail
- Performance Management reports

The realization amounts that display on reports include the potential realization from posted timesheets, labor adjustments, and employee-specific units.

After you allocate realization in Interactive Billing, Batch Billing, or Employee Realization, realization amounts on the reports also include the actual realization that has been allocated for posted invoices.

### Data Import and History Loading Utilities

You can use the Data Import utility in **Utilities » Imports & Exports » Imports** to import realization amounts.

You can use the Project Labor and Expense History utility (in **Utilities » History Loading » Labor and Expense**) to enter employee realization.

### Frequency Examples for Employee Realization Reporting

Review examples of how the frequency settings affect employee realization calculations.

You specify the frequency in **Settings » Accounting » Labor Options**

#### Invoice Frequency Example

##### Employee Realization Reporting Settings

- The **Enable Reporting Realization by Employee** option is set to **Yes**.
- The **Calculation Method** option is set to **Billing**.

- The **Frequency** option is set to **Invoice**.
- The general ledger revenue account, **401.00**, is the only account entered in the Employee Realization Allocation Accounts grid.

### Billing Invoice

In **Billing » Interactive Billing**, you create a fixed fee invoice for project A. This invoice includes labor or time and no reimbursable or consultant expenses.

The invoice has \$500 posted to the 401.00 account and \$300 posted to the 407.00 account. Only the \$500 will be allocated to employee realization because the \$500 is designated as a revenue account for employee realization in the Employee Realization Allocation Accounts grid on the Labor Options settings form, and account 407.00 is not designated for employee realization in the grid.

The Employee Realization process allocates a percentage of the \$500 revenue to each employee who has labor on the invoice. There are two employees with time records on the invoice. The percentage to allocate to each employee is calculated using the billing value of the employees' time on the invoice because you selected the **Billing** calculation method.

### Employee Realization

The revenue amount of \$500 is allocated as realization between the two employees with time records for the invoice as follows:

Time Records Included in the Invoice	Realization Allocated
<b>Time Record 1 for Mark Miller</b> <b>(Billing value is \$100)</b>	<b>Mark's realization is \$166.67</b> $\$100 / \$300 = 33\%$ $33\% \text{ of } \$500 = \$166.67$ \$100 is Mark's billing value for the invoice. \$300 is the total billing value of all the time records for the invoice (\$100+\$200) \$500 is the total invoice amount to allocate among employees.
<b>Time Record 3 for Karen O'Connell</b> <b>(Billing value is \$200)</b>	<b>Karen's realization is \$333.33</b> $\$200 / \$300 = 67\%$ $67\% \text{ of } \$500 = \$333.33$ \$200 is Karen's billing value for the invoice. \$300 is the total billing value of all the time records for the invoice (\$100+\$200) \$500 is the total invoice amount to allocate among employees.

Any employee-specific unit transactions that are included on an invoice are not included in the total revenue amount used to calculate the percentage of revenue for each employee. Employee-specific unit revenue is allocated directly to the specific employee.

### Period Frequency Example

### Employee Realization Reporting Settings

- The **Enable Reporting Realization by Employee** option is set to **Yes**.
- The **Calculation Method** option is set to **Billing**.
- The **Frequency** option is set to **Period**.
- The general ledger revenue account, **401.00**, is the only account entered in the Employee Realization Allocation Accounts grid.

### Time Records and Invoices

1. In period 08/2020, a time record for Mark Miller with a billing value of \$100 is posted for project B. Billing values are used in the calculation because you selected **Billing** as the calculation method.
2. In period 09/2020, a time record for Karen O'Connell with a billing value of \$200 is posted for project B.
3. In period 09/2020, you create a fixed fee invoice \$500 invoice for project B that includes the two time records (Mark's from 08/2020 and Karen's from 09/2020). The invoice includes all labor and no reimbursable or consultant expenses. Because all the revenue for this invoice is posted to the 401.00 account, which is an account designated for employee realization calculations in the Employee Realization Allocation Accounts grid on the Labor Options settings form, all \$500 will be allocated among employees whose time records are included in the invoice.

### Employee Realization

The following are the employee realization allocation results when you run Employee Realization in **Billing » Employee Realization** for project B for various periods:

You Run the Employee Allocation Process for the Following Periods	Employee Realization Allocated
08/2020	No realization is allocated because no invoice and no time records were posted in period 08/2020.
09/2020	Realization is calculated because an invoice was posted and time records were posted in the 09/2020 period. The invoice total of \$500 is allocated to only Karen because Karen's time record is the only one posted in period 09/2020.
08/2020 through 09/2020	Realization is calculated because an invoice was posted and time was posted in a period that fell within the 8/2020 to 09/2020 range. The invoice total of \$500 is allocated between Karen and Mark because both of their time records were posted within the periods that you selected when you ran the Employee Realization process. <b>Mark's realization is \$166.67</b> $\$100 / \$300 = 33\%$ $33\% \text{ of } \$500 = \$166.67$

You Run the Employee Allocation Process for the Following Periods	Employee Realization Allocated
	<p>Notes:</p> <p>\$100 is Mark's billing value for the invoice.</p> <p>\$300 is the total billing value of all the time records for the invoice (\$100+\$200)</p> <p>\$500 is the total invoice amount to allocate among employees.</p> <p><b>Karen's realization is \$333.33</b></p> <p><math>\\$200 / \\$300 = 67\%</math></p> <p><math>67\% \text{ of } \\$500 = \\$333.33</math></p> <p>Notes:</p> <p>\$200 is Karen's billing value for the invoice.</p> <p>\$300 is the total billing value of all the time records for the invoice (\$100+\$200)</p> <p>\$500 is the total invoice amount to allocate among employees.</p>

Any employee-specific unit transactions that are included on an invoice are **not** included in the total revenue amount used to calculate the percentage of revenue for each employee. Employee-specific unit revenue is allocated directly to the specific employee.

### Calculation Method Examples for Employee Realization Reporting

Review examples of how calculation methods for the Employee Realization feature affect the employee realization calculation for an invoice.

You enter the calculation method when you enable Employee Realization in **Settings » Accounting » Labor Options**.

The calculation method is used to calculate the value of employees' time records on an invoice. This value is then used to determine the percentage of an invoice's revenue to allocate as realization to each employee who has time records on the invoice.

In the following examples, options on the Labor Options settings form are set as follows:

- The **Enable Reporting Realization by Employee** option is set to **Yes**.
- The **Frequency** option is set to **Invoice**.
- The general ledger revenue account, **401.00**, is the only account entered in the Employee Realization Allocation Accounts grid.

Invoice A is a fixed-fee invoice for \$900. The invoice has \$650 posted to the 401.00 account and \$250 posted to the 407.00 account. Only \$650 will be allocated for employee realization because only account 401.00 is designated for employee allocation in the Employee Realization Allocation Accounts grid on the Labor Options settings form.

	Percentage and Amount of Realization Allocated to Each Employee		
	Using the Billing Calculation Method	Using the Cost Calculation Method	Using the Hours Calculation Method
Time records included on Invoice A			
Time Record 1 for Jim Taylor has 1 hour of labor	<b>Jim's realization: \$123.50</b> Jim's billing value for the time is \$100. $\$100 / \$525 = 19\%$ 19% of \$650 = \$123.50 *see the note below regarding \$525	<b>Jim's realization: \$91</b> Jim's cost for the time is \$40. $\$40 / \$290 = 14\%$ 14% of \$650 = \$91 *see the note below regarding \$290	<b>Jim's realization: \$110.50</b> Jim's hours for the time are 1. $1 / 6 = 17\%$ 17% of \$650 = \$110.50 *see the note below regarding 6
Time Record 2 for Jan Carlton has 2 hours of labor	<b>Jan's realization: \$214.50</b> Jan's billing value for the time is \$175 $\$175 / \$525 = 33\%$ 33% of \$650 = \$214.50	<b>Jan's realization: \$221</b> Jan's cost for the time is \$100. $\$100 / \$290 = 34\%$ 34% of \$650 = \$221	<b>Jan's realization: \$214.50</b> Jan's hours for the time are 2. $2 / 6 = 33\%$ 33% of \$650 = \$214.50
Time Record 3 for Ken Brownwell has 3 hours of labor	<b>Ken's realization: \$312.00</b> Ken's billing value for the time is \$250. $\$250 / \$525 = 48\%$ 48% of \$650 = \$312.00	<b>Ken's realization: \$338</b> Ken's cost for the time is \$150. $\$150 / \$290 = 52\%$ 52% of \$650 = \$338	<b>Ken's realization: \$325</b> Ken's hours for the time are 3. $3 / 6 = 50\%$ 50% of \$650 = \$325
Notes:	* For the Billing calculation method, \$525 is the total billing value for all three time records (\$100+\$175+\$250)	* For the Cost calculation method, \$290 is the total cost value for all three time records (\$40 + \$100 + \$150)	* For the Hours calculation method, 6 is the total hours for all three time records (1+2+3)

## Time Analysis Settings

Use Time Analysis settings to select headings for columns on the Time Analysis report and to enter one or a range of projects to associate with a Time Analysis column.

Access to the Billing application is required to establish these settings.



## Time Analysis

The Time Analysis report shows how effectively employee time is used. It presents various comparisons of direct time, indirect time, and total time worked. An analysis of indirect time helps you monitor absence hours (vacation, sick, holiday, and so on) and control non-billable time (administrative, training, marketing, professional development, and others). When you make modifications to Time Analysis settings, Vantagepoint automatically displays them on the Time Analysis report.

Access to the Accounting application is required to establish these settings.

## Multiple Companies

If your firm uses multiple companies, you define the time analysis column across all companies, but you can also define the projects associated with the columns for each company. If your firm uses multiple companies, you define the time analysis column across all companies but then can define the projects associated with the columns for each company.

To change the active company in the browser application, click the name of the current company on the toolbar and select a company from the drop-down list. To change the active company in the desktop application, select **Utilities » Change Company** and then select a company on the Company Selection dialog box.

How to...

You set up headings and projects for time analysis in Accounting Settings.

## Add a Time Analysis Column

You manage user-defined Time Analysis columns on the Report Columns grid of the Time Analysis report. These columns appear as column headings on the Time Analysis report.

Only overhead and promotional projects can be assigned to the report column headings on the Time Analysis report. Any indirect project not assigned to a report column prints in the **Other** column on the report.

### To add a column heading to the Time Analysis report:

1. In the Navigation pane, select **Settings » Accounting » Time Analysis**.
2. Below the Report Columns grid on the Time Analysis settings form, click **+Add Time Analysis Report Column**.
3. In the blank field that displays, enter the name of the Time Analysis Report column for which you want to include amounts posted to this project (or range of projects).  
For example, you could have amounts for project 0000002.00, Vacation, display in the **Vacation** column of the Time Analysis report.
4. To exclude a column, such as Vacation or Sick Leave, from the time analysis ratio calculations, select the **Absence** check box for that column.
5. Click **Save**.


**Postrequisites:** Define the type of information that you want to analyze and define the projects associated with each of those columns. See [Add Time Analysis Projects](#).

### Add Time Analysis Projects

Use the Projects Associated with Time Analysis Columns grid on the Time Analysis settings form to define the overhead or promotional projects associated with each column on the Time Analysis report. You can add a single or a range of projects for each column. Vantagepoint displays the hours for a project range in the corresponding column on the Time Analysis report.

**Prerequisites:** You must set up Time Analysis columns before you set up projects. For more information, see [Add Time Analysis Columns](#).

#### To associate a single project or a range of projects with a Time Analysis column:

1. In the Navigation pane, select **Settings » Accounting » Time Analysis**.
2. Below the Projects Associated with Time Analysis Columns grid on the Time Analysis settings form, click **+Add Start/End Project Range** to insert a blank row in the grid.
3. In the **Report Column** field, select a report column from the list.
4. In the **Start Project Range** field, select the first project in the range of regular, overhead, or promotional project numbers for which time is included on the Time Analysis report.
5. In the **End Project Range** field, enter the last project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report.  
To specify only one project, enter that project number in both the **Start Project Range** and **End Project Range** fields.  
You cannot overlap Time Analysis ranges if a **Report Column** field is specified for the range.
6. To add a project (or range of projects) that is similar to an existing project, click  at the end of that project row, select **Copy** to copy the existing project, and then modify the project.
7. Click **Save**.

### Fields and Options

Use the Time Analysis form to add, update, or delete time analysis columns and specify projects that you want to include on the Time Analysis report.

### Time Analysis Form

Use the Time Analysis form to specify the columns and projects that you want included on the Time Analysis report.

### Display the Time Analysis Form

You display the Time Analysis form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Time Analysis**.

### Contents of the Time Analysis Form

Select and arrange columns for the Time Analysis report, give them descriptive headings, and associate projects with the columns.

### Contents

#### Report Columns Grid

Use this grid to add and manage columns that will appear on the Time Analysis report. To enter a new column heading, click **+Add Time Analysis Report Column**. A blank row is inserted at the bottom of the grid.

Field	Description
<b>Time Analysis Report Column</b>	Indicate the report column number for which to enter a heading. You can specify as many report columns as you like, but you can only include 10 columns on any single Time Analysis report. Columns display at the top of the Time Analysis report in the order that you specify on the Time Analysis tab of Employee Reporting.
<b>Label</b>	Enter a descriptive label for this column. For example, you may set up a column for Vacation or Sick Leave. Deltek recommends that you keep the column headings short. Otherwise, you may find that columns overlap on the report.
<b>Absence</b>	<p>Select this check box if this column represents an employee absence. For example, you select this option for Vacation or Sick Leave columns, but you cannot select it for a column such as Civic Duty.</p> <p>Absence hours are excluded from two of the chargeability ratios on the Time Analysis report. These two ratios indicate employee chargeability that are based on the hours actually worked.</p> <p>The exclusion of absence hours lets employees charge certain time that does not affect their chargeability ratio.</p>

#### Projects Associated with Time Analysis Columns Grid

Use this grid to associate projects with specific Time Analysis columns. To enter a project or project range, click **+Add Start/End Project Range**.

Field	Description
<b>Report Column</b>	Enter the report column on the Time Analysis report in which you want to include the amounts posted to this project (or range of projects). For example, you may have amounts for project 0000002.00, Vacation, appear in the <b>Vac</b> column of the Time Analysis report. You define report column headings the Layout tab of the Time Analysis report.

Field	Description
	Only overhead and promotional projects can be assigned to the report column headings on the Time Analysis report. Any indirect project not assigned to a report column prints in the <b>Other</b> column on the report.
<b>Start Project</b>	Enter the first project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report. You cannot overlap Time Analysis ranges if a <b>Report Column</b> field is specified for the range.
<b>End Project</b>	Enter the last project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report. To specify only one project, enter that project number in both the <b>Start Project</b> and <b>End Project</b> fields. You cannot overlap Time Analysis ranges if a <b>Report Column</b> field is specified for the range.

## Labor Posting Settings

Labor posting types determine the accounts that Vantagepoint uses to charge labor to projects, phases, and tasks.

You create or modify labor posting types in Accounting Settings. You can also assign labor posting types to employees in the Employees hub. Each employee must be associated with a labor posting type because Vantagepoint uses the labor posting type to charge labor to projects.

Vantagepoint's standard labor types are Employee, Management, and Principal. You can add more types.

Because you categorize your employees by labor type and have their labor posted to separate accounts, the Account Analysis report shows labor expenses separated by labor type. You can post overhead time by project number rather than labor type, as defined in Time Analysis Settings.

### Multiple companies

If your firm uses multiple companies, you must set up labor posting types for each company:

- You create or modify labor posting types at the enterprise level (for all your companies) on the Labor Type grid in **Settings » Accounting » Labor Posting**.
- On a company-by-company basis, you assign direct and indirect accounts to each labor type on the Labor Accounts grid on the Labor Posting form.
- You assign a labor posting type to each employee on the Accounting tab of Employees form via the Employees hub.

Not all companies in your enterprise necessarily have the same labor posting types selected. To allow for the possibility that Company A may reference a labor type that Company B does not use, you must specify the direct and indirect accounts to be used if Vantagepoint processes timesheets or labor adjustments that reference such a foreign labor type. Vantagepoint uses the intercompany account number entered in the **Foreign labor type labor posting accounts-Direct** field.

To change the active company in the browser application, click the name of the current company on the toolbar and select a company from the drop-down list. To change the active company in

the desktop application, select **Utilities » Change Company** and then select a company on the Company Selection dialog box.

How to...

You can create, modify, or copy labor type records, post labor types to direct and indirect labor accounts, and override labor accounts.

### Set Up Labor Posting Types

You can add, copy, and delete labor posting types and update labor posting type information at any time.

#### To set up labor posting types:

1. In the Navigation pane, select **Settings » Accounting » Labor Posting**.
2. On the Labor Posting form, click **+ Add Labor Posting Type** to add a blank row to the Labor Types grid.
3. Complete all three required fields on the row.
4. Enter a code by which to identify this labor posting type throughout Vantagepoint.
5. Enter a description for this labor type.  
This description displays in place of the labor type code in all lookup lists and on reports.
6. Enter the sort order for this labor type when it displays on invoices.  
For example, if you choose to sort on labor type and want principals to display before employees, enter 1 as the sort order for principals and 2 as the sort order for employees.
7. Click **Save**.

### Set Up Labor Type Accounts

When you set up a labor type account, you need to associate the general ledger account that is used during the timesheet and labor adjustment posting. If your firm uses multiple companies, you then need to specify the direct and indirect general ledger accounts for the labor posting types for each company in your enterprise.

#### To set up labor posting type accounts:


1. In the Navigation pane, select **Settings » Accounting » Labor Posting**.
2. In the Labor Accounts grid of the Labor Posting form, click **+Add Labor Account**.
3. In the **Labor Posting Type** field, select the labor posting type that you want to associate with the direct and indirect labor accounts.
4. In the **Direct Account** field, select the direct labor account to use when employees with this labor posting type post time to a regular project.
5. In the **Indirect Account** field, select the indirect labor account to use when employees with this labor posting type post time to an overhead or promotional project.

6. Click **Save**.

### Set Up Override Labor Accounts

Use the Override Labor Accounts grid to enter accounts that are used for labor transactions for a specific project or range of projects rather than using accounts associated with labor posting types. You can use override labor accounts to define separate labor accounts to be used for vacation or sick or professional development or marketing.

#### To set up override labor accounts:

1. In the Navigation pane, select **Settings » Accounting » Labor Posting**.
2. On the Labor Posting form, click **+Add Override Account** to add an override account.
3. In the **Labor Account** field, enter an account or click  and select an account on the Account lookup.  
If you enter a direct or reimbursable account, the projects that you associate with the account must all be regular projects. If you enter an indirect account, the projects must all be overhead or promotional projects.
4. If the labor override account is also associated with a time analysis column, select that column in **Time Analysis Report Column**.  
This column heading will appear on the Time Analysis report.
5. In **Start Project Range** and **End Project Range**, specify the range of regular, overhead, or promotional project numbers with data to be included in this override labor account.  
If you want to specify only one project, enter that project number in both fields. You cannot overlap ranges if you also specify a time analysis report column.
6. Click **Save**.

### Fields and Options

Use the Labor Posting form to create or modify labor type records.

### Labor Posting Form

Use the Labor Posting form to associate employees with labor types. Vantagepoint uses the type to determine the impact of the labor postings on the general ledger.

If your firm uses multiple companies, you complete the system settings directly on the Labor Posting form.

#### *Display the Labor Posting Form*

You display the Labor Posting form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Labor Posting**.


### Contents of the Labor Posting Form

Use the Labor Posting form to define labor types, change the sort order, as well as manage labor accounts and override accounts.

### Contents

#### Labor Types Grid

Use this grid to add, define, and manage the labor posting types used in all lookup lists and on reports. Click **+Add Labor Posting Type** to add a labor posting type that will be used throughout Vantagepoint.

Field	Description
<b>Labor Posting Type</b>	In this field, enter a code by which to identify this labor posting type.
<b>Description</b>	Enter a description for this labor type. This description displays in place of the labor type code in all lookup lists and on reports.
<b>Sort Order</b>	Enter the sort order for this labor type when it displays on invoices. For example, if you choose to sort on labor type and want principals to display before employees, enter 1 as the sort order for principals and 2 as the sort order for employees. To change the sort order, click  . The direction the icon points indicates whether the rows are sorted in ascending or descending order based on the values in that column.

#### Labor Accounts Grid

Use this grid to post direct and indirect labor to different accounts by labor posting type. This grid displays only if your firm uses multiple companies. If you use multicompny, you will need to update the labor accounts for each company.

Click **+Add Labor Account** to add a labor posting type and associate it with both direct and indirect accounts.

Field	Description
<b>Labor Posting Type</b>	Click this field and then click ▼ to select a posting type from the list of posting types that you created in the Labor Types grid.
<b>Direct Account</b>	Select the direct labor account to use when employees with this labor type post time to a regular project. You can enter an account or click q in this field and select an account on the Account lookup.
<b>Indirect Account</b>	Select the indirect labor account to use when employees with this labor type post time to an overhead or promotional project. Enter exceptions in the Override Labor Accounts Grids. You can enter an account or click q in this field and select an account on the Account lookup.

### Override Labor Accounts Grid

Use this grid to enter accounts that are used for labor transactions for a specific project or range of projects rather than using accounts associated with labor posting types. The override labor accounts can be used to define separate labor accounts to be used for vacation or sick or professional development or marketing.

Click **+Add Override Account** to add an override account.

Field	Description
<b>Labor Account</b>	Enter an account or click <b>q</b> in this field and select an account on the Account lookup. If you enter a direct or reimbursable account, the projects you associate with the account must all be regular projects. If you enter an indirect account, the projects must all be overhead or promotional projects.
<b>Time Analysis Report Column</b>	Indicate the Time Analysis column heading for the Time Analysis report. Columns display at the top of the Time Analysis report in the order that you specify in Employee Reporting. If the labor override account is also associated with a time analysis column, use this field to select the Time Analysis Column. This automatically includes the same start and end projects associated for the time analysis report for the select column.
<b>Start Project Range</b>	Enter the first project in the range of regular, overhead, or promotional project numbers whose time is to be included in this override labor account. To specify only one project, enter that project number in both this field and the <b>End Project</b> field.  You cannot overlap Time Analysis ranges if you specified a report column for the range.
<b>End Project Range</b>	Enter the last project in the range of regular, overhead, or promotional project numbers whose time is to be included in this override labor account. To specify only one project, enter that project number in both the <b>Start Project</b> field and this field.  You cannot overlap Time Analysis ranges if you specified a report column for the range.

### Account Lookup Dialog Box

Use the Account Lookup dialog box to add an account to a grid. Vantagepoint uses accounts in various types of computations and transactions, such as overhead allocations, general ledger, and cash basis calculations.


The account lookup selections can include both direct and indirect accounts, as well as labor and override accounts.

#### *Display the Account Lookup*

You can display the Account lookup from different forms.

1. Select one of the following paths:



- Select **Settings » Accounting » Labor Posting** and click **+Add Labor Account** or **+Add Override Account**.
  - Select **Settings » Accounting » Overhead Allocation** and click **+Add Account**.
  - Select **Settings » General Ledger » Chart of Accounts** and select the **Cash Basis Account** field.
2. Click  to display the Account lookup.

### Contents of the Account Lookup Dialog Box

The Account lookup offers additional search options and the ability to select an account from the list.

### Contents

Use the account lookup fields and options to enter advanced search criteria to find an account record that Vantagepoint uses in various types of computations and transactions, such as overhead allocations, labor postings, general ledger, and cash basis calculations.

You set up accounts in **Settings » General Ledger » Chart of Accounts**.

Field	Description
<b>Search</b>	Enter alphanumeric characters in this field to refine the list of accounts by account name or number that contain those characters.
<b>Account Name</b>	This field lists the name associated with the account.
<b>Type</b>	This column displays the account type. Valid options include Asset, Liability, Net Worth, Revenue, Reimbursable, Reimbursable Consultant, Direct, Direct Consultant, Indirect, and Other Charges. You can insert accounts of a different type within the ranges established on the standard Chart of Accounts. However, after an account is referenced in a transaction file or posted, you cannot modify the account type.
<b>Account</b>	This field lists the number for the account.
<b>Select</b>	Click this button to select an account from the lookup list.
<b>Cancel</b>	Click this button to cancel your changes.

## Labor Codes Settings

Use labor codes to classify the types of work that your staff performs. Labor codes are a key element in project control operations.

In Vantagepoint, all labor costing and budgets are based on labor codes. You also have the option to plan projects at the labor code level. Labor codes classify work for a project in categories or levels that you define. Examples of levels are department and phase (level of

progress, service, or staff level). Labor codes are then entered on timesheets to classify each hour of labor.

If you enter project budgets or do project planning at the labor code level, you can use the **Budget Validation** options on the Accounting tab of the Projects form to implement automatic validation of time records against the budget or plan based on the labor codes that the employee enters for the time records. For more information, see [Accounting Tab of the Projects Form](#) and [Budget Validation for Timesheets](#).

### Labor Code Structure

Before you can add individual labor codes, you must set up the labor code structure for your enterprise on the Labor Code Number Format form (**Utilities » Key Formats » Labor Codes**). On that form, you specify the number of labor code levels, the name of each level, the delimiters between levels, and the number of characters in the codes for each level.

If you have not defined your labor code structure, the **Labor Codes** option is not available under **Settings » Accounting** in the Navigation pane.

### Labor Code Rate Tables

Use the Billing Labor Code Tables form in **Settings » Rate Tables » Billing Labor Codes** to assign billing rates based on the labor code to which employees post time. Billing labor code rate tables are the only billing tables that let you capture multiple billing rates for the same person on the same job.

Use the Cost/Pay Labor Code Tables form to set up one or more tables that specify labor cost or pay rates for labor codes used by your enterprise.

### Labor Codes Examples

Labor codes are structured by levels. You can set up a labor code structure of up to five levels. Most enterprises need only one, two, or three levels.

Some typical labor code levels:

Level	Examples	Typical codes
Department	Architectural Environmental	1-character codes
Phase	Pre-Design Survey	1-character codes
Services	Marketing Studies Field Surveys	2-character codes
Staff Level	Principal Senior Engineer Engineer	1-character codes
Non-billable labor code	Some enterprises designate a level to distinguish billable from non-billable labor. This is necessary only if you bill for time and materials contracts and typically do not bill for most of your labor. You can	1-character codes

Level	Examples	Typical codes
	always choose not to bill labor during the interactive billing cycle.	

A labor code is an abbreviation used to refer to the labor that takes place. The code can include letters or numbers. For example, you can assign A as the labor code for Architecture and S as the labor code for Survey. If you have a long list of items to code, you can assign numbers. For example, 63 could represent Model Construction and 58 could represent Hydrogeological Survey.

The following table provides two examples of a three-level labor code structure, with a total character length of five.

Labor Code Level	Level Name	Number of Characters in Codes	Labor Code Example 1	Labor Code Example 2
1	Department	1	A Architectural	E Environmental
2	Staff	2	01 Principal	04 Technical
3	Service	2	63 Model Construction	58 Hydrogeologic Survey
Full Labor Code		5	A0163 Architectural/Principal/ Model Construction	E0458 Environmental/ Technical/ Hydrogeologic Survey

## Set Up Labor Codes

You can add new labor codes to a labor code level or modify labor code descriptions.

Before you can add individual labor codes, you must set up the labor code levels and the number of characters in each level on the Labor Code Number Format form (**Utilities » Key Formats » Labor Codes**).

### To add labor codes:

1. In the Navigation pane, select **Settings » Accounting » Labor Codes**.  
If you have not yet defined your labor code structure, this option is not available.
2. Use the **Level** option on the Labor Codes settings screen to specify the level for which you want to add a labor code.
3. Click **+ Add Labor Code** below the Actions grid.
4. In the empty row, enter the code and description for the labor code.
5. To add other labor codes, repeat steps 2 - 4.
6. Click **Save**.

## Labor Codes Form

Use the Labor Codes form to add new labor codes or modify labor code labels.

Labor codes are structured in levels. Before you can use this form to add individual labor codes, you must set up the labor code levels and the number of characters in each level on the Labor Code Number Format form (**Utilities » Key Formats » Labor Codes**).

### Display the Labor Codes Form



You display the Labor Codes form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Labor Codes**.

If you have not yet defined your labor code structure, this option is not available.

### Contents of the Labor Codes Form

Specify the labor codes for each level of your labor code format.

Field	Description
<b>Level</b>	Select the level of the labor code format for which you want to add or modify codes. When you select a level, the existing labor codes for that level are displayed.
	Click this icon in the upper-right corner of the grid to display fields for filtering the list of codes by code or description.
<b>Actions</b>	To export labor codes to a comma-separated values (.CSV) file, click <b>Actions</b> and select one of these options: <ul style="list-style-type: none"> <li><b>Export All Labor Codes:</b> Export all labor codes for all labor code levels.</li> <li><b>Export &lt;level&gt; Labor Codes:</b> Export only the labor codes for the currently selected level.</li> </ul>
<b>Code</b>	This column displays the existing labor codes for the level. To add a new code, click <b>+ Add Labor Code</b> below the grid, and enter the new code. Codes can be alphanumeric and must have the number of characters specified for the level in your labor code format. Typically, enterprises alternate letters and numbers between levels to better distinguish labor code levels.
<b>Description</b>	This column displays a descriptive label for each existing labor code. When you add a new code, enter a description for it. You can subsequently display the description on reports and on invoices.
	To delete a labor code, hover over the grid row and click this icon at the end of the row. You cannot delete a labor code it has any transactions posted to it.

Field	Description
<b>+ Add Labor Code</b>	To add a new labor code for the selected level, click this icon to display an empty grid row, and enter the code and description in the fields on that row.

## Absence Accrual Settings

Use absence accruals to specify the number of hours that an employee earns, based on months and years of service or actual hours worked, for vacation and sick time.

You can add accrual codes and associate which projects will be tracked based on those codes, select how often employees accrue absence hours, and show the accrual balance to employees on their timesheet. You can also calculate benefit accruals based on the number of hours worked, as well as set up an absence request approval process. Vantagepoint calculates the number of absence accrual hours each pay period by dividing the annual number of absence accrual hours by the number of pay periods in the year. For example, if an employee earns 120 hours of vacation per year and you process payroll twice a month, Vantagepoint divides the 120 hours by the 24 pay periods, and accrues 5 hours each pay period.

You can also process absence hours automatically for a regular payroll run. If you set the **Accrue Absences With Payroll** option to **Yes** in Absence Accrual Settings (**Settings » Accounting » Absence Accrual**), you can accrue absence hours each time that a regular payroll run is processed. Vantagepoint calculates the number of absence accrual hours each pay period by dividing the annual number of absence accrual hours by the number of pay periods in the year. For example, if an employee earns 120 hours of vacation per year and you process payroll twice a month, Vantagepoint divides the 120 hours by the 24 pay periods, and accrues 5 hours each pay period.

If you are using an outside payroll service, you should run the absence accruals regularly to calculate accruals based on frequency (Monthly, Semi-monthly, Biweekly, Weekly).

In both of these cases, the accrual calculation may also be based on the number of hours worked, if you set the **Enable Accrual On Hours Worked** option to **Yes** in Absence Accrual Settings. This option allows you to calculate and run the accrual process based on the number of hours worked. For example, on the Employees hub, you can define that an employee earns .057 hours of vacation per hour worked. This option allows part time employees to earn vacation time based on the hours worked, rather than on a standard monthly accrual.

In addition, you can set up an accrual schedule for earned vacation hours. You enter the accrual hours earned per year for different time ranges on different lines of the accrual schedule. For example, employees may earn more hours of vacation the second year than the first year.

You run the absence accrual process in **Accounting » Absence Accruals » Absence Hours Accruals Processing**.

## Set Up Absence Accrual Codes

Use the Absence Accrual form to identify the enterprise-wide absence codes for the accruals, such as vacation and sick leave, that you provide for your employees. After you add the accrual codes here in Accounting Settings, you associate them with employees in the Employees hub.

For each absence accrual code, you can show the accrual balance on your employees timesheets, set up an absence request approval process, and specify an associated project to track the hours. There is no limit to the number of absence accrual codes that you can define. You can add accrual codes at any time. You can also modify most absence accrual settings at any time.

### To add accrual codes:


1. In the Navigation pane, select **Settings » Accounting » Absence Accrual**.
2. Below the Accrual Codes grid on the Absence Accrual form, click **+Add Accrual Code**.
3. In the row that opens in the grid, enter the absence accrual code and description.
4. Enter the maximum number of absence hours that any individual employee can have at any given time.  
When an employee reaches this maximum, absence hours are no longer accrued for this code.
5. To pre-accrue annual absence hours when you open a new absence accrual year, select the **Pre-Accrue Hours** option.
6. To print accrual information on the paycheck stub, select the **Print On Check** option.
7. To limit the number of absence hours that can be carried over into a new accrual year, select the **Limit Hours Carried Over to a New Accrual Year** option and use the corresponding **Carry Over Limit** field to specify the maximum number of hours.
8. To allow employees to view the absence hours on timesheets, select **Show on Timesheet**.  
Vantagepoint displays the description, starting balance, current year earned, current year taken, and current balance.
9. If your company set up accrual schedules, use the **Default Schedule** drop-down list to select the appropriate schedule.
10. Use the **Check Hours Against Earned** option to specify whether or not employee hours are validated against available hours for the accrual code:
  - **None:** When employees save and submit timesheets, absence hours are not checked.
  - **Warning:** When employees save and submit timesheets that contain absence hours in excess of the current number available, they receive a warning about the discrepancy but can still save and submit the timesheets.
  - **Error:** When employees save and submit timesheets that contain absence hours in excess of the current number available, they receive an error message and cannot save or submit the timesheets.

11. To specify an approval workflow for absence requests, select the **Use Absence Request** check box and use the drop-down list in the corresponding **Approval Workflow** field to select the workflow.

You create approval workflows for absence requests in **Settings » Workflow » Approval Workflows** in the desktop application. Only approval workflows with an Active status display in the list. You can use the same or different absence request approval workflows for each of your absence accrual codes.

The **Approval Administrator** field is autopopulated when you select the approval workflow

12. If you set the **Enable Accruals on Hours Worked** to **Yes**, the **Project to Exclude from Hours Worked** field displays in the grid and you can use it to specify one or more projects that should **not** be included in the number of hours worked for the accrual calculation.

To select multiple projects, click  **Search** at the bottom of the list. When you select one project, the project name displays in this field. When you select multiple projects, **Records Selected** displays in this field.

13. Click **Save**.

## Absence Accrual Form

Use the Absence Accrual form when you want to add accrual codes and associate them with specific projects, specify how often employees can accrue absence hours, and determine if Vantagepoint will either auto-calculate absence accruals either as part of your payroll process or as a separate process.

You can also set up an accrual schedule for earned vacation hours. You enter the accrual hours earned per year for different time ranges on different lines of the accrual schedule. For example, employees may earn more hours of vacation the second year than they do in the first year.

### Display the Absence Accrual Form

You display the Absence Accrual form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Absence Accrual**.

### Contents of the Absence Accrual Form

Identify and set up the absence accruals, such as vacation or sick leave, that you provide for your employees.

For each absence accrual, you can show accrual balances on timesheets, set up an absence request approval process, and specify the corresponding projects for tracking the hours.

Field	Description
<b>Accrual Frequency</b>	This field indicates how often you plan to accrue benefit hours: monthly, semi-monthly, biweekly, or weekly. Vantagepoint divides the annual number of absence hours by the number of times that you plan to accrue absence hours over the course of the year. For example, an employee earns 120 hours of

Field	Description
	vacation per year and you plan to accrue absence hours twice a month. Since $120 / 24 = 5$ , Vantagepoint accrues 5 hours each time that you process accruals. You run the absence accrual process in <b>Accounting » Absence Accruals » Absence Hours Accruals Processing</b> .
<b>Accrue Absences with Payroll</b>	<p>This option is available only if Payroll is enabled. Select one of two settings:</p> <ul style="list-style-type: none"> <li>To calculate absence accruals automatically when you process a regular payroll, select <b>Yes</b>.</li> <li>To calculate absence accruals separately from your payroll process, select <b>No</b></li> </ul>

### Accrual Codes Grid

Field	Description
<b>Accrual Codes</b>	Use this field to select the absence accrual that you want to add. Accrual codes can be used company-wide to represent a specific benefit plan. You can define an unlimited number of accrual codes and you can add new codes at any time. After you define accrual codes, you associate them with employees in the Employees hub.
<b>Description</b>	Use this field to enter a name for the accrual code.
<b>Maximum</b>	Use this field to enter the maximum number of absence hours that any individual employee can have at any given time. For example, if you enter 200 in this field for the vacation accrual code, an employee can never carry a balance of more than 200 hours of vacation time. After an employee reaches this maximum, Vantagepoint no longer accrues hours for this absence plan for this employee.
<b>Pre-Accrue Hours</b>	<p>Select this option to pre-accrue annual absence hours when you open a new absence accrual year. Vantagepoint locates in the Employees hub the number of hours per year for each employee who receives this benefit, and then applies the full amount at the beginning of the benefit year. Accrual codes that are set to pre-accrue hours will not accrue as part of Accrual Hours Processing.</p> <p>Benefit years are system-wide and cannot be defined on an employee-by-employee basis.</p>
<b>Print on Check</b>	Select this option to print accrual information on the paycheck stub. This option is only available if the Payroll application is installed.
<b>Limit Hours Carried Over to A New Accrual Year</b>	Select this option to limit the number of absence hours that can be carried over into a new accrual year. For example, if your enterprise allows employees to carry over only 80 hours of sick time and at the end of the accrual year the employee has 90 hours, Vantagepoint deducts 10 hours and begins the employee at 80 hours for the year.



Field	Description
	Benefit years are system-wide and cannot be defined on an employee-by-employee basis.
<b>Carry Over Limit</b>	Use this field to enter the maximum number of hours for this accrual that can be carried over into a new accrual year. This field is required if you selected the <b>Limit Hours Carried Over to A New Accrual Year</b> option.
<b>Show on Timesheet</b>	Select this option if you want employees to be able to view the absence hours on their timesheet. For each absence hours selected, Vantagepoint displays the description, starting balance, current year earned, current year taken, and current balance.
<b>Default Schedule</b>	If your company set up accrual schedules in <b>Settings » Accounting » Accrual Schedules</b> , you can select a schedule from the drop-down list in this field.
<b>Check Hours Entered Against Earned</b>	For each accrual code, you can specify whether or not the hours entered on a timesheet exceed the employees actual available hours. Select one of the following settings: <ul style="list-style-type: none"> <li>▪ <b>None:</b> When employees save and submit timesheets, absence hours are not checked.</li> <li>▪ <b>Warning:</b> When employees save and submit timesheets that contain absence hours in excess of the current number available, they receive a warning about the discrepancy, but they can still save and submit the timesheets.</li> <li>▪ <b>Error:</b> When employees save and submit timesheets that contain absence hours in excess of the current number available, they receive an error message, and they cannot save or submit the timesheets.</li> </ul>
<b>Use Absence Request</b>	Select this option if you want to use an approval workflow for employee absence requests that are based on the absence accrual code. You can select this option only if you have created an approval workflow for absence requests in <b>Settings » Workflow » Approval Workflows</b> , in the desktop application. If you clear this option after it was selected and there are absence request approvals in progress, you will receive a message informing you that the in-progress absence request approvals will be canceled if you clear the option. You can define separate approval workflows for each company, or you can use the same approval workflow across multiple companies. Changing an approval administrator for a workflow for the active company changes the administrator for all companies using that workflow. If the approval workflow is enabled, your employees can request vacation or paid time off (PTO), and then have their supervisor approve the request as defined within the approval workflow.

Field	Description
<b>Approval Workflow</b>	If you select the <b>Use Absence Request</b> option, select the approval workflow from the drop-down list in this field. Only approval workflows for absence requests that have an Active status display in the list. You can use the same or different absence request approval workflows for each of your absence accrual codes.
<b>Approval Administrator</b>	This field is autopopulated based on the selected approval workflow. The approval administrator is specified when setting up the workflow in <b>Settings » Workflow » Approval Workflows</b> , in the desktop application.
<b>Project to Exclude from Hours Worked</b>	<p>This field displays in the grid when you set <b>Enable Accruals on Hours Worked</b> to <b>Yes</b>. Click in this field, and then click ▼ to select one or more projects that should <b>not</b> be included in the number of hours worked for the accrual calculation. To select multiple projects, click 🔍 <b>Search</b> at the bottom of the list. When you select one project, the project name displays in this field. When you select multiple projects, <b>Records Selected</b> displays in this field.</p> <p>For example, the employee may not earn sick time while taking vacation time or earn vacation time while taking short term disability leave, so you can select the projects that are associated with vacation time or short term disability leave. The time charged to the projects selected are excluded from the accrual calculation.</p>
<b>+Add Accrual Code</b>	Click this option to add a new accrual code that defines an absence accrual (vacation, sick leave, or others) that you provide for your employees. A blank accrual code row appears at the bottom of the grid.

### Projects Associated with Accruals Grid

Use this grid to identify the absence accrual code to which this project or range of projects is associated. Time posted to this project or range of projects is considered time taken against the accrual plan.

Field	Description
<b>Accrual Code</b>	Use this field to select an accrual code from the drop-down list.
<b>Time Analysis Report Column</b>	Use this field to select a time analysis column from the drop-down list.
<b>Start Project Range</b>	This field indicates the starting project associated with the accrual code.
<b>End Project Range</b>	This field indicates the ending project associated with the accrual code.
:	Click this icon at the end of a grid row and select the option to copy or delete the record. When you copy a row, a new row that contains the copied information is added below the row that you copied. Modify the information in the new row.

Field	Description
<b>+Add Accrual Code</b>	Click this option to add a row at the bottom of the grid to add an accrual code that will be associated with a project.

### Benefit Accrual Calculation Based on Hours Worked Section

Use these options to include or exclude the number of hours the employee accrued for each hour worked and for overtime.

Field	Description
<b>Enable Accrual on Hours Worked</b>	<p>Select <b>Yes</b> to enable Vantagepoint to calculate an employee's absence hours accrual based on the hours that the employee works. This enables the <b>Hours Worked</b> option in the <b>Methods</b> column in the Absence Accruals grid on the Accounting tab of the Employees hub. When you enable accruals based on hours worked, the <b>Projects to Exclude from Hours Worked</b> column is added to the Absence Accrual grid on this form. Use the lookup in the column to select the projects that should be excluded from the hours worked calculation.</p> <p>If you select <b>Hours Worked</b> as the method for an employee, you can also specify how Vantagepoint calculates the employee's hours earned per year, hours earned per hours worked, and maximum hours earned.</p>
<b>Enable Overtime Hours</b>	<p>This option displays when you set the <b>Enable Accrual on Hours Worked</b> option to <b>Yes</b>. For this option, select <b>Yes</b> to have Vantagepoint calculate an employee's overtime hours based on the hours that the employee works. For example, if an employee works 40 hours of regular time and 10 hours of overtime, the setting for this option determines whether or not the employee earns vacation or sick time on the 10 hours of overtime.</p>
<b>Skip Accrual If Less Than Expected Hours</b>	<p>This option displays when you set the <b>Enable Accrual on Hours Worked</b> option to <b>Yes</b>. For this option, select <b>Yes</b> to stop the absence accrual calculation for a time period if the employee does work the number of expected hours in that time period. You must also enter a value in the <b>Expected Hours</b> field. For example, if your firm does not calculate earned vacation for an employee when they work fewer than 10 hours in a specified time period, select <b>Yes</b> and enter 10 in the <b>Expected Hours</b> field.</p> <p>Set this option to <b>No</b> to include all employees in the absence accrual calculation, regardless of the number of hours that they work.</p>
<b>Expected Hours</b>	<p>You must enter the expected hours in this field if you set the <b>Skip Accrual If Less Than Expected Hours</b> option to <b>Yes</b>. If an employee has fewer than this number of hours in a time period, absence hours do not accrue for that time period.</p>

## Accrual Schedules Settings

Use an accrual schedule to specify the number of hours that an employee earns, based on months and years of service, for vacation and sick time. For example, employees may earn more hours of vacation in their second year than their first year.

You can set up as many accrual schedules as you need, and also associate different schedules with different employees. Schedules are available for selection in the Absence Accruals grid on the Accounting tab of the Employees hub. Vantagepoint calculates the number of accrual hours for an employee based on an accrual schedule and the employee's hire date only if the **Use Schedule** check box is selected for an accrual schedule selected in the Employees hub.

After you create a schedule, it is also available for selection in **Settings » Accounting » Absence Accrual**.

If your firm uses multiple companies, you must set up an accrual schedule for each company.

To change the active company in the browser application, click the name of the current company on the toolbar and select a company from the drop-down list. To change the active company in the desktop application, select **Utilities » Change Company** and then select a company on the Company Selection dialog box.

### Set Up Accrual Schedules

You can set up as many accrual schedules as your company needs. You can add schedules at any time.

#### To set up accrual schedules:

1. In the Navigation pane, select **Settings » Accounting » Accrual Schedules**.
2. Perform one of the following actions:
  - To add a new schedule, click **+ New Accrual Schedule**.
  - To add a new schedule based on the schedule that is currently displayed, click **Other Actions » Copy**, rename the copied schedule, and then edit the data for the new schedule.
  - To update an existing schedule, select a schedule from the Absence Accrual Schedule List and modify the field information as needed.
3. In the unlabeled **Description** field at the top of the form, enter text that describes the purpose of the accrual schedule.
4. In the **Schedule Number** field, enter a unique, alphanumeric identifier for the accrual schedule.
5. To turn on calculation of benefit accruals based on hours worked, select the **Calculate Based on Hours Worked** check box.
6. To specify the range of months for the accrual, click **+Add Month Range** below the Absence Accrual Schedule grid and enter the start month and end month in the new row.
7. In the **Hours Per Year** column, enter the number of hours per year that the employee will earn for the specified time frame.

8. In the **Hours Earned Per Hour Worked** column, enter the number of hours that the employee will earn for each hour worked.
9. In the **Max Hours Per Process** column, enter the maximum number of hours to be earned for an accrual run during the time frame specified.
10. Click **Save**.

### Absence Accrual Schedule Form

Use the Absence Accrual Schedule form to set up an accrual schedule for earned vacation hours. You specify the number of hours that an employee earns for vacation and sick time, based on months and years of service and when the allowed hours change over time, based on a preset schedule. You can set up as many accrual schedules as you need.


#### Display the Absence Accrual Schedule Form

You display the Absence Accrual Schedule form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Accrual Schedules**.

#### Contents of the Absence Accrual Schedule Form



Create, edit, or copy an absence accrual schedule. Specify the time range and related settings for hours.

Field	Description
<b>Search</b>	Use the Find absence accrual schedule search field to select an existing absence accrual schedule from the list.
<b>+New Accrual Schedule</b>	To add a new accrual schedule, click this icon to open a new accrual schedule form.
<b>Description</b>	In this unlabeled field at the top of the form, enter text to describe the purpose of the accrual schedule.
<b>Edit</b>	Click this action to open the Accrual Schedule form in edit mode. This allows you to edit any field in the form without having to hover over a field name and click  .
<b>Other Actions</b>	Click ▼ to select one of the following actions: <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Click this option to copy the currently displayed accrual schedule to create a new schedule record. The information from the copied accrual schedule record prefills in the fields for the new accrual schedule record. You can then edit the prefilled fields as needed.</li> <li>▪ <b>Delete:</b> Click this option to delete the currently displayed accrual schedule record.</li> </ul>

Field	Description
<b>Schedule Number</b>	<p>Enter a unique, alphanumeric identifier for the accrual schedule. Deltek recommends that you determine a method for how you assign IDs and stick to it. You cannot modify this field after the schedule is created.</p> <p>If your firm uses multiple companies, you can use the same accrual schedule IDs for different companies in your enterprise.</p> <p>Deltek recommends the following guidelines:</p> <ul style="list-style-type: none"> <li>All IDs are the same length.</li> <li>If you use a decimal point in the ID, always have the same number of digits to the left of the decimal.</li> <li>If all IDs do not have the same number of digits, they should all include a punctuation mark (such as a period or a hyphen), and always have the same number of digits to the left of the punctuation mark</li> </ul> <p>IDs are sorted as if they were alphabetized words. For example, if you have the following IDs: 1, 2, 11, 50, 100, they are sorted as: 1, 100, 11, 2, 50 on reports.</p>
<b>Calculate Based on Hours Worked</b>	<p>This option is enabled when the <b>Enable Accruals On Hours Worked</b> option is set to <b>Yes</b> on the Absence Accrual settings form (<b>Settings » Accounting » Absence Accrual</b>).</p> <p>Select this check box to calculate benefit accruals based on hours worked. When you select this option, the <b>Hours Earned Per Hour Worked</b> and <b>Max Hours Per Process</b> columns are enabled in the Absence Accrual Schedule grid. Use these columns (described below) to record the number of hours that the employee can earn for each hour worked and the maximum number of hours earned based on the hours worked for an individual accrual process in the accrual schedule.</p>

#### Absence Accrual Schedule Grid

Field	Description
<b>+Add Month Range</b>	Click this option below the grid to open a new row in the grid so that you can specify start and end dates for the accrual schedule, the number of hours earned per time range for the employee, and more.
<b>Start Month</b>	<p>Enter the starting month of the time range that this row represents. Month number one is the first month completed after the <b>Hire Date</b> (on the Employment Details tab of the Employees hub).</p> <p>For example, if each employee earns five vacation days in their first year and ten days in their second through fifth years, then:</p> <ul style="list-style-type: none"> <li>The first line represents the first year, so the <b>Start Month</b> would be <b>0</b>.</li> <li>The second line represents the second through fifth years, so the <b>Start Month</b> would be <b>12</b>.</li> </ul>

Field	Description
<b>End Month</b>	<p>Enter the ending months of the time range that this row represents. Month number one is the first month completed after the <b>Hire Date</b> (on the Employment Details tab of Employees hub).</p> <p>For example, if each employee earns five vacation days in their first year and ten days in their second through fifth years, then:</p> <ul style="list-style-type: none"> <li>The first line represents the first year, so the <b>End Month</b> would be <b>11</b>.</li> <li>The second line represents the second through fifth years, so the <b>End Month</b> would be <b>59</b>.</li> </ul>
<b>Hours Per Year</b>	<p>This field is enabled when the <b>Calculate Based on Hours Worked</b> check box is selected. Enter the number of hours per year that the employee will earn for the specified time frame.</p>
<b>Hours Earned Per Hour Worked</b>	<p>This field is enabled when the <b>Calculate Based on Hours Worked</b> check box is selected.</p> <p>Use this field to specify the number of hours that the employee will earn for each hour worked. This number of hours applies to all employees who have this accrual schedule associated with an accrual code defined on the Accounting tab in the Employees hub. This amount cannot be changed in the hub.</p> <p>For example, if your enterprise's policy defines an employee earn 1 hour of sick time for every 30 hours worked, enter 0.0333.</p>
<b>Max Hours Per Process</b>	<p>This field is enabled when the <b>Calculate Based on Hours Worked</b> check box is selected.</p> <p>Use this field to specify the maximum number of hours to be earned for an accrual run during the time frame specified. This maximum amount applies to all employees who have the accrual schedule associated with the accrual code defined on the Accounting tab in the Employees hub. This amount cannot be changed in the hub.</p> <p>For example, an enterprise did not allow an employee to accrue more benefit hours than an expected workweek, so the maximum hours entered was the expected accrual. Or, an enterprise did not allow an employee to accrue extra vacation time when they worked additional hours during a timesheet period, so they entered a maximum amount of earned hours allowed.</p>
	<p>Select a row in the grid, click this icon, and then select <b>Copy</b> to make a copy of the row's data (which you can then modify) or <b>Delete</b> to remove the row.</p>
	<p>Click the scroll icon to page through long lists of Absence Accrual Schedules.</p>

Learn More About...

You can review an example for setting up vacation time accruals.

### Checklist: Set Up and Enable Approvals for Absence Requests

You can set up a process for approving employees' absence requests for vacation, sick leave, and so on.

Employees submit absence requests from their timesheet in **My Stuff » Timesheet**. Approvers approve absence requests in **My Stuff » Approval Center**.

### Checklist for Configuring and Enabling Approvals for Absence Requests

Step	Description	Location
1	The Accounting and Time applications must be activated.	<b>Settings » General » Modules</b>
2	Benefit accrual codes must be set up and configured for the type of absences, such as vacation, sick, or personal leave, that you want to go through the approval process.	<b>Settings » Accounting » Time Analysis</b>
3	If you use organizations and you want absence requests to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b>, in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>■ <b>Settings » Organization » General</b>, in the desktop application: Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li>■ <b>Settings » Organization » Individual</b>, in the desktop application: Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul> </li> </ol>
4	Create an approval workflow for absence requests.	<b>Settings » Workflow » Approval Workflows</b> , in the desktop application



Step	Description	Location
		<ul style="list-style-type: none"> <li>When you create an approval workflow, select <b>Absence Requests</b> in the <b>Application</b> field on the General tab.</li> <li>On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step.</li> <li>You can use the same or different approval workflow for absence requests for each of your benefit accrual codes.</li> </ul>
5	For the appropriate benefit accrual codes: <ul style="list-style-type: none"> <li>Enable approvals for absence requests.</li> <li>Assign an approval workflow for absence requests.</li> </ul>	<b>Settings » Accounting » Absence Accrual</b> In the Accrual Codes grid on the Absence Accrual Settings form: <ul style="list-style-type: none"> <li>Select the <b>Use Absence Request</b> check box for a company/benefit accrual code.</li> <li>In the <b>Approval Workflow</b> field, select the approval workflow to use.</li> </ul> When you save these settings: <ul style="list-style-type: none"> <li>The next time a user clicks <b>Submit</b> on the Request Absence dialog box in <b>My Stuff » Timesheet</b>, the approval process starts for the absence request.</li> <li>A Progress tab displays on the Absence Requests form.</li> </ul>

### Accrual Schedule Example

If you are new to Vantagepoint, you may find it helpful to review an example of accrual schedule setup.

In this example, employees earn 5 vacation days in their first year, 10 days in their second through fifth years, and 15 days for the remainder of their employment.

Your accrual schedule is set up as follows:

Line	Start Month	End Month	Hours Per Year
Line 1	0	11	40
Line 2	12	59	80
Line 3	60	9999	120

The first line represents the first year, so the Start Month/End Month is 0 to 12. The 5 days of vacation equal 40 hours per year.

The second line represents the second through fifth years, so the Start Month/End Month is 13 to 60. The 10 days of vacation equal 80 hours per year.

The third line represents the years after the fifth year, so the Start Month/End Month is 61 to 9999. The 15 days of vacation equal 120 hours per year.

To determine which line the employee falls into, Vantagepoint calculates the number of months between the employee's hire date (**Hire Date** field on the Employment Details tab of Employees hub) and today's date.

For example, if an employee's hire date January 3, 2020 and today is June 8, 2020, the employee has worked for the company for five months and therefore belongs in the Line 1 category. If an employee's hire date is January 3, 2011 and today is June 8, 2020, the employee belongs in the Line 3 category.

## Overhead Allocation Settings

Before your enterprise uses the Overhead Allocation feature, you must enter and define certain company-wide information that all projects use. Use the Overhead Allocation form in Accounting Settings to establish overhead allocation controls for your company.

### Overhead Allocation and Reporting

Overhead Allocation is the process of distributing indirect costs to revenue producing contracts. After indirect costs are distributed, the revenue from contracts supports the total cost of doing business. Overhead is calculated when you run Overhead Allocation or when you close a period. When you allocate overhead, Vantagepoint does not make any entries in your general ledger; it is included on project reports to better reflect profitability.

You can run overhead allocation on a company-wide basis or by organization. Note that when more than one accounting period is open and overhead needs to be run in a prior period, you cannot run Overhead Allocation in the new period. This prevents artificially high overhead figures from appearing on new reports.

### Overhead Allocation Settings

Use Overhead Allocation settings to control how overhead expenses are allocated. Overhead expenses are all items charged to an indirect expense account (700.00 - 799.99).

If you allocate overhead on a company-wide basis when organizations are established in your database, you treat the entire company as one organization. For example, you choose assignment or proration as the allocation method; you choose labor or revenue as the allocation base, and you set up an overhead variance project number (if using the assignment method) to store any difference between actual and applied overhead.

If your enterprise uses multiple companies, you must set up overhead allocation for each company.

To change the active company in the browser application, click the name of the current company on the toolbar and select a company from the drop-down list. To change the active company in the desktop application, select **Utilities » Change Company** and then select a company on the Company Selection dialog box.

## Checklist: Setting Up Overhead Allocation

If you are new to Vantagepoint, review the overall steps for setting up Overhead Allocation before you proceed.

The following checklist describes the process required to set up your system to allocate overhead to your projects.

Step	Procedure	Related Information
1	Ensure that all overhead projects are set up.	<a href="#">Create a Project Manually</a>
2	Ensure that all promotional projects are set up.	<a href="#">Create a Linked Promotional Project for an Existing Project</a>
3	Enter historical overhead amounts for your projects, if needed.	<a href="#">Run Overhead Allocation</a>
4	Set up the system overhead structure for your enterprise.	<a href="#">Set Up System Overhead Structure</a>
5	Set up any additional account number(s) that contain expenses to include in the overhead allocation base.	<a href="#">Set Up Overhead Allocation Accounts</a>

How to...

You define the scope of your firm's overhead structure and define overhead allocation accounts in Overhead Allocation Settings.

### Set Up the Overhead Allocation Structure

In Overhead Allocation Settings, you specify whether or not Vantagepoint allocates overhead to regular projects in which direct labor or revenue has been charged during the accounting year. If you decide to allocate overhead, you also specify the scope: company-wide or by organization.

#### To set up your system's overhead structure:

1. In the Navigation pane, select **Settings » Accounting » Overhead Allocation**.
2. On the Overhead Allocation settings form, set the **Scope** option to **Companywide** or **Organization**.
3. If you are setting up overhead allocation by company, use the **Method** option to determine how expenses are allocated:
  - **Assign:** Allocates overhead on a year-to-date basis to regular projects, based on a specified percentage of each project's direct labor or revenue, not on the firm's actual overhead costs.
  - **Prorata:** Allocates overhead on a year-to-date basis to regular projects, based on a percentage of the firm's actual year-to-date overhead costs.

4. In the **Overhead Rate** field, enter the default percentage to use when assigning overhead.
5. Set the **Basis** option to one of two settings:
  - **Direct Labor:** Select this setting to base overhead allocation on direct labor, including regular hours and overtime hours.
  - **Revenue:** Select this setting to base overhead allocation on revenue.
6. Click **Save**.


**Postrequisite:** Complete overhead allocation setup by specifying additional accounts to be included in the overhead allocation base calculations. For information, see [Set Up Overhead Allocation Accounts](#).

### Set Up Overhead Allocation Accounts

You define the account numbers that contain additional expenses that you may want to include in the overhead allocation base (the denominator part of the overhead calculation). This is typically associated with the Proration method.

For example, if you want to include temporary contract labor or CADD expense, in addition to labor in the allocation base, you would add the general ledger accounts for these types of expenses on this company. In this example, the labor expense is included in the base, which you specify with the **Basis** option. Typically, you would do this if your company contracts out a significant amount of work.

#### To set up overhead allocation accounts:

1. In the Navigation pane, select **Settings » Accounting » Overhead Allocation**.
2. On the Overhead Allocation settings form, below the Additional Accounts to Include in Overhead Allocation Base Calculations grid, click **+Add Account**.
3. In the blank account row that displays in the grid, click  and use the Account lookup to select an account to include in the overhead allocation base.
4. To add additional accounts, repeat steps 2 and 3.
5. Click **Save**.

### Fields and Options

Use the Overhead Allocation form to set up the structure and accounts for overhead allocation.

### Overhead Allocation Settings Form

Use the Overhead Allocation form to set up the overhead structure and to specify additional accounts to be included in overhead allocation calculations.

### Display the Overhead Allocation Form

You display the Overhead Allocation form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Overhead Allocation**.

### Contents of the Overhead Allocation Form of Accounting Settings

Use the Overhead Allocation settings form to control how overhead expenses are allocated to your regular projects. Deltek recommends that you allocate overhead to analyze project performance.


#### Contents



Field	Description
<b>Scope</b>	<p>Use this drop-down list to control how overhead allocation is distributed. Select one of the following settings:</p> <ul style="list-style-type: none"> <li>■ <b>Companywide:</b> Overhead allocation distributes one pool of overhead to regular projects, phases, and tasks to which direct labor or revenue has been charged during the accounting year. When you select this option, additional variance overhead fields for projects, phases, and tasks are enabled.</li> <li>■ <b>Organization:</b> Overhead allocation distributes separate pools of overhead from non-operating organizations to operating organizations. Vantagepoint then distributes overhead to projects and tasks to which direct labor or revenue has been charged during the accounting period. If you select this method, no other information is required for overhead allocation at the system level on the screen. However, the <b>Basis</b> field can be used by Key Financial Metrics to calculate actual overhead rate and <b>Overhead Rate</b> can be used for burden calculations. If you select this method, you should complete the overhead setup for each individual organization in <b>Settings » Organization » Individual</b>, in the desktop application.</li> <li>■ <b>None:</b> Vantagepoint does not allocate overhead. If you select this option, no other information is required. You can, however, use <b>Overhead Rate</b> for burden calculations. Typically, you would not allocate overhead if your enterprise job costs using billing rates. It is rare for an enterprise to select this method.</li> </ul>
<b>Method</b>	<p>If you set the <b>Scope</b> option to <b>Company-wide</b>, use this option to specify how expenses are allocated for the active company. Overhead is the sum of an enterprise's indirect expenses, such as vacation pay, sick time, rent, utilities, and so on. Select one of the following settings:</p> <ul style="list-style-type: none"> <li>■ <b>Assign:</b> Vantagepoint allocates overhead on a year-to-date basis to regular projects based on a specified percentage of each project's direct labor or revenue, not on the enterprise's actual overhead costs. Because</li> </ul>

Field	Description
	<p>you select the specified percentage, this method generates a consistent overhead rate month-to-month on projects reports. However, the method will likely result in a difference in total year-to-date overhead allocated to all projects and total overhead expense on your income statement. The difference will be stored in the variance project.</p> <ul style="list-style-type: none"> <li>■ <b>Prorata</b> (proration): Vantagepoint allocates on a year-to-date basis to regular projects based on a percentage of the enterprise's actual year-to-date indirect expenses to each regular project. This method generates a true overhead number but will fluctuate month-to-month as the year-to-date overhead expenses fluctuate on the income statement over the year.</li> </ul>
<b>Overhead Rate</b>	<p>Enter the default overhead rate (percentage) to use when assigning overhead. When Vantagepoint allocates overhead, it uses this rate for all projects/tasks that do not have a rate defined in the Projects hub. You are able to override this rate at the project level in the Projects hub.</p> <p>This rate is only used if you are assigning overhead. This overhead rate is also used to calculate burdened rates on all job-to-date labor on project reports that use burdened rates.</p> <p>You do not need to enter decimal points or percent signs. For example, enter 165 for 165%. The overhead rate helps to determine the amount of overhead a project will receive by calculating the amount for every dollar of direct labor and revenue (<math>\\$1.00 * 165\% = 1.65</math> of overhead).</p> <p>You cannot enter a negative number.</p>
<b>Basis</b>	<p>Select one of the following settings:</p> <ul style="list-style-type: none"> <li>■ <b>Direct Labor</b>: This indicates that you want to base your overhead allocation on your direct labor, including regular hours and overtime hours. For every dollar of direct labor, a certain percentage of overhead should be assigned. Therefore, more labor-intensive projects receive more overhead.</li> <li>■ <b>Revenue</b>: This indicates that you want to base your overhead allocation on your revenue. For every dollar of revenue, a certain percentage of overhead should be assigned. Therefore, projects generating more revenue receive more overhead.</li> </ul>

### Variance Fields


If you selected **Companywide** for the scope, Vantagepoint displays the following three fields:

Field	Description
<b>Variance Project</b>	<p>You must enter an overhead variance project when using the Assign method (not for Proration). Click  to display the Project/Phase/Task Lookup and select the regular project to which Vantagepoint will assign all unallocated overhead.</p> <p>To maintain reconciliation between project costs and general ledger costs, you must define this Overhead Variance project. This project stores the difference between the total year-to-date overhead assigned to projects (via the</p>

Field	Description
	assignment method) and the actual total indirect expenses incurred as displayed on the Income Statement. Use the Overhead Allocation report to gauge the variance and whether the rate should be adjusted.
<b>Variance Phase</b>	If the variance project has phases, specify the phase to which Vantagepoint assigns all unallocated overhead. Click  to display the Phase/Task lookup and select a phase and task from the list.
<b>Variance Task</b>	If the variance project has tasks, specify the task to which Vantagepoint assigns all unallocated overhead. Click  to display the Task lookup and select a task from the list.

### Additional accounts to include in Overhead Allocation Base Calculations

Use this grid to filter, add, and remove additional accounts used in the overhead allocation base calculation.

Field	Description										
<b>+ Add Account</b>	Click this option to add an account record. A blank account row is added at the bottom of the grid										
<b>Account</b>	<p>Click  in the first field to display the Account lookup. Select an expense account from the list for which you want to include in the allocation base. You can add direct and/or reimbursable expenses within the base. The account's numeric ID appears in this field.</p> <p>To sort through long lists of accounts and restrict the list to either a single account or a range of accounts, enter one or more alphanumeric values in the search field.</p> <p>Suggested accounts to add to the base include any expense that is often an alternative to the base, for example, computer expense for Direct Labor allocation. This field applies to the following:</p> <table> <tr> <th>Base</th><th>Apply</th></tr> <tr> <td><b>Direct Labor</b></td><td>Yes</td></tr> <tr> <td><b>Revenue</b></td><td>No</td></tr> <tr> <td><b>Total Labor</b></td><td>Yes (only if allocating by organization with the Distribute to Operating Organizations option selected)</td></tr> <tr> <td><b>Total Cost</b></td><td>Yes</td></tr> </table>	Base	Apply	<b>Direct Labor</b>	Yes	<b>Revenue</b>	No	<b>Total Labor</b>	Yes (only if allocating by organization with the Distribute to Operating Organizations option selected)	<b>Total Cost</b>	Yes
Base	Apply										
<b>Direct Labor</b>	Yes										
<b>Revenue</b>	No										
<b>Total Labor</b>	Yes (only if allocating by organization with the Distribute to Operating Organizations option selected)										
<b>Total Cost</b>	Yes										
<b>Description</b>	This field autopopulates when you select an account from the Account lookup.										


### Account Lookup Dialog Box

Use the Account Lookup dialog box to add an account to a grid. Vantagepoint uses accounts in various types of computations and transactions, such as overhead allocations, general ledger, and cash basis calculations.

The account lookup selections can include both direct and indirect accounts, as well as labor and override accounts.

#### *Display the Account Lookup*

You can display the Account lookup from different forms.

1. Select one of the following paths:
  - Select **Settings » Accounting » Labor Posting** and click **+Add Labor Account** or **+Add Override Account**.
  - Select **Settings » Accounting » Overhead Allocation** and click **+Add Account**.
  - Select **Settings » General Ledger » Chart of Accounts** and select the **Cash Basis Account** field.
2. Click  to display the Account lookup.

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

The Account lookup offers additional search options and the ability to select an account from the list.

#### **Contents**

Use the account lookup fields and options to enter advanced search criteria to find an account record that Vantagepoint uses in various types of computations and transactions, such as overhead allocations, labor postings, general ledger, and cash basis calculations.

You set up accounts in **Settings » General Ledger » Chart of Accounts**.

Field	Description
<b>Search</b>	Enter alphanumeric characters in this field to refine the list of accounts by account name or number that contain those characters.
<b>Account Name</b>	This field lists the name associated with the account.
<b>Type</b>	<p>This column displays the account type. Valid options include Asset, Liability, Net Worth, Revenue, Reimbursable, Reimbursable Consultant, Direct, Direct Consultant, Indirect, and Other Charges.</p> <p>You can insert accounts of a different type within the ranges established on the standard Chart of Accounts. However, after an account is referenced in a transaction file or posted, you cannot modify the account type.</p>
<b>Account</b>	This field lists the number for the account.



Field	Description
<b>Select</b>	Click this button to select an account from the lookup list.
<b>Cancel</b>	Click this button to cancel your changes.

Learn More About...

You set up overhead and promotional projects as part of overhead allocation configuration.

### Overhead Projects

You charge all indirect labor costs and indirect expenses to overhead projects. Vantagepoint then distributes these overhead costs to all regular projects, according to the allocation method you have chosen.

Vantagepoint provides the following default overhead projects, which you can change during installation:

Project	Description
1.00	General Overhead
2.00	Vacation
3.00	Sick Leave
4.00	Holiday

Use the Projects hub to set up additional overhead projects or to change the default overhead projects. You may also assign tasks to overhead projects.

When you close out the last period of a fiscal year, Vantagepoint automatically sets to zero the job-to-date amounts for all overhead projects, so that overhead projects can track expenses for the new year. As a result, overhead is always calculated year-to-date. Promotional projects are not zeroed out at the start of a new year.

### Promotional Projects

A promotional project is a type of overhead project. It is used to collect project related costs prior to award of the contract, such as during the contract proposal process. Vantagepoint distributes costs charged to promotional projects among all regular projects in the same way that it distributes other overhead costs.

If necessary, you can transfer some or all of a promotional project's costs to a regular project number. To do this, transfer the costs using labor adjustments and journal entries or through Interactive Billing Transfers.

In the Accounting application, the sum of all the expenses charged to overhead and promotional projects equals the sum of all the expenses charged to indirect expense accounts in the general ledger.

Vantagepoint does not set to zero job-to-date amounts for promotional projects at the start of a new fiscal year. Job-to-date amounts on overhead projects are set to zero.

Indirect expenses in your General Ledger are calculated by including overhead project expenses and promotional project expenses.

## Posting Account Settings

Posting Account settings include default settings for global posting accounts, credits and debits by organization, foreign posting accounts, and gains and losses.

This includes the defaults for several areas.

- **Detailed Subledgers for Intercompany Billing:** Enable detailed subledgers, which are used for intercompany billing.
- **Company and Intercompany Accounts:** Set up company accounts that receive automatic postings. If you use multiple companies, you also set up intercompany accounts to facilitate transactions between the companies within your enterprise.
- **Expense Credits:** Determine the credit side of the entry for miscellaneous expenses, prints and reproductions, employee expenses, and employee advances.
- **Credits and Debits by Organization:** Determine how you want to distribute debits and credit associated with specific postings by organization. If you use multiple companies, you can also specify the organization that receives the implicit side of intercompany postings.
- **Gains, Losses, and Revaluations:** Set up default general ledger accounts and projects for realized and unrealized gains and losses.

How to...

Posting account settings include default settings for global posting accounts, debits and credits by organization, foreign posting accounts, and gains and losses.

### Set Up Default Accounts

You can set up default accounts that receive automatic postings for your company. If you use multiple companies, you also set up intercompany accounts to facilitate transactions between the companies within your enterprise.

#### To set up default accounts:

1. In the Navigation pane, select **Settings » Accounting » Posting Accounts**.
2. Complete the following fields in the Foreign Labor Type Labor Posting Accounts section of the Posting Accounts settings form:
  - **Direct Account:** Select a direct expense account. Vantagepoint credits direct labor charges to this account when you post timesheets or labor adjustments that reference a foreign labor type.

- **Indirect Account::** Select an indirect expense account. Vantagepoint credits indirect labor charges to this account when you post timesheets or labor adjustments that reference a foreign labor type.
3. Click **Save**.

### Set Up Posting Information

Vantagepoint automatically posts at least one side of a debit and credit general ledger entry for you. Use the Posting Account Settings to determine the credit side of the entry for labor, miscellaneous expenses, reproductions, consultant accruals, employee expenses, and employee advances, and to enter settings for control totals and posting logs.

Some of the fields may not be available, based on the use of automatic postings set up for individual organizations.

#### To set up posting information:

1. In the Navigation pane, select **Settings » Accounting » Posting Accounts**.
2. If you use multiple companies and want to generate accounts receivable and accounts payable transactions in Intercompany Billing, set the **Enable Detailed Subledgers for Intercompany Billing** option to **Yes** to enable the detailed subledgers feature.  
This enables the following items:
  - The **Labor Revenue** and **Expense Revenue** fields on the Accounts tab in the Intercompany Accounts section of the form.
  - The Subledger Vendors and Subledger Terms tabs in **Settings » Accounting » Intercompany Billing**, in the desktop application.
  - The Accounts Receivable reporting features.
  - The ability to create actual invoices and vouchers between companies and have these transactions display on accounts receivable and accounts payable reports.
3. In the **Accounts Receivable** field, enter or select the account to which accounts receivable amounts are posted.  
This account is used when invoices are posted and an accounts receivable account is not mapped to an invoice account in the Invoice Mapping Accounts grid of the Accounts Receivable settings form in **Settings » Billing » Accounts Receivable**.  
The default for this field is account 111.00 - AR Clients in the Standard Chart of Accounts. If you modify it, make sure that the new account has been set up in **Settings » General Ledger » Chart of Accounts**.
4. In the **Current Year P&L** field, enter or select the account to which to post this year's profit and loss amount.
5. In the **Prior Year Retained Earnings** field, enter or select the account to which to post the prior year's retained earnings.
6. Click **Save**.

### Set Up Organization Debits and Credits

Use the Organization debits and credits fields in Posting Account Settings to determine the debits and credits that you want to distribute by organization. If you do not want payroll liability credits distributed by an organization, you can select the payroll liability organization that you want.

The Debit and Credit Distribution by Organization grid displays only if organizations are enabled for the active company.

#### To set up organization debits and credits:

1. In the Navigation pane, select **Settings » Accounting » Posting Accounts**.
2. In the Debit and Credit Distribution by Organization grid, select the row that contains the type of debit or credit that you want to post to an indirect account or balance sheet account.  
Do not select any of these rows if you post the credit to a balance sheet account and you use a consolidated balance sheet.
3. For each row, enter or select the account to which the debit or credit will be distributed for the organization.  
If you use multiple companies, only those accounts that belong to the active company are available.
4. To distribute the debit or credit by organization, select the **Distribute** check box.
5. If you instead want to specify the project, phase, and/or task for the debit or credit, clear the **Distribute** check box and enter or select entries for the **Project**, **Phase**, and **Task** fields.  
If you use multiple companies, only projects, phases, or tasks that belong to the active company are available for these fields.
6. Click **Save**.

### Set Up Accounting Company Gains and Losses

If your enterprise uses multiple currencies, you set up default general ledger accounts and projects for realized and unrealized gains and losses.

The Gains, Losses and Revaluations grid fields of the Posting Accounts settings form apply when you post realized and unrealized gains and losses and you do either of the following:

- Process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions.
- Run the Gains/Losses and Revaluation process, which calculates gains and losses for unpaid foreign-currency accounts payable and accounts receivable transactions and for foreign-denominated general ledger accounts.

If you use multiple companies, only the accounts and projects that belong to the active company are available for selection.

### To set up gains and losses accounts and projects:

1. In the Navigation pane, select **Settings » Accounting » Posting Accounts**.
2. In the Gains, Losses, and Revaluations grid, select a balance sheet or income statement account to which realized and unrealized gains and losses will be posted.
3. For each row, enter or select the project to which you want realized and unrealized gain and loss entries posted.  
The charge type of the project (regular, overhead, or promotional) must match the account type.
  - Indirect accounts require an overhead or promotional project.
  - Revenue accounts require a regular project.
  - Balance sheet or below-the-line accounts can have a regular, overhead, or promotional project.

If you use organizations, the project that you specify here also determines the organization whose financial statements are affected by gains or losses.

You must enter a project in the **Project** field if both of the following are true:

- You do not maintain separate balance sheets for each organization (the **Maintain Separate Balance Sheets by Organization** option is not selected in **Settings » Organization » General**, in the desktop application).
- The account that is entered in the **Account** field is an income statement account.

If you maintain separate balance sheets for each organization, you must enter a project for each organization on the Gains and Losses tab in **Settings » Organization » Individual** in the desktop application, regardless of the type of account entered on this tab.

4. If a project has phases and tasks, enter or select the phase or task to which you want realized and unrealized gain and loss entries posted for the account that you entered in this row.
5. Click **Save**.

### Fields and Options

Use the Posting Accounts settings form to specify defaults for posting accounts.

### Posting Account Settings Form

Use the Posting Account Settings form to determine how your firm processes postings.

### Display the Posting Account Settings Form

You display the Posting Account Settings form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Posting Accounts**.

### Contents of the Posting Accounts Setting Form

You enable detailed subledgers and specify intercompany accounts on this form.

#### Global Posting Account Options

Field	Description
<b>Enable Detail Subledgers for Intercompany Billing</b>	<p>If your firm uses multiple companies, select <b>Yes</b> to enable the detailed subledgers feature, which makes it possible to generate accounts receivable and accounts payable transactions in Intercompany Billing.</p> <p>This enables the following items:</p> <ul style="list-style-type: none"> <li>▪ The <b>Labor Revenue</b> and <b>Expense Revenue</b> fields on this form.</li> <li>▪ The Subledger Vendors and Subledger Terms tabs in <b>Settings » Accounting » Intercompany Billing</b> in the desktop application.</li> <li>▪ The Accounts Receivable reporting features.</li> <li>▪ The ability to create actual invoices and vouchers between companies and have these transactions display on accounts receivable and accounts payable reports.</li> </ul>

#### Company Accounts

Field	Description
<b>Accounts Receivable</b>	<p>Enter or select the account to which to post accounts receivable amounts.</p> <p>This account is used when invoices are posted and an accounts receivable account is not mapped to an invoice account in the Invoice Mapping Accounts grid in <b>Settings » Billing » Accounts Receivable</b>.</p> <p>The default for this field is account 111.00 - AR Clients in the standard chart of accounts. If you modify it, make sure that the new account has been set up in <b>Settings » General Ledger » Chart of Accounts</b>.</p>
<b>Current Year P&amp;L</b>	<p>Enter or select the account to which to post this year's profit and loss amount. Each time that you print a balance sheet, Vantagepoint displays the current year's profit or loss amount from the income statement next to the Current Year's Profit and Loss account in the Net Worth section. You cannot post to this account; Vantagepoint calculates the balance for this account automatically.</p> <p>The default for this field is account 312.00 - Current Yrs Profit (Loss) in the standard chart of accounts. You should not modify this account number. If you do modify it, make sure that the new account has been set up in <b>Settings » General Ledger » Chart of Accounts</b>.</p>
<b>Prior Year Retained Earnings</b>	<p>Enter or select the account to which to post the prior year's retained earnings. Vantagepoint does not post profit or loss to the balance sheet until you initialize your files for a new year, at which time it posts to the Prior Years' Retained Earnings account. You should not post to this account; Vantagepoint calculates the balance for this account automatically.</p>

Field	Description
	The default for this field is account 311.00 - Prev Yrs Retained Earnings in the standard chart of accounts. You should not modify this account number. If you do modify it, make sure that the new account has been set up in <b>Settings » General Ledger » Chart of Accounts</b> .
<b>Do not allow Account Name Changes</b>	Select this check box to prevent users from changing the name of a general ledger account in <b>Settings » General Ledger » Chart of Accounts</b> after a transaction (posted or unposted) has been created for the account.

### Debits and Credits by Organization

Use the Organization debits and credits fields to determine the debits and credits that you want to distribute by organization. If you do not want payroll liability credits distributed by an organization, you can select the payroll liability organization that you want.

Field	Description
<b>Type</b>	<p>Select the row that contains the type of debit or credit that you want to post.</p> <ul style="list-style-type: none"> <li>■ <b>Labor:</b> Use this row to post labor distribution credits to an indirect account or to the balance sheet account.</li> <li>■ <b>Miscellaneous Expense:</b> Use this row to post miscellaneous expense distribution credits to an indirect account or to the balance sheet account.</li> <li>■ <b>Reproductions Expense:</b> Use this row to post reproduction expense distribution credits to an indirect account or to the balance sheet account.</li> <li>■ <b>Consultant Accrual Expense:</b> Select this row to post consultant accrual expense distribution credits to an indirect account or to the balance sheet account.</li> <li>■ <b>Unit Expense:</b> Select this row to post unit expense distribution credits to an indirect account or to the balance sheet account. When this check box is selected, the default organization is credited if the unit billing credit account is a balance sheet or non-operating expense, and you do not maintain separate balance sheets.</li> </ul> <p>When this row is not selected, the credit goes to one of the following places:</p> <ul style="list-style-type: none"> <li>■ The organization of the costing credit project in Unit Table Settings</li> <li>■ The default organization, if the cost account is a balance sheet account and you do not maintain separate balance sheets</li> </ul> <p>The Unit Credit account may vary from unit to unit. You specify the Unit Credit project in one of the following places, depending on whether or not you want to show the amount for the Unit Credit account for each organization or as a total amount for all organizations combined:</p>

Field	Description
	<ul style="list-style-type: none"> <li>In Unit Table Settings, in the <b>Credit project</b> field</li> <li>In Individual Organization Settings, in the <b>Unit Credit project</b> fields</li> <li><b>Employee Expense and Employee Advance Distribution:</b> Select this row to post employee expense and advance distribution credits to an indirect account or to the balance sheet account. This field displays only if the Employee Expense application is enabled.</li> </ul> <p>Do not select any of these rows if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p>
<b>Account</b>	Select the account to which the debit or credit will be distributed for the organization. If you use multiple companies, only those accounts that belong to the active company display in the Account lookup list.
<b>Distribute</b>	Select this option to distribute the debit or credit by organization. If this option is not selected, the <b>Project</b> , <b>Phase</b> , and <b>Task</b> fields are enabled.
<b>Project</b>	Enter or select the project to which the debit or credit will be distributed for the organization. If you use multiple companies, only projects that belong to the active company display in the Project lookup list.
<b>Phase</b>	If a project has phases, enter or select the phase to which you want the debit or credit to be distributed. The rules about organizations and separate balance sheets for the <b>Project</b> field also apply to phases.
<b>Task</b>	If a phase has tasks, enter or select the task to which you want realized and unrealized gain and loss entries posted for the account that you entered in this row. The rules about organizations and separate balance sheets for the <b>Project</b> field also apply to tasks.

### Intercompany Accounts

Field	Description
<b>Accounts Receivable</b>	<p>Enter or select an asset account to be debited when you process invoices for intercompany billing.</p> <p>If you modify this account after you enter <b>Labor Revenue</b> and <b>Expense Revenue</b> accounts, the accounts in these two fields are removed because intercompany billing requires that they be mapped to the company's intercompany Accounts Receivable account in the Invoice Mapping Accounts grid in <b>Settings » Billing » Accounts Receivable</b>.</p>
<b>Accounts Payable</b>	<p>Enter or select a liability account. Vantagepoint debits this account when you post vouchers for an intercompany transaction.</p> <p>If you selected the <b>Enable Detailed Subledgers for Intercompany Billing</b> option above, the accounts payable account that you select here should match the accounts payable account referenced by the <b>AP Liability</b> code entered on the Subledger Terms tab of Intercompany Billing Setup, <b>Settings » Accounting » Intercompany Billing</b> in the desktop application.</p>



Field	Description
<b>Suspense</b>	<p>Enter or select a balance sheet account. When a transaction involves another company, some time elapses between the transaction's posting and its settlement through intercompany billing.</p> <p>Vantagepoint uses an intercompany suspense account to prevent balance sheet tolerances until you next run intercompany billing. When you run intercompany billing, it creates the appropriate accounts receivable and accounts payable entries, clears this suspense account, and redistributes the credit amount to the appropriate company.</p>
<b>Labor Revenue</b>	<p>This field displays when the <b>Enable Detailed Subledgers for Intercompany Billing</b> option is selected. Use this field to specify the labor revenue account that Vantagepoint uses when intercompany invoice transaction files are generated for this company.</p> <p>The account that you specify here must already be mapped to the company's intercompany <b>AR Account</b> column in <b>Settings » Billing » Accounts Receivable</b>.</p>
<b>Expense Revenue</b>	<p>This field displays when the <b>Enable Detailed Subledgers for Intercompany Billing</b> check box is selected. Use this field to specify the labor expense account that Vantagepoint uses when intercompany invoice transaction files are generated for this company.</p> <p>The account that you specify here must already be mapped to the company's intercompany <b>AR Account</b> column in <b>Settings » Billing » Accounts Receivable</b>.</p>
<b>Intercompany Cash Basis Suspense</b>	<p>You can access this field only if you have cash-basis reporting enabled and you use detailed subledgers for intercompany billing. Enter or select the account to which you want to post the balance that results from intercompany billing markups. This account applies only to cash-basis reporting when you use detailed subledgers. You can enter any account in this field. However, you should enter an indirect expense account because a balance can remain in the account.</p> <p>This cash-basis account is used on both the originating company's financial statement and the project's financial statement. This account is used primarily by the intercompany billing process to track the cash receipt of the intercompany invoice and any markup on paid expenses.</p> <p>In addition, this account is used during payment of any intercompany expenses, which includes accounts payable and employee expense payments, accounts payable disbursements, and cash disbursements. This account should not have an accrual balance.</p> <p>You must also map the Intercompany Cash Basis Suspense account as the cash-basis account for the intercompany AR account in <b>Settings » General Ledger » Chart of Accounts</b>. With this mapping, cash receipts for intercompany invoices post to the Intercompany Cash Basis Suspense account, which corrects the entries for cash-basis reporting. (When you enter an intercompany cash receipt, you reference an invoice and the intercompany AR account.)</p>

Field	Description
	If you do not do this mapping, a balance remains in the intercompany AR account, and you must use a journal entry to move it manually.

### Gains, Losses and Revaluations Section: Realized and Unrealized Gain and Loss Fields

These fields apply when Vantagepoint calculates and posts realized and unrealized gains and losses when you do either of the following:

- Process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions.
- Run the Gains/Losses and Revaluation process, which calculates gains and losses for:
  - Foreign-currency accounts payable and accounts receivable transactions that are unpaid.
  - Foreign-denominated general ledger accounts.

### Account Hierarchy

If you enter an account for the Revaluation Gain or Revaluation Loss, or for both fields for foreign-denominated general ledger accounts, then unrealized gains and losses post to those accounts during the Gains/Losses and Revaluation process instead of posting to the unrealized gain and loss account entered here.

Field	Description
<b>Type</b>	Select the row that contains the type of gain, loss, or revaluation that you want to post: <ul style="list-style-type: none"> <li>■ Realized Gain</li> <li>■ Realized Loss</li> <li>■ Unrealized Gain</li> <li>■ Unrealized Loss</li> </ul>
<b>Account</b>	Enter or select the account to which realized and unrealized gains and losses will be posted. You can select either balance sheet accounts or income statement accounts. If you use multiple companies, only those accounts that belong to the active company are available.
<b>Project</b>	Enter or select the project to which you want realized and unrealized gain and loss entries posted for the general ledger account that you entered in this row. Only projects with a Revenue Method N (no revenue) display in the Project lookup list. If you use multiple companies, only projects that belong to the active company are available.  The charge type of the project (regular, overhead, or promotional) must match the account type. <ul style="list-style-type: none"> <li>■ Indirect accounts require an overhead or promotional project.</li> <li>■ Revenue accounts require a regular project.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Balance sheet or below-the-line accounts can have a regular, overhead, or promotional project.</li> </ul> <p><b>With Organizations</b></p> <p>If you use organizations, the project that you specify here also determines the organization whose financial statements are affected by gains or losses. You must enter a project in the <b>Project</b> field if both of the following are true:</p> <ul style="list-style-type: none"> <li>You do not maintain separate balance sheets for each organization (the <b>Maintain separate balance sheets by Organization</b> check box is not selected in <b>Settings » Organization » General</b>, in the desktop application).</li> <li>The account that is entered in the <b>Account</b> field is an income statement account.</li> </ul> <p>If you maintain separate balance sheets for each organization, you must enter a project for each organization on the Gains and Losses tab in <b>Settings » Organization » Individual</b>, in the desktop application, regardless of the type of account entered on this tab.</p>
<b>Phase</b>	<p>If a project has phases, enter or select the phase to which you want realized and unrealized gain and loss entries posted for the account that you entered in this row. The rules about organizations and separate balance sheets for the <b>Project</b> field also apply to phases.</p>
<b>Task</b>	<p>If a phase has tasks, enter or select the task to which you want realized and unrealized gain and loss entries posted for the account that you entered in this row. The rules about organizations and separate balance sheets for the <b>Project</b> field also apply to tasks.</p>

### Unbilled Services Gains and Losses Section: Realized and Unrealized Gains and Loss Fields

These fields apply for realized and unrealized gains and losses for unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.

Field	Description
<b>Type</b>	<p>Select the row that contains the type of gain, loss, or revaluation:</p> <ul style="list-style-type: none"> <li>Realized Gain</li> <li>Realized Loss</li> <li>Unrealized Gain</li> <li>Unrealized Loss</li> </ul>
<b>Account</b>	<p>Enter or select the account to which you want realized and unrealized gains and losses posted when you run Revenue Generation. You can select either balance sheet accounts or income statement accounts.</p>

Field	Description
	<p>Vantagepoint calculates and posts unrealized gains and losses to the corresponding gains or losses account when you run the Revenue Generation process.</p> <p>If you use multiple companies, only accounts that belong to the active company are available.</p>
<b>Project</b>	<p>Enter or select the project to which you want realized and unrealized gains and losses posted for the account that you specified in this row. If you use multiple companies, only projects that belong to the active company are available. The charge type of the project (regular, overhead, or promotional) must match the account's account type.</p> <ul style="list-style-type: none"> <li>Indirect accounts require an overhead or promotional project.</li> <li>Revenue accounts require a regular project that has a revenue method N (no revenue recognized). In addition, the billing and project currency must match the currency of the company that is being set up.</li> <li>Balance sheet or below-the-line accounts can have a regular, overhead, or promotional project.</li> </ul> <p><b>With Organizations</b></p> <p>If you use organizations, the project that you specify here also determines the organization whose financial statements are affected by gains or losses. You must enter a project in the <b>Project</b> field if both of the following are true:</p> <ul style="list-style-type: none"> <li>You do not maintain separate balance sheets for each organization (the <b>Maintain separate balance sheets by Organization</b> check box is not selected in <b>Settings » Organization » General</b>, in the desktop application).</li> <li>The account that is entered in the <b>Account</b> field on this tab is an income statement account.</li> </ul> <p>If you maintain separate balance sheets for each organization, you must enter a project for each organization on the Gains and Losses tab in <b>Settings » Organization » Individual</b>, in the desktop application, regardless of the type of account entered on this tab.</p>
<b>Phase</b>	<p>If a project has phases, enter or select the phase to which you want realized and unrealized gains and losses posted for the account that you entered in this row.</p>
<b>Task</b>	<p>If a phase has tasks, enter or select the task to which you want realized and unrealized gains and losses posted for the general ledger account that you entered in this row.</p>

## Transaction Settings

Use the Transaction Settings form In Accounting Settings to specify the default settings for accounting transactions. This includes automatic numbering settings for transactions, posting details, date validation, and approvals.

### Auto Numbering

Transaction automatic numbering applies to:

- Payment (check) numbers for vendor and employee payments
- Reference numbers for journal entries, cash receipts, and employee repayments
- Voucher numbers for accounts payable vouchers

Numbers are automatically generated for journal entries, cash receipts, employee repayments, and AP vouchers when you post them. Numbers are automatically generated for payments when you process the payments before you post them.

### Auto Numbering and Multiple Companies

If your firm uses multiple companies, you can use either Transaction Auto Numbering or Diary Auto Numbering for each company. For example, if Company A and Company B use Transaction Auto Numbering, when you enter Company C, you can choose either Transaction Auto Numbering or Diary Auto Numbering.

However, if your firm does not use multiple companies, you can use only Transaction Auto Numbering or Diary Auto Numbering for all of your transactions. In this case, Company A, Company B, and Company C must all use the same auto numbering feature. You set up diary auto numbering on the Diary Auto Numbering tab of this form.

To change the active company in the browser application, click the name of the current company on the toolbar and select a company from the drop-down list. To change the active company in the desktop application, select **Utilities » Change Company** and then select a company on the Company Selection dialog box.

### Posting

Use the Posting settings to determine the credit side of the entry for miscellaneous expenses, prints and reproductions, employee expenses, and employee advances.

### Approvals

Use the Transaction Center Approvals to enable and enter settings for the Transaction Center approval feature. When turned on, an approver reviews transaction entry files in the Transaction Center before the files are posted.

In this area, you choose the transaction types for which the approval process applies, set up employees as approvers who review, reject, and approve the contents of the submitted transaction entry files, and select other posting and editing options.

If you do not include a transaction type in the approval process, files do not require approval. After the files are submitted, their status automatically changes to approved and they are immediately available to post. If you use alerts, approved alerts are sent instead of submitted alerts.

If you import transactions into Vantagepoint using the Import Utility, Vantagepoint uses the value of the **Employees to Approve For** field in the Approvers grid to determine the approver (the value in the **Employees** field) for the imported records.

When you enable the approval feature for a transaction type, the following rules apply:

- Employees who are designated as Transaction Center approvers can approve or reject transactions.
- The Transaction Center entry form includes **Status**, **Approved By/Rejected By**, and **Reject Reason** fields.

- A **Status** column displays on the Transaction Entry Form lookup and on the Transaction List report.

How to...

Transaction settings include default settings for global and bank transactions, auto numbering, and approvals.

### Establish Global Accounting Transaction Settings

You can specify default settings for transactions, including automatic numbering, posting details, date validation, and approvals.

#### To set up accounting transactions:

1. In the Navigation pane, select **Settings » Accounting » Transactions**.
2. Use the settings in the Global Options section to establish the settings that apply to all transactions:
  - **Update Project Team When Posting Labor:** Select **Yes** to have the Team tab of Projects hub and Employees hub automatically updated when employees post time to a regular or promotional project.
  - **Update Project Vendor Association When Posting Vouchers:** Select **Yes** to have the Team tab of Projects hub and Employees hub automatically updated when employees post time to a regular or promotional project.
  - **Enable Option to Update BTB for Journal Entries to Revenue:** Select **Yes** to have Vantagepoint include the amount of all journal entries when it calculates job-to-date billings for the referenced project. It is important to select **Yes** if you use a billing-based revenue method for projects and plan to make journal entries to a revenue account.
  - **Require Transaction Dates to be Within Active Fiscal Year:** Select **Yes** to require that transaction dates be within the currently active fiscal year in Vantagepoint. Select both **Yes** and **Require Transaction Dates to be Within the Active Accounting Period** to require transaction dates within the currently active accounting period.
  - **Require Transaction Dates to be Within the Active Accounting Period:** To require that transaction dates be within the currently active accounting period in Vantagepoint, first select **Yes** for select **Require Transaction Dates to be Within the Active Fiscal Year** and then select **Yes** here.
3. Click **Save**.

### Turn on and Set Up Automatic Numbering for Payments

You can turn on automatic payment (check) numbering by bank for vendor and employee payments, payroll payment processing, and AP and cash disbursements.

If you have multiple companies in Vantagepoint, you turn on and configure automatic numbering for payments for each company.

When you complete the steps below, the automatic numbering applies by bank for all of the following payments made by a bank: vendor, employee, and payroll payments that you enter in **Cash Management » Vendor Payments**, **Cash Management » Employee Payments**, and **Payroll » Payroll Processing** (in the desktop application), and AP and cash disbursements entered in **Transaction Center » Transaction Entry**.

#### To set up automatic numbering for a bank's payments:

1. In the Navigation pane, select **Settings » Accounting » Transactions**.
2. On the Transaction Settings form, click **+ Add Bank** below the Bank Transactions grid.
3. In the **Bank Codes** field in the new row in the grid, select the bank for which you are turning on automatic payment numbering.
4. Select the **Payments** check box.
5. In the **Payments to Autonumber** field, select whether to use auto numbering for all types of payments or only electronic payments.
  - All types includes paper checks and all electronic payments (ACH/NACHA, SEPA, direct deposits, wires, and direct debits).
  - Electronic payments only includes ACH/NACHA, SEPA, direct deposits, wires, and direct debits.
6. If you want to enter a prefix for the automatic numbering, enter the prefix in the **Autonumber Prefix** field.

You can enter an alphabetical or numerical prefix.
7. In the **Next Payment Reference Number** field, enter the number to use for the next payment made by the bank that uses automatic numbering.
  - The combined length of the prefix in the **Autonumber Prefix** field (if you entered one) and the next payment reference number cannot exceed the field length that is entered for reference numbers in **Utilities » Key Formats » Reference Numbers**.
  - As you process payments, the number in this field is automatically updated and sequentially incremented to reflect the current automatic number to use for the next payment. You can change this number at any time as needed.
8. The second **Next Payment Reference Number** field in the grid shows you the prefix and next payment reference number combined.
9. Click **Save**.

### Set Up Automatic Numbering for Transactions

You can set up automatic numbering of reference numbers for journal entries and automatic numbering of voucher numbers for AP vouchers. This includes vouchers that you enter in AP Voucher Transaction Entry, AP Disbursement Transaction Entry, and the Create Voucher from PO application. If you use multiple companies, you set up automatic numbering by company.

To set up automatic numbering for transactions:

1. In the Navigation pane, select **Settings » Accounting » Transactions**.
2. In the Transaction Auto Numbering Options section of the Transaction Settings form, select the transaction type for which to assign automatic numbering.  
**AP Vouchers** appears in the drop-down list only if the **Require Entry of Voucher Numbers** option is set to **No** in **Settings » Cash Management » Accounts Payable**.  
 When you select **Vouchers**, this turns on auto numbering for AP vouchers that are entered through AP Voucher Transaction Entry, AP Disbursement Transaction Entry, and Create Voucher from PO in the Accounts Payable application. A voucher number is automatically assigned to these transactions when you post them.
3. If you have multiple companies and you select **AP Vouchers** in the **Transaction Type** field for a row in the grid, enter a starting and ending voucher number to use for automatically assigned voucher numbers.  
 This allows you to maintain a separate sequence of voucher numbers for each of your companies. The start and end range cannot overlap with the voucher numbers for another company.
4. Enter the number to automatically use as the next reference number for a journal entry or the next voucher number for an AP voucher, depending on the type of transaction that you entered in the **Transaction Type** field.  
 When you enter a number in this field, Vantagepoint automatically updates the field with the next sequential number as transactions are posted. You can change the number in this field at any time, but you cannot change it to a number that has already been used.  
 When you enter a starting and ending voucher number in the **Starting Voucher** and **Ending Voucher** fields for AP vouchers, the next reference number must be within the starting and ending voucher range. You cannot change the next reference number to a number that has already been used.
5. Click **Save**.

### Set Up Diary Autonumbering

Set up diary autonumbering if you want to assign diaries to transactions and produce diary reports that contain a subset of sequentially numbered transactions that have been posted to the general ledger during the fiscal year or fiscal periods.

You can set up different types of diaries to assign to a different group of transactions, such as purchase transactions or sales transactions. You set up diaries by diary type and company (if you have multiple companies), and you assign each diary either a fiscal period or fiscal year for which it applies.

Note: The PSA module does not include the diary feature, so this procedure does not apply if that module is activated.



### To set up diary autonumbering:

1. In the Navigation pane, select **Settings » Accounting » Transactions**.
2. Select **Yes** for the **Include Diaries Assigned to Closed Periods** option to include diaries that are assigned to closed periods in the Diary Auto Numbering grid.  
Use the Diary Autonumbering grid to set up diaries for the fiscal period or fiscal year in which you are entering transactions. The **Diary** field displays in various places throughout Vantagepoint. You must enter a diary code for all transactions entered in these various places. If you have multiple companies:
  - You must set up diaries and diary auto numbering by company in this grid.
  - You must set up a diary using the Deltek-provided **IC** (Intercompany Diary) diary type to capture intercompany transactions.

Deltek recommends that you post all open transaction files and payment processing runs before you set up diaries.

After you set up a diary in the grid, you cannot change any information in the grid for it. Instead, you can delete the diary row in the grid if no transactions have been assigned a diary number for the diary.
3. Select a **Diary Type**.  
You set up diary types in the Diary Code table in **Settings » Labels and Lists » Lists**. This allows you to produce different diary reports for different types of transactions. The description for the diary type that you selected in the **Diary Type** field displays in this field.
4. Use the **Period** drop-down list to select the fiscal period or fiscal year for which the diary applies.  
After you set up a diary for a fiscal period or fiscal year, a **Diary** field displays in various places throughout Vantagepoint when you have that fiscal period or fiscal year open. You must enter a diary code for all the various transactions that you enter in that fiscal period or fiscal year. This ensures that diary reports contain the transactions from specific fiscal periods or a fiscal year.
5. Enter an alphanumeric diary code (up to 10 digits).  
This is the code that you select from the drop-down list in a **Diary** field in various places throughout Vantagepoint when you assign a diary to a transaction or processing run.
6. Enter the diary number to be automatically assigned to the next transaction.  
The diary number is assigned to a transaction when you save the transaction or when you process a run such as for accounts payable payment processing. When a diary number is assigned to a transaction, the number in this field updates appropriately. You can change the number in this field at any time.
7. Click **Save**.

### Fields and Options

Use the Transaction Settings form to specify defaults for transactions.

## Transaction Settings Form

Use the Transaction Settings form to specify the defaults for accounting transactions, such as automatic numbering settings for transactions, posting details, date validation, and approvals.

### Display the Transaction Settings Form

You display the Transaction Settings form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Transactions**.

### Contents of the Transaction Settings Form

Specify the transaction settings, including project update conditions, transaction grouping, automatic numbering options, and approval settings.

### Global Transaction Options Section


Options in this section apply to all your transactions, across all companies.

Field	Description
<b>Update Project Team when Posting Labor</b>	Select <b>Yes</b> to have the Team tab of Projects hub and Employees hub automatically updated when employees post time to a regular or promotional project.
<b>Update Project Vendor Association when Posting Vouchers</b>	Select <b>Yes</b> to have the Team tab of Projects hub and Employees hub automatically updated when AP vouchers are posted to a regular or promotional project.
<b>Enable Option to Update BTD for Journal Entries to Revenue</b>	BTD means billed-to-date. Select <b>Yes</b> to have Vantagepoint include the amount of all journal entries when it calculates job-to-date billings for the referenced project. It is important that you select <b>Yes</b> if you use a billing-based revenue method for projects and plan to make journal entries to a revenue account.

### Global User-Defined Fields for Transactions Grid

Use this grid to add user-defined fields (UDFs) that all companies in a multi-company organization can use. You have to perform an additional step in the Transaction Types Using User-defined Fields grid to set up the UDFs that will be available in transactions records in an active company.

Field	Description
<b>+Add User-Defined Field</b>	Select this option to open the Add Field dialog box where you can select a field type, enter a caption to display, and assign a default value to the field.

Field	Description
<b>Caption</b>	<p>This field displays the descriptive text that you entered in the Add Field dialog box. To change the value of this field, click the text in the <b>Caption</b> field and enter the new value.</p> <p>This is the name that users see in transaction records or wherever the UDF displays through Vantagepoint, such as in logs and reports.</p> <p>If you use multiple languages in Vantagepoint, you must enter the caption in each language that you use. To do this, log in to Vantagepoint in each language and enter the text in the <b>Caption</b> field in the language that you logged in with.</p>
<b>Database Column Name</b>	<p>This field displays the system-generated database name for a field. Vantagepoint automatically adds "Cust" at the beginning of the value of the <b>Caption</b> field and removes spaces. You cannot change the value of this field.</p>
<b>Field Type</b>	<p>This field displays the type for the UDF selected in the Add Field dialog box. You cannot change the value of this field.</p> <p>The field types are: Checkbox, Currency, Date, Date/Time, Drop Down, Memo, Numeric, Organization, Phone, and URL. If a UDF has the wrong field type, you must delete the UDF and add it again with the correct field type.</p>
<b>Field Settings</b>	<p>Click  to open the Field Settings dialog box, where you can specify the values to appear in the user-defined field. For more information, see <a href="#">Field Settings Dialog Box</a>.</p>
<b>Make Active in Company</b>	<p>After selecting a user-defined field in the grid, select this button to make the UDF available in transaction records in the currently active company. The UDF appears in the Transaction Types Using User-defined Fields grid.</p>

### Company-Specific Options Section

The remaining options on this form apply only to the currently active company.

### Transaction Types Using User-defined Fields Grid

Use this grid to specify transaction types where a user-defined field appears. You can also set the UDFs to be required or not.

Field	Description
<b>Caption</b>	<p>The name of the user-defined field that users see in transactions records. This field was the descriptive text that you entered in the Add Field dialog box and appears in the Global User-Defined Fields for Transactions Grid.</p>
<b>Database Column Name</b>	<p>This field displays the system-generated database name for a field. Vantagepoint automatically adds "Cust" at the beginning of the value of the <b>Caption</b> field and removes spaces. You cannot change the value of this field.</p>
<b>Required</b>	<p>Select the checkbox to make the user-defined field a required one in the transaction record.</p>

Field	Description
<b>Transaction Type</b>	Select the transaction types where the user-defined fields will appear. Click <b>:</b> to select or deselect all types or to remove a UDF from selected transaction types.

Field	Description
<b>Use Files to Group Transactions</b>	<p>Select <b>Yes</b> to group your transactions in batches. Select <b>No</b> to post transaction files individually.</p> <div style="border: 1px solid red; padding: 5px; color: red;"> <p><b>Warning:</b> If you select <b>No</b>, all recurring transaction data entry files will be deleted and your posted files will no longer be available in Transaction Entry. You must post all in-progress transactions before you can choose this option.</p> </div>
<b>Ignore Control Totals When Posting Transaction Files</b>	<p>Select <b>Yes</b> to post transaction files in which the input totals do not match the control total in the transaction entry New File dialog box. A one-sided entry cannot be entered into Vantagepoint at any time. If this option is selected, a warning message displays before you post if the file is not in balance; however, you can post the file anyway.</p> <p>If you select <b>No</b>, your input totals must match your control totals before you can post a file.</p>
<b>Require Transaction Dates to be Within the Active Fiscal Year</b>	<p>Select <b>Yes</b> to require that transaction dates be within the currently active fiscal year. Select both <b>Yes</b> and <b>Require Transaction Dates to be Within the Active Accounting Period</b> to require transaction dates within the currently active accounting period.</p> <p>It is important that you post all open transaction files and payment processing runs before you enable this transaction date validation. If you do not, you may find that you cannot open a transaction file in the current period and you cannot change transaction dates when you open the file in a prior period.</p>
<b>Require Transaction Dates to be Within the Active Accounting Period</b>	<p>To require that transaction dates be within the currently active accounting period, first select <b>Yes</b> for <b>Require Transaction Dates to be Within the Active Fiscal Year</b> and then select <b>Yes</b> for this option.</p>

## Transaction Auto Numbering Options Section

### Bank Transactions Grid

Use the Bank Transactions grid to define the automatic numbering settings for the following for each of your banks:

- Payment (check) numbers for AP disbursements and cash disbursements that you enter in **Transaction Center » Transaction Entry**.

- Payment numbers for vendor, employee, and payroll payments that you enter in **Cash Management » Vendor Payments**, **Cash Management » Employee Payments**, and **Payroll » Payroll Processing** (in the desktop application). This includes numbers for paper checks and electronic payments (ACH/NACHA, SEPA, direct deposits, wires, and direct debits).
- Reference numbers for cash receipts and employee repayments that you enter in **Transaction Center » Transaction Entry**.

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

Field	Description
<b>+ Add Bank</b>	Click this option to add a bank to the Bank Transactions grid and enter auto-numbering options for the bank.
<b>Bank Code</b>	Click in this field and then select the bank code of a bank for which to set up automatic numbering.
<b>Receipts</b>	Select this check box to use auto numbering for the reference number for cash receipts and employee repayments that are entered in <b>Transaction Center » Transaction Entry</b> . When you post a transaction, Vantagepoint applies to the receipt the number that is entered in the <b>Next Receipt Reference Number</b> field in this grid.
<b>Next Receipt Reference Number</b>	Enter the reference number for the next receipt entered. Vantagepoint automatically updates the reference with the next sequential number for each additional receipt. You can change this number if needed.
<b>Payments</b>	<p>Select this check box to use automatic numbering for check and payment numbers for payments made by the bank for the following:</p> <ul style="list-style-type: none"> <li>■ Payments made as AP disbursements and cash disbursements in <b>Transaction Center » Transaction Entry</b>.</li> <li>■ Payment made in Vendor Payments and Employee Payments (in Cash Management) and Payroll Processing (in Payroll in the desktop application).</li> </ul> <p>When you select this check box, the <b>Payments to Autonumber</b>, <b>Autonumber Prefix</b>, and <b>Next Payment Reference Number</b> fields in this grid are enabled for you to complete.</p>
<b>Payments to Autonumber</b>	<p>This field is enabled when you select the <b>Payments</b> check box in the grid. Select the type of payments for the bank that will use automatic numbering:</p> <ul style="list-style-type: none"> <li>■ <b>All Payments:</b> All types of payments will be numbered automatically. This includes paper checks and electronic payments (ACH/NACHA, SEPA, direct deposits, wires, and direct debits).</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Electronic Payments:</b> Only electronic payment types will be numbered automatically. This includes ACH/NACHA, SEPA, direct deposits, wires, and direct debits. A vendor, employee, or payroll payment run can include a mix of electronic and non-electronic payments. Only the electronic payments in the run will be automatically assigned payment numbers.</li> </ul>
<b>Autonumber Prefix</b>	This field is enabled when you select the <b>Payments</b> check box in the grid. If you want to use a prefix for the automatic numbers for the bank, enter the prefix in this field. The prefix can be alphabetical or numerical. The prefix is added to the numbers that are generated automatically based on the number that you enter in the <b>Next Payment Reference Number</b> field in this grid. The combined length of the prefix and the next payment reference number cannot exceed the field length that is entered for reference numbers in <b>Utilities » Key Formats » Reference Numbers</b> .
<b>Next Payment Reference Number</b>	This field is enabled when you select the <b>Payments</b> check box in the grid. Enter the check or payment number for the next payment that will be processed using automatic numbering for the bank. As you process payments, the number in this field is automatically updated and sequentially incremented to reflect the current automatic number to use for the next payment. The combined length of the prefix in the <b>Autonumber Prefix</b> field (if you entered one) and the next payment reference number cannot exceed the field length that is established for reference numbers in <b>Utilities » Key Formats » Reference Numbers</b> .
<b>Next Payment Reference Number</b>	This field shows you the combined prefix and next payment reference number that you entered in the <b>AutoNumber Prefix</b> field and the <b>Next Payment Reference Number</b> field in the grid.
<b>Last System Generated Voucher Reference Number for Companies Not Listed Below</b>	This field displays the last system-generated voucher number. Use this number as a reference to avoid entering duplicates when you enter your next reference number in the Transaction Entry Auto Numbering grid.

### Transaction Entry Auto Numbering Grid

Use this grid to set up automatic numbering of reference numbers for journal entries and automatic numbering of voucher numbers for AP vouchers. This includes vouchers that you enter in AP Voucher Transaction Entry, AP Disbursement Transaction Entry, and in the Create Voucher from PO application. If you have multiple companies set up in Vantagepoint, you can set up automatic numbering by company.

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

Field	Description
<b>Transaction Type</b>	<p>Use the drop-down list to select the transaction type for which to assign automatic numbering: <b>AP Vouchers</b> or <b>Journal Entries</b>.</p> <p><b>AP Vouchers</b> appears in the drop-down list only if the <b>Require Entry of Voucher Numbers</b> check box is <b>not</b> selected in <b>Settings » Cash Management » Accounts Payable</b>. When you select <b>Vouchers</b>, this turns on auto numbering for AP vouchers that are entered through AP Voucher Transaction Entry, AP Disbursement Transaction Entry, and Create Voucher from PO in the Accounts Payable application. A voucher number is automatically assigned to these transactions when you post them.</p>
<b>Starting Voucher and Ending Voucher Fields</b>	<p>These fields display only if you have multiple companies and you are automatically assigning numbers for AP vouchers. The fields are enabled only when you select <b>AP Vouchers</b> in the <b>Transaction Type</b> field for a row in the grid.</p> <p>Enter a starting and ending voucher number to use for automatically assigned voucher numbers for a company. This allows you to maintain a separate sequence of voucher numbers for each of your companies. The start and end range cannot overlap with the voucher numbers for another company.</p> <p>The voucher numbers are automatically assigned when you post AP vouchers, AP disbursements, and vouchers that are created from purchase orders. If you get to the point where you have used up all the voucher numbers in the range, you receive a message when you post vouchers. To resolve this, you can extend the voucher number range or enter a completely new range to avoid overlapping voucher numbers with another company.</p>
<b>Next Reference Number</b>	<p>Enter the number to automatically use as the next reference number for a journal entry or the next voucher number for an AP voucher, depending on the type of transaction you entered in the <b>Transaction Type</b> field. After you enter a number in this field, Vantagepoint automatically updates the field with the next sequential number as transactions are posted. You can change the number in this field at any time, but you cannot change it to a number that has already been used.</p> <p>When you enter a starting and ending voucher number in the <b>Starting Voucher</b> and <b>Ending Voucher</b> fields for AP vouchers, the next reference number must be within the starting and ending voucher range. You cannot change the next reference number to a number that has already been used.</p>

### Diary Auto Numbering Options Section

Use these options to set up diaries and automatic numbering for them. This allows you to assign diaries to transactions and produce diary reports that contain a subset of sequentially numbered transactions that have been posted to the general ledger during the fiscal year or fiscal periods.

You can set up different types of diaries to assign to a different group of transactions, such as purchase transactions or sales transactions. You set up diaries by diary type and company (if you have multiple companies), and you assign each diary either a fiscal period or fiscal year for which it applies.

Field	Description
<b>Include Diaries Assigned to Closed Periods</b>	Select <b>Yes</b> to include diaries that are assigned to closed periods in the Diary Auto Numbering grid.

### Diaries Grid

When you set up a diary in this grid for the fiscal period or fiscal year in which you are entering transactions, a **Diary** field displays in various places throughout Vantagepoint. You must enter a diary code for all transactions entered in these various places.

If you have multiple companies:

- You must set up diaries and diary auto numbering by company in this grid.
- You must set up a diary using the Deltek-provided **IC** (Intercompany Diary) diary type to capture intercompany transactions.

Deltek recommends that you post all open transaction files and payment processing runs before you set up diaries.

After you set up a diary in the grid, you cannot change any information in the grid for it. Instead, you can delete the diary row in the grid if no transactions have been assigned a diary number for the diary.

Note: The PSA module does not include the diary feature, so these diary auto numbering options are not available if that module is activated.

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

Field	Description
<b>Diary Type</b>	Use the drop-down list to select a diary type, such as purchases diary or sales diary. You set up diary types in the Diary Type code table in <b>Settings » Labels and Lists » Lists</b> . This allows you to produce different diary reports for different types of transactions.
<b>Diary Description</b>	The description for the diary type that you selected in the <b>Diary Type</b> field displays in this field.
<b>Period</b>	<p>Use this drop-down list to select the fiscal period or fiscal year for which the diary applies. After you set up a diary for a fiscal period or fiscal year, a <b>Diary</b> field displays in various places throughout Vantagepoint when you have that fiscal period or fiscal year open in Vantagepoint. You must enter a diary code for all the various transactions that you enter in that fiscal period or fiscal year. This ensures that diary reports contain the transactions from specific fiscal periods or a fiscal year.</p> <p>In the drop-down list, fiscal periods are designated as <b>&lt;period&gt;/&lt;year&gt;</b>, such as 01/2019 and 02/2019 for January 2019 and February 2019. A fiscal year is designated as <b>0/&lt;year&gt;</b>. For example, 0/2019 is the fiscal year for 2019. Only active periods and fiscal years display in the list.</p>



Field	Description
	<p>When you select the fiscal year for a diary, the diary contains transactions for the whole year. When you select a specific fiscal period for a diary, the diary contain transactions for only the specific period.</p> <p>For diaries that you create with the same diary type and company within the same fiscal year, you must set up either one fiscal-year diary or multiple diaries for each fiscal period of the fiscal year. You cannot have a mix of both fiscal year and fiscal periods within the same fiscal year.</p> <p>If you select <b>IC-</b> in the <b>Diary Type</b> field in this grid, you must select a fiscal year in the <b>Period</b> field. IC (Intercompany Diary) is a diary type that comes with Vantagepoint if you have multiple companies.</p>
<b>Diary Code</b>	<p>Enter an alphanumeric code (up to 10 digits) for the diary. This is the code that you select from the drop-down list in a <b>Diary</b> field in various places throughout Vantagepoint when you assign a diary to a transaction or processing run.</p> <p>You can use the same diary code only for another diary of the same diary type and same company. For example, you can use the same diary code for a diary for company A that has a Sales diary type for period 01/2019 and a diary for company A that has a Sales diary type for period 02/2019. You cannot use the same diary code for different diary types or different companies.</p>
<b>Next Diary Number</b>	<p>Enter the diary number to be automatically assigned to the next transaction for which the diary is entered. The diary number is assigned to a transaction when you save the transaction or when you process a run such as for accounts payable payment processing. When a diary number is assigned to a transaction, the number in this field updates appropriately. You can change the number in this field at any time.</p>

### Transaction Center Approval Options Section

Use these settings to set up the Transaction Center approval feature. When this feature is turned on, an approver reviews transaction entry files in the Transaction Center before the files are posted.

In this section, you choose the transaction types for which the approval process applies, set up employees as approvers who review, reject, and approve the contents of the submitted transaction entry files, and select other posting and editing options.

If you do not include a transaction type in the approval process, files do not need to be approved. After they are submitted, their status automatically changes to approved and they are immediately available to post. If you use alerts, approved alerts are sent instead of submitted alerts.

When you enable the approval feature for a transaction type, the following rules apply:

- Employees who are designated as Transaction Center approvers can use the **Approve** and **Reject** options on the Transaction Center entry form.
- The Transaction Center entry form includes **Status**, **Approved By/Rejected By**, and **Reject Reason** fields.
- A **Status** column displays in the Transaction Entry Form lookup and on the Transaction List Report.

Field	Description
<b>Enable Transaction Center Approvals</b>	<p>Select <b>Yes</b> to turn on the Transaction Center approval feature.</p> <p>When you enable this feature, the following changes occur:</p> <ul style="list-style-type: none"> <li>▪ All the options in this section are enabled so that you can enter settings for the approval feature.</li> <li>▪ An <b>Approval Status</b> column displays on the Transaction Entry form and Transaction Lists form in the Transaction Center.</li> <li>▪ A <b>Submit File</b> option is available for Transaction Entry forms for the transaction types for which the Transaction Center Approvals feature has been turned on.</li> <li>▪ The following alerts are available in the Transaction Center folder of Alerts Settings (<b>Settings » Accounting » Alerts</b>): <ul style="list-style-type: none"> <li>▪ Transaction Entry File Approved</li> <li>▪ Transaction Entry Form Rejected</li> <li>▪ Transaction Entry File Submitted</li> </ul> </li> </ul>
<b>Enable for all Transaction Types</b>	<p>This option is available when you select <b>Yes</b> for <b>Enable Transaction Center Approvals</b>.</p> <p>Select <b>Yes</b> to turn on the Transaction Center approval feature for all transaction types. When you select <b>No</b>, the <b>Transaction Type</b> grid displays below this option, so you can select which transaction types require approvals.</p>

### Transaction Types Grid

This grid is enabled when you select **No** for **Enable for all transaction types**. Use this grid to select individual transactions types for the approval process.

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

Field	Description
<b>Transaction Type</b>	Click in this field and select the type of transaction for which you want to apply the approval feature.
<b>Require completed approvals to post transaction files</b>	<p>Select <b>Yes</b> to require all forms within submitted transaction entry files to be approved before the file is posted.</p> <p>Select <b>No</b> if you do not require submitted transaction entry files to be approved before the file is posted. This means that transaction entry files with either a submitted or approved status can be posted.</p>
<b>Allow submitted transaction files to be edited</b>	<p>Select <b>Yes</b> if you want to allow users (including non-system approvers) to modify and resubmit transaction entry files that have a submitted status.</p> <p>Select <b>No</b> if you want to allow users to view but not modify transaction entry files after they are submitted. When <b>No</b> is selected:</p>

Field	Description
	<ul style="list-style-type: none"> <li>Users can modify forms within a submitted transaction entry file only if a reviewer rejects a form.</li> <li>Approvers who are not system approvers can only approve and reject forms within a submitted transaction entry file; they cannot modify them.</li> <li>System approvers can modify submitted transaction entry files regardless of whether or not <b>Yes</b> is selected; they are not affected by this option.</li> </ul>

### Approvers Grid

This grid is available when you select **Yes** for **Enable transaction center approvals**. Select employees who can approve submitted transaction entry files.

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

Field	Description
<b>Employee</b>	Click <b>+ Add Approver</b> and select the employee who will complete the approval.
<b>System Approvals</b>	Select this check box if you want an approver to be allowed to perform any of the following actions for any transaction entry file submitted by any employee at any time: Edit, Resubmit, Approve, or Reject.
<b>Employees To Approve For</b>	<p>Click in this field and select one or more employees whose submitted transaction entry files the employee designated as the approver will approve. You can select as many employees as needed. Approvers who are not set up as system approvers must be included on the grid so that they can approve their own edits.</p> <p>If you are setting up an approver for transactions imported through the Import Utility, Vantagepoint uses the submitter instead of the creator to determine the approver of the record.</p>

### Learn More About

You may find it helpful to review information about automatic numbering, diaries, and employee realization reporting.

### [Automatic Numbering for Transactions](#)

You can set up Vantagepoint so that it automatically assigns payment (check), reference, and AP voucher numbers when you enter transactions and process payments.

You turn on and configure automatic numbering in **Settings » Accounting » Transactions**. If your firm uses multiple companies, you can set up auto numbering for each company.

**Automatic Numbering for Payments and Receipt Reference Numbers**

You can turn on automatic numbering per bank account for the following transactions with payment and receipt reference numbers:

- **Payment (Check) Numbers:** This applies for cash disbursements and AP disbursements that you enter in **Transaction Center » Transaction Entry**, vendor and employee payments that you enter in **Cash Management » Vendor Payments**, **Cash Management » Employee Payments**, and payroll payments that you enter in **Payroll » Payroll Processing** in the desktop application.
- **Receipt Reference Numbers:** This applies for cash receipts and employee repayments that you enter in **Transaction Center » Transaction Entry**

When you set up automatic numbering for payment and check numbers:

- You can choose whether to use automatic numbering for all payment types (checks and electronic payments) or only electronic payments.
- You have the option to add a prefix to the automatic numbers, which can be alphabetical or numerical.

When automatic numbering is in use:

- **[AUTONUMBER]** displays in the **Payment** field when you process cash and AP disbursements and vendor, employee, and payroll payments.
- **[AUTONUMBER]** displays in the **Reference** field when you enter cash receipts.
- Payment (check) are automatically assigned when you process vendor and employee payments and when you post cash disbursements, AP disbursements, and payroll payments.
- Cash receipt and employee repayment reference numbers are assigned when you post the transactions.

**Automatic Numbering of Reference Numbers for Journal Entries and Voucher Numbers for AP Vouchers**

You can turn on automatic numbering for:

- Reference numbers for journal entries that you enter in **Transaction Center » Transaction Entry**.
- AP voucher and AP disbursement numbers for vouchers and AP disbursements that you enter in **Transaction Center » Transaction Entry** and for AP vouchers that you create from purchase orders in **Transaction Center » Create Voucher from PO** in the desktop application.

When automatic numbering is in use:

- **[AUTONUMBER]** displays in the **Reference** field for when you enter journal entries.
- The **Voucher** field does not display on the AP Vouchers and AP Disbursements transaction entry forms.
- Reference and voucher numbers are automatically assigned when you post the transactions.

**When You Cannot Use Transaction Auto Numbering**

You cannot set up auto numbering for AP Vouchers when the **Require Entry of Voucher Numbers** option is selected in **Settings » Cash Management » Accounts Payable** for AP Vouchers.

You should not set up auto numbering when transactions contain open transaction files for the transaction type and designated company/bank.

**Out-of-Sequence Auto Numbering**

The following situations will result in transaction auto numbers displaying out of sequence:

- A posting fails for a transaction, or a user unposts a transaction file.
- Transactions are posted for different periods at the same time. You must update the next reference number prior to and after posting data in a prior period.
- A payment run is deleted after you processed the payments for the run.
- You processed payments in a payment run but did not post the run. Another payment using the same bank code is processed and posted, which will cause the first process to be out of sequence.

**Diaries**

Diaries provide you with a way to produce reports that contain a set of sequentially numbered transactions that were posted to the general ledger during the fiscal year or for specific fiscal periods.

You assign diaries to transactions when you enter the transactions in the Transaction Center. You also assign diaries when you process accounting transactions such as accounts payable payments or revenue generation. Diary numbers are automatically assigned to each transaction when you save a transaction. The diary numbers tie the specific transactions to debit and credit entries that are posted to the general ledger for the purpose of producing diary reports.

You can set up different types of diaries to assign to different types of transactions. For example, you can set up diary types for purchase transactions and sales transactions. You set up diaries by diary type and company (if you have multiple companies) and assign a specific fiscal period or a fiscal year to which they apply.

Diary numbers are used in addition to other existing reference numbers, such as voucher, payment, receipt, invoice, and other reference numbers.

Note: If you have activated the PSA module, the diary feature is not available.

**Settings**

To set up diaries and auto numbering for them:

- In **Settings » Labels and Lists » Lists**, you enter diary types in the **Diary Type** code table. For example, you can set up diary types for purchase transactions and sales transactions.
- In the Diary Auto Numbering section of the Transaction Settings form in **Settings » Accounting » Transactions**, you set up diaries for your company or for each of your companies, if you have multiple companies. Diaries are assigned a diary type, and you

specify whether the diary applies for a specific fiscal period or a fiscal year. You also set up the next diary number to be automatically assigned to the next posted transaction.

### Assigning Diaries to Transactions and Auto-Generated Diary Numbers

If you have set up a diary for the fiscal period or fiscal year in which you are entering transactions, a **Diary** field displays in various places throughout Vantagepoint, and you must enter a diary code for transactions entered in all of these locations.

You assign diary codes to transactions when you:

- Enter transactions in the Transaction Center.
- Create processing runs in Accounting, Billing, Timesheets, Expense reports, and Inventory.
- Create entries using the Key Conversion and Data Import utilities.

A **Diary Number** field also displays on various transaction entry forms. This field prefills with an auto-generated number when you save a transaction. For processing forms that do not display a **Diary Number** field, diary numbers are automatically assigned to the transactions when you process the run, such as for accounts payable payment processing. The automatic numbering ensures that the diary numbers are sequential, based on the order that transactions are posted.

### Deleting a Transaction after it Has Been Saved with a Diary Number

You cannot delete a transaction after it has been saved with a diary number. If a transaction is incorrect and you need to delete it, you must enter zero amounts for the transaction, or enter a reversing transaction.

### Summary Entries to the General Ledger

Vantagepoint makes automatic, summary entries to the general ledger in several processing situations. For example, when you post accounts payable vouchers, the general ledger liability account receives a single posting for the sum of all accounts payable vouchers that affect that liability account in the posting run. If a company is using the Auto-Numbering with Diaries feature, Vantagepoint breaks down these general ledger summary entries so that each separate diary entry has an offsetting amount. General ledger postings and reports on those details will show more entries when using the Auto-numbering with Diaries feature.

### Transactions Created During Scheduled and Recurring Processing

For transactions that are created for scheduled or recurring processing, the diary numbers are assigned when the process runs. The numbers assigned are based on the next diary number that is specified in the Diary Auto Numbering section of the Transaction Settings form in **Settings » Accounting » Transactions**, for the fiscal period or fiscal year in which you run the process.

### Reporting

Use the Diary report to generate various diary reports based on periods, diary codes, diary types, and diary numbers.

### Transaction Date Validation

For companies operating in some countries, transaction dates must fall within the currently active accounting period. You can set up Vantagepoint to enforce this requirement, either for the fiscal year or for the fiscal period.

Companies not subject to this requirement may also want to implement transaction date validation as a transaction entry control measure.

#### Implement Transaction Date Validation

To implement transaction date validation, do one of the following in **Settings » Accounting » Transactions**:

- To require that transaction dates be within the currently active fiscal year, select **Require Transaction Dates to be Within the Active Fiscal Year**.
- To require that transaction dates be within the currently active fiscal period, select both **Require Transaction Dates to be Within the Active Fiscal Year** and **Require Transaction Dates to be Within the Active Accounting Period**.

You should post all open transaction files and payment processing runs before you enable transaction date validation. If you do not, you may find that you cannot open a transaction file in the current period and you cannot change the transaction dates when you open the file in a prior period.

#### What Happens in Transaction Entry

If you implement transaction date validation for the fiscal year but not for the accounting period, Vantagepoint displays an error message for a transaction date outside the current fiscal year, and the transaction cannot be saved unless either the date or the fiscal year is changed. For a date in the current fiscal year but not in the current period, Vantagepoint displays a warning message, but the transaction can be saved without changing the date.

If you implement transaction date validation for the accounting period, Vantagepoint displays an error message for a transaction date outside the current accounting period, and the transaction cannot be saved unless either the date or the period is changed.

In situations where Vantagepoint would normally display today's date as the default date but that date fails the validation, no default date is displayed.

If you do not implement transaction date validation, Vantagepoint displays a warning message for a date not in the current accounting period, but the transaction can be saved without changing the date.

#### Recurring Transactions

If you implement transaction date validation for the fiscal year and you recreate a posted recurring transaction for which the file end date or the transaction date is not in the currently active fiscal year, Vantagepoint automatically displays the Change Transaction Dates dialog box. You must change the dates to be in the fiscal year.

Similarly, if you implement transaction date validation for the accounting period and you recreate a posted recurring transaction for which the file end date or the transaction date is not in the currently active period, Vantagepoint automatically displays the Change Transaction Dates dialog box, and you must change the dates to be in the period.

### Intercompany Transactions

If you have multiple companies and you do not implement transaction date validation for one company (Company A, for example) but do implement it for another company (Company B), Vantagepoint does not apply transaction date validation when you post a transaction from Company A (no date validation) to Company B (date validation implemented).

### Scheduled Posting Processes

At the time that you schedule a process that posts transactions, Vantagepoint does not verify that the scheduled date is valid for the transactions to be processed. Be sure that you schedule the posting process to occur within the period for which the transaction files were created.

### Transaction Dates that are Not Affected

For some types of transactions, some dates associated with the transactions are not affected by transaction date validation. These exceptions are listed below:

- AP Disbursements: Invoice dates
- AP Vouchers: Invoice date and payment dates
- Employee Expenses: Expense dates
- Invoices: Due dates
- Labor Adjustments: Labor adjustment dates
- Timesheets: All dates
- Units: All dates for unit transactions created by timesheet posting
- Absence Accruals: Accrual dates
- Adjust Salaried Job Costing: All dates
- History Loading: All dates
- Consolidations: All dates
- Billing Labor Transfer: All dates
- Billing Expense Transfer: All dates

## Accounting Alerts Settings

Use the settings for accounting transaction alerts to notify selected employees when a transaction is submitted, rejected, or approved.

How to...

You can specify transaction alerts in Accounting Settings.



### Set Up Alerts for Transaction Approved

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

You can edit this alert only if the **Enable Transaction Center Approvals** option is selected in the Transaction Center Approval Options section on the Transaction Settings form in **Settings » Accounting » Transactions**.

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Posting application. You define transaction security rights in **Settings » Security » Roles**.

#### To set up transaction approved alerts:

1. In the Navigation pane, select **Settings » Accounting » Alerts**.
2. In the grid of the Alerts form, click **Transaction Approved** under the **Alert** column to display the Transaction Approved dialog box.
3. On the Transaction Approved dialog box, use the available fields and options to configure a new alert or modify an existing alert.
4. Click **Save and Close** to save the alerts that you created or modified on the Transaction Approved dialog box and close it.
5. Select the corresponding check box under the **Active** column to enable the alert.

### Set Up Alerts for Transaction Submitted

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

You can edit this alert only if the **Enable transaction Center Approvals** option is selected in the Transaction Center Approval Options section on the Transaction Settings form in **Settings » Accounting » Transactions**.

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Posting application. You define transaction security rights in **Settings » Security » Roles**.

#### To set up transaction submitted alerts:

1. In the Navigation pane, select **Settings » Accounting » Alerts**.
2. In the grid of the Alerts form, click **Transaction Submitted** under the **Alert** column to display the Transaction Submitted dialog box.
3. On the Transaction Submitted dialog box, use the available fields and options to configure a new alert or modify an existing alert.
4. Click **Save and Close** to save the alerts that you created or modified on the Transaction Submitted dialog box and close it.
5. Select the corresponding check box under the **Active** column to enable the alert.

### Set Up Alerts for Transaction Rejected

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

You can edit this alert only if the **Enable Transaction Center Approvals** option is selected in the Transaction Center Approval Options section on the Transaction Settings form in **Settings » Accounting » Transactions**.

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Posting application. You define transaction security rights in **Settings » Security » Roles**.

#### To set up transaction rejected alerts:

1. In the Navigation pane, select **Settings » Accounting » Alerts**.
2. In the grid of the Alerts form, click **Transaction Rejected** under the **Alert** column to display the Transaction Rejected dialog box.
3. On the Transaction Rejected dialog box, use the available fields and options to configure a new alert or modify an existing alert.
4. Click **Save and Close** to save the alerts that you created or modified on the Transaction Rejected dialog box and close it.
5. Select the corresponding check box in the **Active** column to enable the alert.

#### Fields and Options

Use the fields and options in the Alert form and related dialog boxes to configure alerts.

### Alerts Form

Use the Alerts form to set up accounting transaction alerts.

#### *Display the Alerts Form*

You display the Alerts form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Alerts**.

## Contents of the Alerts Form

Use the Alerts form fields and options to configure alerts for accounting.

### Contents

Field	Description
<b>Company Name</b>	If your firm uses multiple companies, the name of the active company displays at the top of the form. You can select a different company.

### Grid Fields

Field	Description
<b>Alert</b>	This column lists available alert types. Click a type to display the corresponding dialog box for the alert, on which you can specify the alert criteria, recipients, and delivery method.
<b>Active</b>	This column displays a check box for each type of alert. Select the check box for an alert to enable it.

### Transaction Approved Dialog Box

The Transaction Approved alert dialog box allows you to determine who, when, and under what conditions Vantagepoint sends Transaction Approved alerts. These alerts inform requesters that their requests have been approved.


### Display the Transaction Approved Dialog Box



You display the dialog box in Accounting Settings.

1. In the Navigation pane, select **Settings » Accounting » Alerts**.
2. In the grid of the Alerts form, click **Transaction Approved** under the **Alert** column.

### Contents of the Transaction Approved Dialog Box

Use these fields and options to set up a translation entry file approved alert based on a new or existing rule.

Field	Description
 <b>Save Rule</b>	Click this option to save the changes in the settings for the alert without closing the dialog box. (This option is disabled if there are no changes to be saved.)
<b>+ Add Rule</b>	Click this option to add a new alert rule. On the Add Rule dialog box, enter a unique alert rule name for the new alert and click <b>OK</b> to close the Add Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field.

Field	Description
 <b>Copy Rule</b>	Select an alert rule in the grid with settings that you want to copy into a new alert rule and then click <b>Copy</b> . On the Copy Rule dialog box, enter a unique alert rule name for the new alert rule and click <b>OK</b> to close the Copy Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field with the same settings as the alert that you copied.
 <b>Delete Rule</b>	Select a rule and click this option to delete it.

Field	Description
<b>Alert Rule</b>	This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click <b>Add Rule</b> on the toolbar and enter the new alert rule name on the Add Rule dialog box. Each alert rule name must be unique.
<b>Rule Enabled</b>	Select this option to enable the rule. When the alert is active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then Vantagepoint will run any one of its enabled rules. If the alert is not active, then Vantagepoint will not run any of its rules, even if rules are enabled.

### Alert Criteria

Field	Description
<b>Transaction Type</b>	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.

### Show Alert To

Field	Description
<b>Selected Employees</b>	Use this field to select the employees to which you want to send the alert.
<b>Creator</b>	Select this option if you want to send the alert to the creator.
<b>Creator's Supervisor</b>	Select this option if you want to send the alert to the creator's supervisor(s).
<b>Submitter</b>	Select this option if you want to send the alert to the submitter.
<b>Submitter's Supervisor</b>	Select this option if you want to send the alert to the submitter's supervisor(s).

### Delivery Options

Select one or both options.

Field	Description
<b>Email</b>	Select this check box to send the alert by email to employees.
<b>Notification Center</b>	Select this check box to send the alert to employees via the Notification Center.

### Email

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
<b>Subject</b>	Enter the subject for the email message.
<b>Message</b>	Enter the email message in this field. Click ▼ at the upper right side of the field to display a toolbar with formatting options that you can use to change the formatting of the email message.

Field	Description
<b>Save and Close</b>	Click this option to save the configuration that you've made for the alerts and close the dialog box. This option is disabled if there are no changes to be saved in the alert rule. You can click <b>Cancel</b> to close the dialog box instead.
<b>Cancel</b>	Click this option to close the dialog box without saving any changes made to the alerts.

### Transaction Rejected Dialog Box

The Transaction Rejected alerts dialog box allows you to determine who, when, and under what conditions Vantagepoint sends transaction rejected alerts. These alerts inform requesters that their requests have been rejected.




#### *Display the Transaction Rejected Dialog Box*

You display the dialog box in Accounting Settings.

1. In the Navigation pane, select **Settings » Accounting » Alerts**.
2. In the grid of the Alerts form, click **Transaction Rejected** under the **Alert** column.

*Contents of the Transaction Rejected Dialog Box*

Use these fields and options to set up a transaction rejected alert based on a new or existing rule.

Field	Description
 <b>Save Rule</b>	Click this option to save the changes in the settings for the alert without closing the dialog box. (This option is disabled if there are no changes to be saved.)
<b>+ Add Rule</b>	Click this option to add a new alert rule. On the Add Rule dialog box, enter a unique alert rule name for the new alert and click <b>OK</b> to close the Add Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field.
 <b>Copy Rule</b>	Select an alert rule in the grid with settings that you want to copy into a new alert rule and then click <b>Copy</b> . On the Copy Rule dialog box, enter a unique alert rule name for the new alert rule and click <b>OK</b> to close the Copy Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field with the same settings as the alert that you copied.
 <b>Delete Rule</b>	Select a rule and click this option to delete it.

Field	Description
<b>Alert Rule</b>	This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click <b>Add Rule</b> on the toolbar and enter the new alert rule name on the Add Rule dialog box. Each alert rule name must be unique.
<b>Rule Enabled</b>	Select this option to enable the rule. When the alert is active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then Vantagepoint will run any one of its enabled rules. If the alert is not active, then Vantagepoint will not run any of its rules, even if rules are enabled.

**Alert Criteria**

Field	Description
<b>Transaction Type</b>	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.

**Show Alert To**

Field	Description
<b>Selected Employees</b>	Use this field to select the employees to which you want to send the alert.
<b>Creator</b>	Select this option if you want to send the alert to the creator.

Field	Description
<b>Creator's Supervisor</b>	Select this option if you want to send the alert to the creator's supervisor(s).
<b>Submitter</b>	Select this option if you want to send the alert to the submitter.
<b>Submitter's Supervisor</b>	Select this option if you want to send the alert to the submitter's supervisor(s).

### Delivery Option

Field	Description
<b>Email</b>	Select this check box to send the alert by email to employees.
<b>Notification Center</b>	Select this check box to send the alert to employees via the Notification Center.

### Email

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
<b>Subject</b>	Enter the subject for the email message.
<b>Message</b>	Enter the email message in this field. Click ▼ at the upper right side of the field to display a toolbar with formatting options that you can use to change the formatting of the email message.

Field	Description
<b>Save and Close</b>	Click this option to save the configuration that you've made for the alerts and close the dialog box. This option is disabled if there are no changes to be saved in the alert rule. You can click <b>Cancel</b> to close the dialog box instead.
<b>Cancel</b>	Click this option to close the dialog box without saving any changes made to the alerts.

### Transaction Submitted Dialog Box

The Transaction Submitted alert dialog box allows you to determine who, when, and under what conditions Vantagepoint sends transaction submitted alerts. These alerts inform request approvers that requests have been submitted.




### Display the Transaction Submitted Dialog Box

You display the dialog box in Accounting Settings.

1. In the Navigation pane, select **Settings » Accounting » Alerts**.
2. In the grid of the Alerts form, click **Transaction Submitted** under the **Alert** column.

### Contents of the Transaction Submitted Dialog Box

Use these fields and options to set up a translation submitted alert based on a new or existing rule.

Field	Description
 <b>Save Rule</b>	Click this option to save the changes in the settings for the alert without closing the dialog box. (This option is disabled if there are no changes to be saved.)
<b>+ Add Rule</b>	Click this option to add a new alert rule. On the Add Rule dialog box, enter a unique alert rule name for the new alert and click <b>OK</b> to close the Add Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field.
 <b>Copy Rule</b>	Select an alert rule in the grid with settings that you want to copy into a new alert rule and then click <b>Copy</b> . On the Copy Rule dialog box, enter a unique alert rule name for the new alert rule and click <b>OK</b> to close the Copy Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field with the same settings as the alert that you copied.
 <b>Delete Rule</b>	Select a rule and click this option to delete it.

Field	Description
<b>Alert Rule</b>	This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click <b>Add Rule</b> on the toolbar and enter the new alert rule name on the Add Rule dialog box. Each alert rule name must be unique.
<b>Rule Enabled</b>	Select this option to enable the rule. When the alert is active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then Vantagepoint will run any one of its enabled rules. If the alert is not active, then Vantagepoint will not run any of its rules, even if rules are enabled.

### Alert Criteria

Field	Description
<b>Transaction Type</b>	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.



### Show Alert To

Field	Description
<b>Selected Employees</b>	Use this field to select the employees to which you want to send the alert.
<b>Submitter's Supervisor</b>	Select this option if you want to send the alert to the submitter's supervisor(s).

### Delivery Options

Select one or both options.

Field	Description
<b>Email</b>	Select this check box to send the alert by email to employees.
<b>Notification Center</b>	Select this check box to send the alert to employees via the Notification Center.

### Email

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
<b>Subject</b>	Enter the subject for the email message.
<b>Message</b>	Enter the email message in this field. Click ▼ at the upper right side of the field to display a toolbar with formatting options that you can use to change the formatting of the email message.

Field	Description
<b>Save and Close</b>	Click this option to save the configuration that you've made for the alerts and close the dialog box. This option is disabled if there are no changes to be saved in the alert rule. You can click <b>Cancel</b> to close the dialog box instead.
<b>Cancel</b>	Click this option to close the dialog box without saving any changes made to the alerts.

## Units Settings

To set up units, you first create unit tables. Then you create units, or reuse existing ones, and add those units to your unit tables. Some units can be common across multiple tables. You can establish unit settings if you have the CRM or Accounting module installed.

Values for units are specific to each unit table. You can apply different unit tables to different projects, to allocate costs for labor, expertise, and equipment. You specify a unit table for a project on the Accounting tab in the Projects hub.

When you add units to a new unit table, search for existing units that you can reuse before you create new ones.

If you use multiple companies, unit tables are available for the active company.

If you use multiple currencies, you must specify both a cost currency and a billing currency for each unit table.

You use units to bill non-labor expenses at a flat rate. For example, you might set up units for goods or services, such as lab tests or survey crews that you bill at a flat rate.

You use units to allocate cost to a project for labor (like that of a survey crew), expense (such as the rate to cover non-labor cost associated with the project), and equipment (such as the cost associated with capital equipment like computers or survey equipment). These costs, if needed, can have associated billing value.

You set up cost and billing rates for these units to use with accounting, timesheet, and billing applications. Units are similar to expenses posted through cash disbursements, journal entries, and accounts payable vouchers. However, unlike those transactions, when you bill a unit, you can show both a quantity and a rate on your invoice.

You can also use units to reclassify previously costed expenses from overhead accounts to projects. For example, a company can use units to recover some of the expense associated with reproductions. The paper supply and toner for the copier are expensed to an overhead project and indirect account number. Using units allows you to specify an account to debit and an indirect expense to credit. This creates a debit entry against the regular type project and a credit entry against the overhead type project.

## Roadmap for Setting up Unit Tables

You might find it helpful to use this roadmap as a guide for setting up unit tables.

Step	Procedure	Related Information
1	Create a new unit table in <b>Settings » Accounting » Units</b> .	<a href="#">Create a New Unit Table Unit Tables Form</a>
2	At the bottom of the Units grid, click <b>+ Add Unit</b> .	<a href="#">Add Unit Dialog Box</a>
3	On the Add Unit dialog box, add units to the unit table. There are three methods for adding units: <ul style="list-style-type: none"> <li>▪ <b>From scratch:</b> You can do this if you need to add a unit using a new set of information.</li> <li>▪ <b>From an inventory item:</b> You can do this if you need to add a unit based on existing information of an inventory item. This method requires that: <ul style="list-style-type: none"> <li>▪ You use the Purchasing application.</li> </ul> </li> </ul>	<a href="#">Add a Unit from Scratch</a> <a href="#">Add a Unit from an Inventory Item</a> <a href="#">Add a Unit from an Existing Unit</a>

Step	Procedure	Related Information
	<ul style="list-style-type: none"> <li>You have selected the <b>Enable Inventory</b> check box on the Inventory tab in <b>Settings » Purchasing &amp; Inventory » Company</b>, in the desktop application.</li> </ul> <p>When you add a unit from an inventory item, the new unit inherits the <a href="#">properties associated with the inventory item</a>.</p> <ul style="list-style-type: none"> <li><b>From an existing unit:</b> You can do this if you have existing unit information that you can reuse.</li> </ul> <p>When you add a unit from an existing unit, the new unit inherits the properties associated with the existing unit.</p> <p>If you use multiple companies:</p> <ul style="list-style-type: none"> <li>You can add existing units from tables that belong to other companies in your enterprise.</li> <li>If any general ledger accounts from the existing units are not valid for the active company, the accounts do not get copied into the fields in the Units grid. You must enter valid account numbers in the blank fields.</li> </ul>	
4	Click <b>Save</b> .	

How to...

Use Units Settings to add, edit, copy, delete, and view unit tables and their units.

### Create a New Unit Table

You create new unit tables to hold the units that you use to track costs for projects.

#### To create a new unit table:

- In the Navigation pane, select **Settings » Accounting » Units**.
- On the Unit Tables form, click **+ New Unit Table**.
- In the **Unit Table Name** field at the top of the form, enter a unique name for the unit table.
- In the **Status** field, specify the unit table status: Active, Dormant, or Inactive.

5. To make the unit table available for use in planning and service estimates, select the **Available for Project Estimates** check box.
6. In the **Cost Currency** and **Billing Currency** fields, specify the currency information for costing the units in this table to your projects and for billing the units after being applied to your projects, respectively.  
If your firm uses multiple currencies, the cost currency and billing currency information that you enter must match the **Project Currency** and **Billing Currency** that are selected on the Overview tab of the Projects form in the Projects hub.
7. In the Properties section, specify the code, organization, principal, project manager, and supervisor information for the unit table.
8. In the Units grid, add at least one unit to the unit table.
9. Click **Save**.

After you create a unit table, you can add a unit [from scratch](#), [from an inventory item](#), or [from an existing unit](#).

### Create a Unit from Scratch

After you have at least one unit table, you can add a unit that you create from scratch.

**Prerequisite:** You must have a unit table before you can add units. For more information, see [Create a New Unit Table](#).

#### To create a unit from scratch:

1. In the Navigation pane, select **Settings » Accounting » Units**.
2. Use the search field above the Unit Tables form to find and select the unit table to which you are adding units.
3. Below the Units grid, click **+ Add Unit**.
4. On the Add Unit dialog box, specify information for the new unit, including a number and name, the unit type, labels for the unit, and billing and cost information, and then click **Add**.

The unit displays in the grid on the Unit Tables form.

5. To add more units, repeat steps 3 and 4.

**Alternative procedures:** You can create a unit [from an inventory item](#) or [from an existing unit](#).

### Create a Unit Based on an Existing Unit

To save time in creating a unit, base it on an existing unit rather than creating it from scratch.

If you use multiple companies, you can add existing units from unit tables that belong to other companies in your enterprise. If any general ledger accounts from the existing units are not valid for the active company, the accounts do not get copied into the fields in the Units grid. You must enter valid account numbers in the blank fields.

**Prerequisite:** You must have a unit table before you can add units. For more information, see [Create a New Unit Table](#).

### To create a unit based on an existing unit:

1. In the Navigation pane, select **Settings » Accounting » Units**.
2. Use the search field above the Unit Tables form to find and select the unit table to which you want to add units.
3. Below the Units grid, click **+ Add Unit**.
4. In the **Number** field on the Add Unit dialog box, select an existing unit that you want to use as the basis for a new unit.  
The unit fields populate with data from the existing unit and a validation message which states that the unit number already exists.
5. Replace the unit number with a unique value, specify the remaining information for the new unit, and click **Add**.  
The unit displays in the Units grid on the Unit Tables form.
6. To add more units , repeat steps 3–5.

**Alternative procedures:** In the Units grid, you can [copy a grid row](#) to use as the basis for a new unit. You can also create a unit [from scratch](#) or [from an inventory item](#).

### Create a Unit Based on an Inventory Item

To save time in creating a unit, base it on an existing inventory item rather than creating it from scratch.

When you add a unit from an inventory item, the new unit inherits the [properties associated with the inventory item](#).

#### Prerequisites:

- You need to have a unit table before you can add units. For more information, see [Create a New Unit Table](#).
- You must use the Purchasing application.
- You must select the **Enable Inventory** check box on the Inventory tab in **Settings » Purchasing & Inventory » Company**, in the desktop application.

### To create a unit based on an inventory item:

1. In the Navigation pane, select **Settings » Accounting » Units**.
2. Use the search field above the Unit Tables form to find and select the unit table that you want to add units to.
3. Below the Units grid, click **+ Add Unit**.
4. In the **Item** field on the Add Unit dialog box, select the inventory item that you want to use as the basis for a new unit.  
The unit fields populate with information from the inventory item.
5. Specify information for the new unit, including a unique number, a name, and a unit type, and click **Add**.  
The unit displays in the Units grid on the Unit Tables form.

6. To add more units based on inventory items, repeat steps 3–5.

When you add a unit from an inventory item and you post an inventory issue, a unit transaction entry file posts to reclassify the cost and to bill the item.

**Alternative procedures:** You can create a unit [from scratch](#) or [from an existing unit](#).

### Copy a Unit Table

You can copy a unit table to create a new unit table. When you copy a unit table, the new unit table inherits the information from the copied table (including its units), which you then edit.

#### To copy a unit table:

1. In the Navigation pane, select **Settings » Accounting » Units**.
2. Use the search field above the Unit Tables form to search for and select the unit table that you want to copy.
3. On the Actions bar, click **Other Actions » Copy**.  
Vantagepoint displays a new form with a Units grid that contains the same details from the source unit table.
4. In the **Unit Table Name** field, enter a unique name for the new unit table.
5. Modify the prefilled information on the Unit tables form.
6. Click **Save**.

### Modify a Unit Table

You can modify a unit table and its units at any time.

#### To modify a unit table:

1. In the Navigation pane, select **Settings » Accounting » Units**.
2. Use the search field above the Unit Tables form to search for and select the unit table that you want to modify.
3. In the Units grid, modify the unit table fields or the units for the unit table.
4. Click **Save**.

### Delete a Unit Table

You can delete a unit table to permanently remove it from the database. This action cannot be reversed.

**Prerequisite:** You must ensure that the unit table you want to delete is not in use by any applications.

#### To delete a unit table:

1. In the Navigation pane, select **Settings » Accounting » Units**.

2. Use the search field above the Unit Tables form to find and select the unit table that you want to delete.
3. On the Actions bar, click **Other Actions » Delete**.
4. On the confirmation dialog box, click **Delete** to permanently remove the record from your database.

## Fields and Options

Use the fields and options in Units Settings to create, modify, and delete unit tables and units.

### Unit Tables Form

Use the Unit Tables form to set up new unit tables and add units to the tables. You also view, edit, and delete unit tables using this form.

#### *Display the Unit Tables Form*

You display the Unit Tables form in Accounting Settings.


In the Navigation pane, select **Settings » Accounting » Units**.

#### *Contents of the Unit Tables Form*

Use this form to view and edit existing unit tables. You can also create new unit tables and enter, edit, copy, or delete unit details.

## Contents

### Header Fields

Field	Description
<b>Unit Tables search</b>	<p>Use the <b>Searches</b> drop-down list to find and select the unit table that you want to review or edit. Type a unit table name in the search field or click ▼ <b>Searches</b> to select a standard (<b>Active</b>, <b>All</b>, and <b>Mine</b>) , legacy, personal (<b>My Searches</b>) or shared search: :</p> <ul style="list-style-type: none"> <li>■ Click <b>Active</b> to select active unit tables.</li> <li>■ Click <b>All</b> to select all unit tables (active and inactive).</li> <li>■ Click <b>Mine</b> to select a unit table to which you have access.</li> <li>■ Click <b>Legacy Searches</b>: to display a list of unit tables based on a search from previous versions of the application or from legacy systems. Although you cannot modify a legacy search, you can build a new search based on a legacy search. Click the  icon to display the Edit Search dialog box. Click <b>Delete and Start Over</b> to build a new search based on the legacy search.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Click <b>My Searches</b> : to display a list of unit tables based on your personal search. Click the ✎ icon to display the Edit Search dialog box. You can then update your personal search for future use.</li> <li>Click <b>Shared Searches</b> to display a list of unit tables based on a search shared with other team members and roles. Click the ✎ icon to display the Edit Search dialog box. You can then update the shared search for future use.</li> <li>Click <b>+ New Search</b> to create a new search for unit table records. Use both basic and advanced search features on the <b>New Search</b> dialog box to refine search criteria.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
◀x of x▶	Use these arrow icons to scroll through the records in the search results and display a different record to display on the form. The numbers indicate which record you are viewing out of the total number of records in the search results.
+ New Unit Table	Click this option to create a new unit table. A blank form opens with the appropriate fields enabled.
≡	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ⚙ to the right of the grid. This opens the Select Columns dialog box.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information about working in list view, see <a href="#">Use List View</a>.</p>
□	<p>After you switch to list view, you can click the Switch to Detail View icon to switch back to the detailed view of the form. In detail view, all selected fields are displayed on the form. This is the default view when you first open the application. Subsequently, the view that was active when you closed the application is the one that displays when you open it again. Detail view is the view that is described in the Help.</p>
Unit Table Name	Enter the name of the unit table at the upper left of the form. Each unit table must have a unique name. You cannot modify a unit table name after it is saved.

### Actions Bar: Commonly Used Actions

Click the buttons on the Actions bar to quickly access commonly performed actions.

Field	Description
<b>Edit</b>	Select this option to open the form and make changes to the currently selected unit table record.



### Actions Bar: Other Actions

Click the **Other Actions** menu to choose other tasks.

Field	Description
<b>Copy</b>	Select this option to copy and modify the current record to create a new record. Be sure to specify a unique name for the new record. When you copy a record with attached documents, Vantagepoint does not copy the documents to the new record.
<b>Delete</b>	Select this option to delete the current record. When you delete a record, you permanently remove it from the database. The deletion cannot be undone. Verify that the record is no longer in use before you delete it.

### Fields and Options

Field	Description
<b>Status</b>	<p>This indicates the status for the unit table. To change the status, click <b>Edit</b> on the Actions bar. In the <b>Status</b> field, you can choose:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> Select this option to allow users to select units from this unit table in other Vantagepoint applications, such as Timesheets.</li> <li>▪ <b>Inactive:</b> Select this option if you want to allow users to select units from this unit table in other Vantagepoint applications, such as Timesheets, but you want them to receive a warning letting them know that the unit table is inactive.</li> <li>▪ <b>Dormant:</b> Select this option to prevent users from selecting units from this unit table in other Vantagepoint applications. The unit table is removed from Unit Table drop-down list fields or lookups in the other applications.</li> </ul>
<b>Available for Project Estimates</b>	<p>This check box indicates whether or not the unit table is available for use in project service estimates. You can select or clear the check box whether or not you are in Edit mode.</p> <p>This check box is displayed if:</p> <ol style="list-style-type: none"> <li>1. The <b>Enable Service Estimate</b> check box is selected in the Service Estimate Settings section of the Service Estimate tab in <b>Settings » Projects » Estimates</b>.</li> <li>2. The CRM module is activated.</li> </ol>
<b>Cost Currency</b>	<p>This is the currency that is used when you cost the units in this table to your projects. To change the cost currency, click <b>Edit</b> on the Actions bar. In the <b>Cost Currency</b> field, select the currency to use for costing. You cannot change the cost currency after you post transactions that reference the unit table.</p> <p>If your firm uses multiple currencies, this value must match the <b>Project Currency</b> that is selected on the Overview tab of the Projects form in the Projects hub.</p>
<b>Billing Currency</b>	<p>This is the currency that is used for billing the units in this table when the units are applied to projects. To change the billing currency, click <b>Edit</b> on the Actions bar. In the <b>Billing Currency</b> field, select the currency to use for billing. You</p>

Field	Description
	cannot change the billing currency after you post transactions that reference the unit table. If your firm uses multiple currencies, this value must match the <b>Billing Currency</b> that is selected on the Overview tab of the Projects form in the Projects hub.

### Properties Section

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

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



### Units Grid

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

Field	Description
<b>+ Add Unit</b>	Click this option below the grid to display the Add Unit dialog box and add a new unit row to the grid. To copy, edit, or delete a row in the grid, hover over the row, click <b>:</b> , and select the desired option.
<b>Unit Number</b>	This column displays the number for the unit. If you use the Purchasing application and you created the unit from an inventory item, this column displays the item number for the row entry. For more information about how certain data is carried over from an existing inventory item to the Units grid of the unit table, see <a href="#">Unit Fields Based on Inventory Items</a> .
<b>Unit Name</b>	This column displays the name for the unit. If you use the Purchasing application and you created the unit from an inventory item, this column displays the item description for the row entry.

Field	Description
<b>Singular Label</b>	<p>This column displays the label for the unit as it should display for a singular quantity. For example, it displays <b>day</b> if the unit charge is based on one day of labor.</p> <p>If you use the Purchasing application and you created the unit table from an inventory item, this column displays the purchasing unit of measure for the row entry.</p>
<b>Plural Label</b>	<p>This column displays the label for the unit as it should display for a plural quantity. For example, it displays <b>days</b> if the unit charge is based on two days of labor.</p> <p>If you use the Purchasing application and you created the unit table from an inventory item, this column displays the purchasing unit of measure for the row entry.</p>
<b>Unit Type</b>	<p>This column displays the type of the unit that does not affect processing but is useful for reporting purposes.</p>
<b>Billing Rate</b>	<p>This column displays the numeric value for the rate at which to bill each individual unit.</p>
<b>Cost per Unit</b>	<p>Enter a numeric value for the rate at which to cost each individual unit. Enter the amount that should be costed to the project and general ledger expense account for each unit. If you enter 0 or leave this field blank, the unit is not costed when you post.</p> <p>For example, you do not want to cost a unit such as a Survey Crew because their time is costed during timesheet posting. If you set up the information in the Billing section to bill units, the unit displays with unit-level detail options to be billed. If you defined labor billing terms, the timesheet detail displays to be billed and should be written off or charged to a non-billable labor code.</p>
<b>Item</b>	<p>This column displays the inventory item associated with the unit.</p>
<b>Category</b>	<p>This column displays the category of the inventory item associated with the unit.</p>
<b>Employee-specific Revenue</b>	<p>This column displays the option to apply the unit's revenue to a specific employee for calculating employee realization.</p>
<b>Consolidate Posting Detail</b>	<p>This column displays the option to consolidate your posting detail by project, phase, task, and account.</p>
<b>Available for Timesheet</b>	<p>This column displays the option to make the unit available to timesheet users and be able to enter charges against the unit.</p>
<b>Billing Line Format</b>	<p>This column displays the option for the print format of the billing line.</p>

Field	Description
<b>Revenue Posting Account</b>	This column displays the revenue account to which to post the unit when the unit is billed to the client. The unit charge is posted to this revenue account during the Final Invoice Accept process.
<b>Consolidate Detail on Bill</b>	This column displays the option to consolidate a unit's detail to one line on the invoice.
<b>Show Date on Bill</b>	This column displays the option to show the transaction date for every transaction charged to a project.
<b>Show Math on Bill</b>	This column displays the option to print the unit billing calculations on the invoice for each unit detail line.
<b>Regular Debit Account</b>	This column displays the account number to debit when you post units to a regular project.
<b>Overhead Debit Account</b>	This column displays the account number to debit when you post units to an overhead or promotional project.
<b>Credit Project</b>	This column displays the project number to credit when you distribute costs to projects using the unit.
<b>Credit Phase</b>	This column displays the phase number to credit when you distribute costs to projects using the unit. This column is blank if the associated credit project has no available task to credit.
<b>Credit Task</b>	This column displays the task number to credit when you distribute costs to projects using the unit. This column is blank if the associated credit project has no available task to credit.
<b>Credit Account</b>	This column displays the account to credit when you distribute costs to projects using the unit.

Field	Description
	Click  to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .

### Add Unit Dialog Box

Use the Add Unit dialog box to enter and edit information for the units that you add to a unit table.

### Display the Add Unit Dialog Box

You display the Add Unit dialog box in Accounting Settings.

1. In the Navigation pane, select **Settings » Accounting » Units**.

2. On the Unit Tables form, select an existing unit table, or click **+ New Unit Table** to create a new unit table.
3. Below the Units grid, click **+ Add Unit**.

#### *Contents of the Add Unit Dialog Box*

Use the fields and options on this dialog box to enter and edit a unit for a unit table.

Field	Description
<b>Number</b>	Enter a unique unit number. You cannot change this number after it is saved. You set the length of your unit numbers during installation. If you need to change the length, use <b>Utilities » Key Conversions » Units</b> .
<b>Item</b>	<p>This field displays if you use the Purchasing application. Use this field to add a unit from an inventory item. Enter the item, or use the Item lookup to select an inventory item.</p> <p>After you add a unit from an inventory item, Vantagepoint disables the remaining fields on this form.</p> <p>When an inventory item is posted, Vantagepoint creates a units transaction posting log.</p> <p>This field is <b>not</b> enabled when the <b>Enable Reporting Realization by Employee</b> check box is selected on the Global Labor Options settings form in <b>Settings » Accounting » Labor Options</b>, and the <b>Employee-specific Revenue</b> check box on this dialog box is selected.</p>
<b>Category</b>	This field displays if you use the Purchasing application. After you select an inventory item to add as a unit in the <b>Item</b> field, the inventory item's category displays.
<b>Name</b>	Enter the name for the unit. You cannot change this name after it is saved. You can print this name on the invoice.
<b>Unit Type</b>	<p>Use this drop-down list to select a unit type that will help distinguish labor units from equipment or expense units for reporting purposes only (without any impact on processing). The Unit Detail Report displays units of each unit type with detail and totals over a selected time frame.</p> <p>The options include Equipment, Expenses, Labor, and any user-defined unit types that you define in <b>Settings » Labels and Lists » Lists</b>. After a unit type has been used in a Units table, you cannot delete it in Labels and Lists.</p>
<b>Employee-Specific Revenue</b>	<p>This check box displays only if the <b>Enable Reporting Realization by Employee</b> check box is selected in <b>Settings » Accounting » Labor Options</b>. Select this check box if you want this unit's revenue to be applied to a specific employee for calculating employee realization. This will apply to units that employees enter on timesheets, units entered in the Transaction Center (units or units-by-project transaction types), and unit inserts entered in Interactive Billing.</p> <p>This check box is <b>not</b> enabled when you use the Purchasing application and you enter an item in the <b>Item</b> field on the Add Unit dialog box.</p>

Field	Description
	<p>When you select this check box, you must enter a billing rate and a revenue account in the grid on this form. These will be used to calculate realization for a specific employee. The revenue account that you enter in the <b>Revenue Account</b> field must already be entered as a realization allocation account in the Employee Realization Allocation Accounts section of the Labor Options settings form in <b>Settings » Accounting » Labor Options</b>.</p> <p>When you clear this check box and the revenue account that you enter in the grid on this form is entered as a realization allocation account in Labor Options settings, a unit's revenue is included in the overall labor revenue pool to be prorated among employees.</p> <p><b>Warnings:</b></p> <ul style="list-style-type: none"> <li>▪ If you assign a revenue account for units in the Invoice Override Accounts section of the More Calculations tab in <b>Hubs » Projects » Billing Terms</b>, this revenue account is used to calculate employee realization instead of the revenue account entered on the Unit Tables form in Accounting Settings. The realization is not allocated to a specific employee. If you want revenue allocated to a specific employee, do not enter a revenue account for units for the project in Billing Terms. Entering a revenue account for units in Billing Terms can lead to unexpected results. For example, units that you expected to be allocated to employees may not be allocated, or units that you consider employee-specific may be included in the allocation pool.</li> <li>▪ If an employee enters hours on a timesheet, but the work will be billed through a unit, enter the timesheet as non-billable or delete it in Interactive Billing. It should not be written off in Interactive Billing. Written-off records are considered to be work done over budget, work done outside the scope of the project, or work done incorrectly. Written-off records do not receive realization amounts.</li> </ul>
<b>Available for Timesheet</b>	<p>This check box displays only if you use the Timesheet application and select <b>Yes</b> for <b>Enable Unit Entry</b> in <b>Settings » Time » Options</b>.</p> <p>Select this check box to make the unit available to timesheet users. These users can enter charges against the unit.</p> <p>This check box is <b>not</b> enabled when you enter an item in the <b>Item</b> field on the Add Unit dialog box.</p>
<b>Consolidate Posting Detail</b>	<p>Select this check box to consolidate your posting detail by project, phase, task, and account. If you have multiple charges for this unit to the same project, phase, task, and account, you can decide if you want to have all the charges post together.</p> <p>When you select this check box, Vantagepoint summarizes the cost per unit information for each unit entered in the same data entry run. This option determines if you store individual transaction cost detail or a single summary cost for the unit, which would be available to print later on project reports.</p>

Field	Description
	<p>For example, if employee William Apple posts two different line items in the same data entry run, one for 3 days and the other for 1 day, the posting displays as 4 days.</p> <p>When you select this check box, the unit description on the project report displays as <b>Consolidated Posting</b>.</p>

### Labels Section

Field	Description
<b>Singular</b>	Enter a label for the unit as it should display for a singular quantity. For example, you enter <b>day</b> if the unit charge is based on one day of labor.
<b>Plural</b>	Enter a label for the unit as it should display for a plural quantity. For example, you enter <b>days</b> if the unit charge is based on two days of labor.

### Billing Section

Field	Description
<b>Billing Rate</b>	<p>Use this field to enter a numeric value for the rate at which to bill each individual unit. If you enter 0 or leave this field blank, the unit is billed based on the <b>Cost per Unit</b> rate and the project's billing terms.</p> <p>If you enter a billing rate and do not enter a cost rate, Vantagepoint includes the unit on bills but does not cost the item to the project. This is appropriate in the case of survey crews, for example, where the cost to the project comes directly from posting the timesheets of the individuals who make up the survey crew.</p>
<b>Billing Line Format</b>	<p>Use this drop-down list to select one of the following options for the format of the billing line:</p> <ul style="list-style-type: none"> <li>▪ <b>Name only:</b> Select this option to print a single line including the unit name and amount. The transaction quantity, singular/plural label, and rate also display if the <b>Show math on bill</b> option is selected.</li> <li>▪ <b>Name and detail:</b> Select this option to display the unit name as a header. Vantagepoint prints a single line including the description and amount. The transaction quantity, label, and rate also display if you select the <b>Show Math on Bill</b> option. The description is user-defined and specified in the <b>Name</b> field.</li> <li>▪ <b>Detail only:</b> Select this option to print a single line that includes the description from data entry and amount. The transaction quantity, label, and rate display if you select the <b>Show Math on Bill</b> option.</li> </ul>
<b>Revenue Posting Account</b>	This drop-down list displays if you use the Accounting application. Use this drop-down list to enter the revenue account to which to post the unit when the unit is billed to the client. The unit charge is posted to this revenue account during the Final Invoice Accept process.


Field	Description
	<p>Enter the revenue account for the unit or click Q in this drop-down list and select an account on the New Search dialog box.</p> <p>If you leave this field blank, the revenue is posted to the global revenue account that is specified for unit billings in <b>Settings » Billing » Invoice Accounts</b>.</p> <p>When you generate the Office Earnings report or the Accounts Receivable Ledger report, this posting account is used to determine in which column the unit charge should appear. It does this by matching the posting account to a revenue account in the Invoice Mapping Accounts section in <b>Settings » Billing » Accounts Receivable</b>.</p> <ul style="list-style-type: none"> <li>▪ If it finds a match, Vantagepoint prints the charge in the specified column.</li> <li>▪ If it does not find a match, Vantagepoint prints the charge in either the <b>Other</b> column of the Accounts Receivable Ledger or the <b>Other Billed</b> column of the Office Earnings report.</li> </ul>
<b>Consolidate Detail on Bill</b>	This check box displays if you use the Billing application. Select this check box to consolidate a unit's detail to one line on the invoice. If the <b>Name only</b> option is selected in the <b>Billing line format</b> field, this option is enabled and automatically selected.
<b>Show Date on Bill</b>	This check box displays if you use the Billing application. Select this check box to show the transaction date for every transaction charged to a project. You enter this date on the Units form. You cannot print transaction dates if you consolidate billing detail.
<b>Show Math on Bill</b>	<p>This check box displays if you use the Billing application. Select this check box to print the unit billing calculations on the invoice for each unit detail line. Vantagepoint prints the calculation in the format (quantity label @ billing rate). For example:</p> <p><b>4 TESTS @ 75.00</b></p> <p>Where <b>4</b> is the number of units charged, <b>TESTS</b> is the plural label, and <b>\$75.00</b> is the billing rate per unit.</p>

### Cost Section

Field	Description
<b>Cost per Unit</b>	<p>Use this field to enter a numeric value for the rate at which to cost each individual unit.</p> <p>Enter the amount that should be costed to the project and general ledger expense account for each unit. If you enter 0 or leave this field blank, the unit is not costed when you post. For example, you do not want to cost a unit such as a Survey Crew because their time is costed during timesheet posting. If you set up the information in the Billing section to bill units, the unit displays with unit-level detail options to be billed. If you defined labor billing terms, the timesheet detail</p>



Field	Description
	displays to be billed and should be written-off or charged to a non-billable labor code.
<b>Regular Debit Account</b>	<p>Use this drop-down list to enter an account number to debit when you post units to a regular project. This account must be a direct or reimbursable expense account.</p> <p>Enter the regular debit account for the unit or click <b>Q</b> in this drop-down list and select an account on the New Search dialog box.</p> <p>When you select a regular project in Units Transaction Entry, this account number displays by default in the <b>Account</b> field. You can override this account number when entering the unit in transaction entry, as needed.</p>
<b>Overhead Debit Account</b>	<p>Use this drop-down list to enter an account number to debit when you post units to an overhead or promotional project. This account must be an indirect expense account.</p> <p>Enter the overhead debit account for the unit or click <b>Q</b> in this drop-down list and select an account on the New Search dialog box.</p> <p>When you select an overhead or promotional project in Units Transaction Entry, this account number displays by default in the <b>Account</b> field. You can override this account number when entering the unit in transaction entry.</p>
<b>Credit Project</b>	<p>Use this field to enter the project number to credit when you distribute costs to projects using this unit. The project charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If you make the unit distribution credit by organization, Vantagepoint skips this field. The credit is made to the project established in <b>Settings » Organization » Individual</b>, in the desktop application.</p> <p>Enter the credit project number for the unit or click <b>Q</b> and select a project on the New Search dialog box.</p>
<b>Credit Phase</b>	<p>If the project that you entered in the <b>Credit Project</b> field has phases, use this field to enter the phase number to credit when you distribute costs to projects using this unit. The phase charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If the project does not have phases, or if you are making the unit distribution credit by Organization, Vantagepoint skips this field.</p> <p>Enter the credit phase number for the unit or click <b>Q</b> and select a phase on the New Search dialog box.</p>
<b>Credit Task</b>	<p>If the project that you entered in the <b>Project</b> field has tasks, use this field to enter the task number to credit when you distribute costs to projects using this unit. The task charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If the project does not have tasks, or if you are making the unit distribution credit by organization, Vantagepoint skips this field.</p> <p>Enter the credit task number for the unit or click <b>Q</b> and select a task on the New Search dialog box.</p>

Field	Description
<b>Credit Account</b>	<p>This drop-down list displays if you use the Accounting application. Use this drop-down list to enter an account to credit when you distribute costs to projects using this unit. These accounts are specified in the standard Chart of Accounts.</p> <p>Enter the credit account for the unit or click  and select an account on the New Search dialog box.</p> <p>You must choose an asset, liability, indirect, or other revenue/expense account. This account must correspond to the charge type of the credited project, phase, or task for this unit.</p>

Learn More About...

Review conceptual information about unit tables, unit billings, the relationship between unit fields and inventory items, and associating asset items with units.

### Unit Tables

Vantagepoint stores units in unit tables. Use unit tables to organize and maintain your unit information.

You can create separate unit tables to group units by project, project type, and unit type. This makes it easier to find and use units when you process accounting and billing transactions. Each unit table can contain multiple units. You can set up two types of unit tables:

- **Project-Specific:** These unit tables are tied to a specific project record and must have the same number as the project record. If you use delimiters in your project number, you must include the delimiters when you specify the unit table's number. For example, you create project-specific unit table 992005.00 for project number 992005.00. If a project's number contains leading zeros, you must include the leading zeros when you specify the unit table's number. For example, you create project-specific unit table 00001.00 for project number 00001.00.
- **Reference:** These unit tables are associated with one or more projects through the **Unit Table** field on the Accounting tab of the Projects hub form.

Your system administrator sets security (access) limitations on unit tables. The administrator can tailor your view so you can view or update only the unit tables you use in association with the projects you work on, rather than all unit tables in the Vantagepoint database.

There are two types of access rights for unit tables:

- Record Level **View** access determines the unit tables that you can view in some Vantagepoint applications.
- Record Level **Update** access determines the unit tables that are available to you from the Unit Table forms.

To access unit tables, you must also have access to the **Settings » Accounting » Units** menu item on the Overview tab of **Settings » Security » Roles**.

### Unit Billings and Cost Rates on Bills and Reports

To bill clients for a unit and have it displayed on the invoice as a unit, enter a billing rate for a project in Billing Terms (in the Projects hub).

The billing rate tells Vantagepoint to include the unit on invoices (for any project that uses the unit table) in the units section of the invoice. To display the unit on the invoice, you must select the appropriate options in the Units section on the Rates tab of **Hubs » Projects » Billing Terms**.

For Vantagepoint to cost the item to projects and the general ledger as a unit, you must enter a cost per unit rate.

The unit charges that are billed take place when an invoice is posted. Unit charges cannot be corrected in Interactive Billing. If the unit table was incorrect at the time of posting, you must use either Units or Units By Project in Transaction Entry to reverse the posting and then correct the unit table and post the units again.

### Unit Fields Based on Inventory Items

When you add a unit to a unit table based on an existing inventory item from the Add Unit dialog box, certain data is carried over to the Units grid of the unit table.

The following table shows how fields from the General tab of an inventory item (**Settings » Purchasing & Inventory » Items Master**, in the desktop application) are mapped to the fields in the Units grid of a new unit table and in its Add Units dialog box in **Settings » Accounting » Units**.

Inventory Item (General Tab) Field	Units Grid Field	Add Units Dialog Box Field
Item Number	Unit Number	-
Description	Unit Name	-
Purchasing Unit of Measure	Singular Label and Plural Label	Item
Reimbursable account from the item's Category	Regular Account	-
Indirect account from the item's Category	Overhead Account	-
Category	-	Category

### Roadmap for Associating Units with Asset Items

You associate units with asset items to allow you to track the unit-generated billing values for the asset items. You might find it helpful to use this roadmap as a guide for associating units with asset items.

Step	Procedure	Related Information
1	Add units to associate with asset items in <b>Settings » Accounting » Units</b> .	<a href="#">Add a Unit to a Unit Table</a>

Step	Procedure	Related Information
2	Enter transactions that record unit-generated billing values using either Units or Units By Project in Transaction Entry.	<a href="#">Add a New Transaction File</a>
3	Associate a unit with an asset item in the Unit Association grid on the GL Book tab in the Equipment (Plural) hub.  The following rules apply when you associate units with asset items: <ul style="list-style-type: none"> <li>You can associate one or more units with an asset item.</li> <li>You can assign a specific unit to only one asset item. You must delete the association between a unit and an asset item if you want to associate the unit with a different asset item.</li> </ul>	<a href="#">Associate a Unit with an Asset Item</a>
4	On the Unit tab of <b>Asset Management » Asset Review</b> , in the desktop application, you can view the possible billing value for the units that are associated with an asset item. You can see the project, quantity, and billing amount for the units from the unit transactions posted in the Transaction Center.	<a href="#">Asset Review</a> <a href="#">Asset Review Form or Dialog Box</a> <a href="#">Unit Tab of the Asset Review Form or Dialog Box</a>

## Revenue Settings

Use the Revenue Settings options to enable revenue generation and to select and select additional options related to revenue categories, calculations, unbilled revenue, and uninvoiced revenue.

When you run revenue generation, Vantagepoint accrues revenue so that you can match revenue with spent amounts and have an accurate view of your enterprise's financial status.

### Revenue Generation Setup Checklist

You may find it helpful to review a list of the general steps that you complete to set up revenue generation.

Step	Description
1	To enable Revenue Generation, set the <b>Enable Revenue Generation Feature</b> option to <b>Yes</b> in <b>Settings » Accounting » Revenue</b> .
2	Enable and set up revenue categories if you want to track multiple unbilled services and uninvoiced revenue accounts.
3	Create user-defined revenue methods if:

Step	Description
	<ul style="list-style-type: none"> <li>None of the standard revenue methods calculates revenue in a way that matches your projects' contract terms.</li> <li>You want to track multiple unbilled services and uninvoiced revenue accounts with revenue categories. You must create a user-defined revenue method for each revenue category. You cannot use standard revenue methods with revenue categories.</li> </ul>
4	After you decide which revenue methods to use, you should prove out each revenue method on a few projects before you assign the method to all of your projects.
5	Assign a revenue method for each project for which you want to accrue revenue. On the Accounting tab of the Projects form in the Projects hub, at the lowest chargeable level for each project, enter the revenue method. If you enabled the Revenue Categories feature, enter a revenue method for each revenue category on the Accounting tab.
6	Set up overall revenue upset limits and overall additional revenue calculations for individual projects on the Accounting tab of the Projects form in the Projects hub. These are optional.
7	Enable and set up revenue groups if you have projects that are part of a group or contract, and you want to recognize revenue at the overall group (contract) level rather than as the sum of its projects.

## Enable and Set Up Revenue Generation

When you enable revenue generation, Vantagepoint recognizes project revenue when the revenue generation process is run. If revenue generation is not enabled, Vantagepoint recognizes project revenue when invoices are posted.

If you use multiple companies, you enable and set up revenue generation options individually for each company in your enterprise. For each company, you choose the revenue methods, upset limits, revenue groups, and revenue categories that are most suitable for that company. You run revenue generation separately for each company in your enterprise.

### To enable and set up revenue generation:

- In the Navigation pane, select **Settings » Accounting » Revenue**.
- To turn on revenue generation and the associated features and options, set **Enable Revenue Generation Feature** to **Yes**.
- To enable Revenue Categories, set **Enable Revenue Categories** to **Yes**. This enables the Revenue Categories section (with a revenue method field for each revenue category) on this form. For each revenue category, you can enter an unbilled services account and an uninvoiced revenue account.
- To enable revenue groups and the Overall Revenue Calculation feature, set **Enable Additional Revenue Calculations at Project and Group Levels** to **Yes**. This option only displays after you select **Enable Revenue Categories**.

5. You can track either one or multiple unbilled services and uninvoiced revenue accounts:
  - To track only one unbilled services account and one uninvoiced revenue account, enter those accounts in the **Unbilled Services** and **Uninvoiced Revenue** fields.
  - To use the Revenue Categories feature to track multiple unbilled services and uninvoiced revenue accounts, use the **Enable Tracking for This Many Revenue Categories** list and select the number of unbilled and uninvoiced accounts to track. You can select a maximum of 5.  
An **Unbilled Services** and **Uninvoiced Revenue** field displays for each of the revenue categories that is selected. For example, if you select **4** as the number of categories from the list, then four **Unbilled Services** and four **Uninvoiced Revenue** fields display.
6. If **Enable Fee Entry by Billing Category** is selected In the Fee Invoice Posting section of the Fee settings form in **Settings » Billing » Fee**, you can also enter a **Fee Invoice Billed** account for each revenue category. This is the revenue account to which you want to post fee billed revenue for that revenue category.

After you enable Revenue Generation, you must complete additional Revenue Generation setup steps. At this point, you should not make journal entries to any **Revenue** or **Unbilled Services** account. When you run revenue generation, Vantagepoint excludes projects whose revenue method is N.

## Revenue Settings Form

Use this form to set up revenue generation and to select the settings for related features. When you run revenue generation, Vantagepoint accrues revenue so that you can match revenue with spent amounts and have an accurate view of your enterprise's financial status.

### Display the Revenue Settings Form


You display the Revenue form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Revenue**.

### Contents of the Revenue Settings Form

Specify the default settings for Revenue and related features, including the default accounts for unbilled services and uninvoiced revenue. You can also enable revenue generation and revenue categories on this form.

#### Contents

Field	Description
<b>Unbilled Services</b>	Enter the account for posting unbilled services. You can enter an account directly in this field, or click  to select an account. Vantagepoint automatically posts invoices to this account when a project's revenue method is <b>N</b> (no revenue recognition) or when Revenue Generation is processed and

Field	Description
	<p>you track only one unbilled services account. This is the offset entry to the uninvoiced revenue entry.</p> <p>The default for this field is account 121.00, Unbilled Services in the Standard Chart of Accounts. If you modify the account number, the new account must first be set up in <b>Settings » General Ledger » Chart of Accounts</b>.</p> <p>If you use Revenue Generation and you track only one unbilled services account, enter that account in this field. If you use Revenue Generation with Revenue Categories enabled and you track more than one unbilled services account, use the <b>Enable Tracking for This Many Revenue Categories</b> list to select the number of multiple accounts that you want to track. Then enter multiple unbilled services accounts.</p>
<b>Uninvoiced Revenue</b>	<p>Enter the account for posting uninvoiced revenue. You can enter an account directly in this field, or use the lookup to select an account.</p> <p>Uninvoiced revenue is earned revenue that is more or less than the revenue already billed. For example, if your revenue method is W (Revenue = Job-to-date Billings + WIP @ Billing), your uninvoiced revenue is generally a positive amount, an addition to what you already billed (project expenses incurred that you have not yet billed). If your revenue method is P ((Percent Complete x Fee) + Job-to-date Reimbursable Expenses), your uninvoiced revenue may be a negative amount if you bill more revenue than you recognize.</p> <p>Vantagepoint automatically posts invoices to the uninvoiced revenue account when a project's revenue method is <b>N</b> (no revenue recognition) or when Revenue Generation is processed (if you use Revenue Generation) and you track only one unbilled services account.</p> <p>The default for this field is account 402.00 Unbilled Revenue in the Standard Chart of Accounts. If you modify the account number, the new account must first be set up in <b>Settings » General Ledger » Chart of Accounts</b>.</p> <p>If you use Revenue Generation and you track only one uninvoiced revenue account, enter that account in this field. If you use Revenue Generation with Revenue Categories enabled and you track more than one uninvoiced revenue account, use the <b>Enable Tracking for This Many Revenue Categories</b> list to select the number of multiple accounts that you want to track. Then enter multiple uninvoiced revenue accounts.</p>
<b>Enable Revenue Generation Feature</b>	<p>Select <b>Yes</b> to enable the Revenue Generation feature. When you select this option, additional fields and options in this section are enabled.</p>
<b>Enable Revenue Categories</b>	<p>Select <b>Yes</b> to enable revenue categories. This allows you to use categories to track one or more unbilled services, uninvoiced revenue, and fee billed revenue accounts. Tracking these accounts provides more specific data for project reports because you can use additional calculations such as net revenue for labor, net revenue for consultants, and net revenue for reimbursables on your Income Statement.</p>

Field	Description
	<p>Selecting <b>Yes</b> enables the Revenue Categories section (with a revenue method field for each revenue category) on this form. For each revenue category, you can enter an unbilled services account and an invoiced revenue account.</p> <p>When you enable revenue categories, the <b>Enable Additional Revenue Calculations at Project and Group Levels</b> option displays.</p> <p>If you use multiple companies you enable the revenue category feature individually for each company in your enterprise. However, the labels for revenue categories and the user-defined revenue methods that you set up for revenue categories are applied system-wide to all the companies in your enterprise.</p>
<b>Enable Additional Revenue Calculations at Project and Group Levels</b>	<p>Use this feature to determine how revenue is calculated at different levels.</p> <p>When you select <b>Yes</b>, you have the following options in addition to calculating a project's revenue as the sum of its lowest WBS level:</p> <ul style="list-style-type: none"> <li>You can calculate revenue at the project level. The project level revenue is compared with the sum of the revenue calculated at a project's lowest WBS level. The difference is posted to an adjustment phase or task. The adjustment ensures that the revenue that is calculated by summing revenue at the lowest WBS level is made equal to the overall revenue calculated at the project level.</li> </ul> <p>The sum of the revenue for the lower WBS levels of a project will not match the revenue that is calculated at the project level when, for example, you use revenue method P (Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates) at the project level and revenue method W (Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates) at lower WBS levels.</p> <p>To set up this process, go to the Accounting tab of the Projects form in the Projects hub and select the <b>Calculation</b> option in the <b>Overall Revenue</b> field. The <b>Calculation</b> option displays only when you select the <b>Enable Additional Revenue Calculations at Project and Group Levels</b> check box, and it displays only at the project level.</p> <ul style="list-style-type: none"> <li>You can set up revenue groups for projects that are part of a group or contract. A revenue group includes a main project, subprojects, a revenue method for the overall revenue group, and an adjustment phase or task for the revenue group.</li> </ul> <p>Click <b>Settings » Accounting » Revenue Groups</b> to set up revenue groups.</p> <p>When you run Revenue Generation, JTD revenue is calculated as follows for revenue groups:</p> <p>Vantagepoint takes the sum of the revenue that is calculated for each subproject in a revenue group and compares this revenue amount to the revenue that is calculated for the overall revenue group. It posts</p>



Field	Description
	<p>the difference to an adjustment phase or task for the revenue group. The adjustment ensures that the revenue that is calculated by summing revenue for the subprojects is made equal to the overall revenue calculated at the revenue group level.</p> <p>When you select <b>No</b>, if you run Revenue Generation, a project's job-to-date revenue is calculated as the sum of the revenue at the project's lowest work breakdown structure (WBS) level. For example, if a project has tasks, the project's job-to-date revenue is calculated as the sum of the revenue that is calculated for each of its tasks.</p> <p><b>Multiple Companies/Currencies</b></p> <p>If you use multiple companies, you must run Revenue Generation separately for each company in your enterprise. See the discussion of Revenue Generation and multiple companies in the Concepts section of the help for information on how job-to-date revenue is calculated when you have projects whose phases and tasks belong to different companies or revenue groups whose subprojects belong to different companies.</p> <p>If you use multiple currencies, all the projects in a revenue group must have the same currency.</p>
<b>Enable tracking for this many revenue categories</b>	<p>If you want to use revenue categories and track more than one unbilled services and one uninvoiced revenue account, use this list to select the number of revenue categories to track. You can select up to five.</p> <p>When you select multiple revenue categories, the <b>Unbilled Services</b> and <b>Uninvoiced Revenue</b> fields display. Enter an unbilled services and uninvoiced revenue accounts in each field.</p> <p>When you enable revenue categories, the <b>Revenue Categories</b> section (with a revenue method field for each revenue category) displays instead of one <b>Revenue Method</b> field in the following locations:</p> <ul style="list-style-type: none"> <li>Accounting tab on the Projects form of the Projects hub</li> <li>Revenue Groups form in <b>Settings » Accounting » Revenue Groups</b></li> </ul>
<b>Unbilled Services</b>	<p>Use the lookup to select the unbilled services account for each revenue category.</p> <p>Although it is not required, you should use a unique unbilled services account for each revenue category so that you can reconcile these accounts by category.</p> <p>The first three revenue categories are labeled <b>Labor</b>, <b>Consultants</b>, and <b>Reimb</b>. Revenue categories four and five are labeled <b>Revenue Method 4</b> and <b>Revenue Method 5</b>.</p> <p>You can rename these five revenue categories in <b>Settings » Labels and Lists » Labels</b>.</p>
<b>Uninvoiced Revenue</b>	<p>Use the lookup to select an uninvoiced revenue account for each revenue category. The uninvoiced revenue account must be unique for each revenue category.</p>

Field	Description
<b>Fee Invoice Billed (for up to five revenue categories)</b>	<p>These fields display if you select <b>Enable Tracking for This Many Revenue Categories</b> on the Invoice Accounts settings form in <b>Settings » Billing » Invoice Accounts</b> and also select <b>Enable Fee Entry by Billing Category</b> on the Fee settings form in <b>Settings » Billing » Fee</b>.</p> <p>Use the lookup to select the revenue account to which you want to post fee billed revenue for each revenue category.</p> <p>You must also map these accounts in the Invoice Mapping Accounts grid of the Accounts Receivable settings form <b>Settings » Billing » Accounts Receivable</b>. Be sure to map them to the revenue category to which they are assigned in these fields.</p> <p>If you do not enter a fee billed revenue account for one or more revenue categories, Vantagepoint posts the revenue for those categories to the default fee billed revenue account specified on the Revenue settings form.</p>
<b>Calculate unbilled services gains and losses</b>	<p>These options display if you use multiple currencies.</p> <ul style="list-style-type: none"> <li>▪ <b>All revenue type Projects:</b> Select this option if you want gains and losses for unbilled services to be calculated for all projects when you run Revenue Generation, regardless of a project's revenue method.</li> <li>▪ <b>Revenue type B Projects only:</b> Select this option if you want gains and losses for unbilled services to be calculated only for revenue method B projects when you run Revenue Generation. Revenue method B calculates revenue as equal to job-to-date billings. Selecting this option lets you give a project a revenue method other than B up until the point at which you need to calculate gains and losses for it.</li> </ul>

## User Defined Revenue Settings

Revenue methods are used to calculate revenue when you run revenue generation. Vantagepoint includes standard revenue methods. You can also set up user-defined revenue methods.

For certain projects, you may find that standard revenue methods are not appropriate. If so, you can create your own formula for calculating revenue in **Settings » Accounting » User Defined Revenue**.

If you set up revenue generation to use revenue categories to track multiple unbilled accounts, you must create your own user-defined revenue methods for all revenue categories that you set up.

If you select the **Enable Option to Update BTD for Journal Entries to Revenue** option in **Settings » Accounting » Transactions**, users system-wide can make journal entries which also increase the job-to-date billed amount used by revenue generation in calculating project revenue.

Your company might select this billed-to-date option if both of the following apply:

- You have projects using Revenue Method B, W, or any user-defined method that includes **JTD Billings** in its formula.
- You are adjusting the project's revenue by posting a journal entry that references that project and a revenue account, for example, when recording miscellaneous revenue.

How to...

After you enable revenue generation, use the Revenue Methods form to add or edit user-defined revenue methods. You can also review the Revenue Method List to make sure that you have the revenue methods in place for your enterprise needs.

### Enable or Disable Revenue Methods

You enable or disable standard revenue methods and user-defined revenue methods, depending on the requirements of your firm.

If your firm uses multiple companies, you enable or disable revenue methods for all companies, across the enterprise.

#### To enable or disable revenue methods:

1. In the Navigation pane, select **Settings » Accounting » User Defined Revenue**.
2. In the Revenue Methods grid on the Revenue Methods settings form, select or clear the **Active** column for each standard revenue method and user-defined revenue method.
3. Click **Save**.

### Create a User-Defined Revenue Method

When you create a user-defined revenue method, you select the fields and operators for the method.

If your firm uses multiple companies, the user-defined revenue methods that you set up here are available to all companies in your enterprise.

#### To create a user-defined revenue method:

1. In the Navigation pane, select **Settings » Accounting » User Defined Revenue**.
2. On the Revenue Methods settings form, click **+ Add Revenue Method**.
3. On the Revenue Methods dialog box, enter a **Code** and a **Description** for the new revenue method.
4. Select each field and operator in the order that you want it to appear in the new formula. You can use up to 30 fields and operators for each revenue method.
5. Click **Add Field** to add the field to the formula.  
To remove the last item from the **Custom Formula** box, click **Remove**.
6. Click **Save**.

### Modify a User-Defined Revenue Method

You can modify a user-defined revenue method's description or formula.

#### To modify a user-defined revenue method:

1. In the Navigation pane, select **Settings » Accounting » User Defined Revenue**.
2. In the Revenue Methods grid of the Revenue Methods settings form, click anywhere in the row of the method that you want to modify.
3. Click **Edit** on the grid toolbar.  
The Revenue Methods dialog box displays.
4. Modify the revenue method's description and the fields and operators that make up the custom formula.
  - To add a field or operator to the **Custom Formula** box, click a field in the **Fields** box and then click **Add Field**. Or, click one of the **Operators** buttons in the Operators box. The operator is automatically added to the Custom Formula box.
  - To remove the last item from the **Custom Formula** box, click **Remove**.
5. Click **Save**.

### Specify a Project's Revenue Method

For any regular project, you can specify a revenue method.

#### To specify a project's revenue method (to be used with the revenue generation feature):

1. In the Navigation pane, select **Hubs » Projects » Project**.
2. Open a project record.  
Revenue generation can be used only with projects whose **Charge Type** is **Regular**. If a project has phases or tasks, you must specify a revenue method for each phase and task. If you do not want to recognize revenue for a project/phase/task, specify method **N**.
3. Click the Accounting tab.
4. If you track only one unbilled services and one uninvoiced revenue account for Revenue Generation, select a revenue method from the drop-down list in **Revenue Method**.  
This list contains the standard revenue methods and any user-defined methods that you create.  
When revenue generation is enabled and you are tracking one unbilled account, Vantagepoint assumes that revenue equals billings by entering revenue method **B** in the **Revenue Method** field on the Budget & Revenue tab of the Projects hub for all projects whose **Charge Type** is **Regular**. You must specify otherwise for each project whose revenue method should not be method **B**.
5. If you use revenue categories to track multiple unbilled services and uninvoiced revenue accounts, use the drop-down lists in the fields in the **Revenue Categories** section to select the user-defined revenue method for each revenue category.
6. Click **Save**.

### Delete a User-Defined Revenue Method

When you delete a user-defined revenue method, Vantagepoint first determines whether or not that method is assigned to any projects. If it is, Vantagepoint prompts you to specify another method for each of those projects before it lets you proceed with the deletion.

#### To delete a user-defined revenue method:


1. In the Navigation pane, select **Settings » Accounting » User Defined Revenue**.
  2. In the Revenue Methods grid of the Revenue Methods settings form, select the row of the revenue method to delete.
  3. At the end of the grid row, click **X** to delete the user-defined revenue method.
  4. In response to the confirmation prompt, click **Yes**.
- Vantagepoint removes the user-defined revenue method from the Revenue Methods grid.

### Export the Revenue Method List

Export and review this report to make sure that your database has the revenue methods and calculations that you need.

This report shows all of the standard methods and all of the user-defined methods.

#### To export the Revenue Method List report:

1. In the Navigation pane, select **Settings » Accounting » User Defined Revenue**.
  2. On the Revenue Methods grid action bar, click .
  3. On the Export as CSV dialog box, click **Export All**.
- Vantagepoint exports the Revenue Method List as a CSV file where you can check each revenue method, description, and calculation formula.

### Fields and Options

Use the fields and options in User Defined Revenue Settings to review standard and existing user-defined revenue methods, and display the Revenue Methods dialog box to add new user-defined revenue methods.

### Revenue Methods Form

Use the Revenue Methods form to view standard revenue methods, add user-defined revenue methods, and enable or disable any of these revenue methods.

## Display the Revenue Methods Form

You display the Revenue Methods form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » User Defined Revenue**.

## Contents of the Revenue Methods Form

Use this form to view standard revenue methods and create user-defined revenue methods that meet your enterprise's requirements.

### Revenue Methods Grid

Use this grid to establish or modify user-defined revenue methods. Initially, this grid displays the standard revenue methods. If you set up revenue generation to track one unbilled account, you cannot delete standard revenue methods from Vantagepoint.

To create additional revenue methods, click the **+ Add Revenue Method** option and complete the Revenue Methods dialog box.

### Grid Options

Field	Description
<b>+ Add Revenue Method</b>	Click this option to open the Revenue Methods dialog box. Complete the fields on this dialog box to create user-defined revenue methods or update the selected revenue method. You cannot edit standard, predefined revenue methods.
<b>Delete X</b>	Click this icon at the end of a grid row to delete the selected revenue method.

### Grid Toolbar

Field	Description
<b>Edit</b>	To modify a user-defined revenue method, select the respective grid row in the Revenue Methods grid and click <b>Edit</b> . Use the Revenue Methods dialog box to edit the revenue method formula. You cannot edit standard, predefined revenue methods.

### Grid Contents

Field	Description
<b>Predefined</b>	A checkmark displays in this column for standard, predefined revenue methods. You cannot edit this setting.
<b>Code</b>	This field displays the code for the revenue method. The codes for standard, predefined revenue methods are not editable. If you set up revenue generation to track multiple unbilled accounts using revenue categories, this field displays <b>N - No revenue recognition</b> .

Field	Description
<b>Description</b>	This field displays the description for each revenue method. You can edit the description directly in this field.
<b>Category</b>	This column displays in the grid only if revenue generation is set up to track multiple unbilled accounts using revenue categories. It displays the revenue category assigned to the revenue method.
<b>Active</b>	Select the check box in this row to enable the corresponding revenue method.
<b>Calculation</b>	This field displays the formula for the selected revenue method. To view the entire formula, click the calculation.

### Revenue Methods Dialog Box

Use the Revenue Methods dialog box to add or edit a user-defined revenue method.

#### Display the Revenue Methods Dialog Box

You display the Revenue Methods dialog box in User Defined Revenue Settings.

1. In the Navigation pane, select **Settings » Accounting » User Defined Revenue**.
2. On the Revenue Methods form, click **+ Add Revenue Method** or select a revenue method from the grid and click **Edit**.

#### Contents of the Revenue Methods Dialog Box

Use these fields and options to create a user-defined revenue method.

Field	Description
<b>Code</b>	Enter a unique code for the revenue method.
<b>Description</b>	Enter a description for the revenue method.
<b>Category</b>	This column displays if revenue generation is set up to track multiple unbilled accounts using revenue categories. Enter a revenue category for the revenue method. After you associate a revenue method with a project, you cannot change the revenue category for a revenue method.
<b>Fields</b>	<p>Click the item that you want to add to the revenue formula and then click <b>Add Field</b>. Select each field and operator in the order in which you want it to appear in the new formula. For each revenue method, you can use up to 30 fields.</p> <p>If you use multiple currencies, an asterisk (*) beside a field indicates that any condition that results in a transaction with a zero cost amount can cause unexpected results when Revenue Generation translates from billing</p>

Field	Description
	currency to functional currency to project currency. This revenue method is not recommended for multiple currency situations that may have a zero cost transaction.
<b>Operators</b>	Click the appropriate button to connect a field that you selected to the next field that you select to create the revenue formula. Select each field and operator in the order you want it to appear in the new formula. For each revenue method, you can use up to 30 operators.
<b>Add Field</b>	After you select a field in the <b>Fields</b> box, click this button to add the field to the user-defined revenue formula. The field displays in the <b>Custom Formula</b> box.
<b>Remove</b>	Click this button to remove the last item listed in the <b>Custom Formula</b> box.
<b>Close</b>	Click this button to close the form after responding to the confirmation prompt.
<b>Custom Formula</b>	This area displays the formula for the revenue method as you build it, using the items in the <b>Fields</b> box and the <b>Operator</b> buttons.

Learn More About...

You may find it helpful to see examples of user-defined revenue methods, learn about standard revenue methods, and review the fields and operators available for creating revenue methods.

## Revenue Methods

Revenue methods are formulas used for calculating revenue when you run revenue generation. After you consider a project's contract type and other factors, you specify a revenue method in the Projects hub that accurately recognizes each project's revenue.

You specify a revenue method for each project with a charge type of **Regular**.

- When you set up revenue generation to track one unbilled account, you can choose from the six standard revenue methods. If none of these are appropriate for a project's billing or contract terms, you can create your own user-defined revenue methods.
- When you set up revenue generation to track multiple unbilled accounts with revenue categories, you must create a user-defined revenue method for each revenue category that you set up in Accounting Settings.

If your firm uses multiple companies, the user-defined revenue methods that you set up here are available to all companies in your enterprise.

## User-defined Revenue Methods

After you create a user-defined revenue method, the next time you open a project's Accounting tab on the Projects form in the Projects hub, the new revenue method appears in either the



**Revenue Type** drop-down list (if you track one unbilled account) or in the drop-down lists for the revenue category fields in the **Revenue Method** section (if you track multiple unbilled accounts). You can delete any user-defined revenue method as long as it is not currently referenced in any Projects hub record.

### Fields and Operators Used in Revenue Method Definitions

All revenue method definitions, whether standard or user-defined, consist of fields and operators.

#### Operators

Operator	Description
+	This operator inserts an addition sign in a revenue method formula. Vantagepoint adds together the two values that border this operator.
-	This operator inserts a subtraction sign in a revenue method formula. Vantagepoint takes the difference between the two values that border this operator.
*	This operator inserts a multiplication sign in a revenue method formula. Vantagepoint multiplies together the two values that border this operator.
\	This operator inserts a division sign in a revenue method formula. Vantagepoint divides the two values that border this operator.
()	This operator inserts left and right parentheses in a revenue method formula. For the values that are between the left and right parentheses, Vantagepoint calculates an amount and then uses it in the rest of the definition.
<b>Subject to Max</b>	<p>This operator is available only for user-defined revenue method formulas.</p> <p>It sets a maximum on the value preceding it in a formula by accruing revenue up to the project's total fee, as specified in <b>Compensation</b> on the Accounting tab of the Projects hub.</p> <p>If a project's <b>Compensation</b> is zero, or not specified, this operator has no effect on revenue calculations for that project.</p> <p>Vantagepoint applies Subject to Max to the entire section of formula preceding it, regardless of parentheses. These equations each calculate the same amount:</p> <p><b>JTD Billings + JTD Direct Expenses @ Cost [Subject to Max]</b>  <b>(JTD Billings + JTD Direct Expenses @ Cost) [Subject to Max]</b></p> <p>In this example, to apply the Subject to Max operator to direct expenses only, build the formula this way:</p> <p><b>JTD Direct Expenses @ Cost [Subject to Max] + JTD Billings</b></p> <p><b>Compensation</b> is the only revenue field designed to work with this operator.</p>

Operator	Description
<b>Greater of...</b>	<p>Use this operator to create a formula taking the greater of the two values calculated by the method formulas bordering it. You specify the two methods.</p> <ol style="list-style-type: none"> <li>1. Click <b>Greater of...</b></li> <li>2. On the Greater of Two Methods dialog box, select a method from the drop-down list in the <b>First Method</b> field.</li> <li>3. From the drop-down list in the <b>Second Method</b> field, select the other method.</li> <li>4. Click <b>OK</b>.</li> </ol> <p>The dialog box closes, and the formula that you defined displays in the User Defined Formula column, with the two methods separated by brackets [ ].</p>
<b>Lesser of...</b>	<p>Use this operator to create a formula taking the lesser of the two values calculated by the method formulas bordering it. You specify the two methods.</p> <ol style="list-style-type: none"> <li>1. Click <b>Lesser of...</b></li> <li>2. On the Lesser of Two Methods dialog box, select a method from the drop-down list in the <b>First Method</b> field.</li> <li>3. From the drop-down list in the <b>Second Method</b> field, select the other method.</li> <li>4. Click <b>OK</b>.</li> </ol> <p>The dialog box closes, and the formula that you defined displays in the User Defined Formula column.</p>

### Revenue Method Fields

For any field involving billing amounts, those amounts include any journal entries made to revenue accounts when **Enable Option to Update BTD for Journal Entries to Revenue** is set to **Yes** in **Settings » Accounting » Transactions**.

If you use multiple currencies, an asterisk (\*) beside a field indicates that any condition that results in a transaction with a zero cost amount can cause unexpected results when Revenue Generation translates from billing currency to functional currency to project currency. This revenue method is not recommended for multiple currency situations that may have a zero cost transaction.

Field	Report and Location
<b>Cur Billings</b>	This is the total billings for the project for the current period.
<b>YTD Billings</b>	This is the total billings for the project year-to-date.
<b>JTD Billings</b>	This is the total billings for the project job-to-date.

Field	Report and Location
<b>Cur Interest Received</b>	<p>This is the interest received for the project for the current period. This is interest posted from cash receipts, not invoices.</p> <p>This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.</p>
<b>YTD Interest Received</b>	<p>This is the year-to-date interest received for the project. This is interest posted from cash receipts, not invoices.</p> <p>This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.</p>
<b>JTD Interest Received</b>	<p>This is the job-to-date interest received for the project. This is interest posted from cash receipts, not invoices.</p> <p>This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.</p>
<b>Cur Fee Billings</b>	<p>This is the total fee billings for the project for the current period. Fee billings are amounts posted to revenue accounts that have <b>Fees</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p>
<b>YTD Fee Billings</b>	<p>This is the total fee billings for the project year-to-date. Fee billings are amounts posted to revenue accounts that have <b>Fees</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p>
<b>JTD Fee Billings</b>	<p>This is the total fee billings for the project job-to-date. Fee billings are amounts posted to revenue accounts that have <b>Fees</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p>
<b>Cur Consultant Billings</b>	<p>This is the total consultant billings for the project for the current period. Consultant billings are amounts posted to revenue accounts that have <b>Consult</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p>
<b>YTD Consultant Billings</b>	<p>This is the total consultant billings for the project year-to-date. Consultant billings are amounts posted to revenue accounts that have <b>Consult</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings.</p>

Field	Report and Location
	This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>JTD Consultant Billings</b>	This is the total consultant billings for the project job-to-date. Consultant billings are amounts posted to revenue accounts that have <b>Consult</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>Cur Reimb Billings</b>	This is the total reimbursable billings for the project for the current period. Reimbursable billings are amounts posted to revenue accounts that have <b>Reimb</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>YTD Reimb Billings</b>	This is the total reimbursable billings for the project year-to-date. Reimbursable billings are amounts posted to revenue accounts that have <b>Reimb</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>JTD Reimb Billings</b>	This is the total reimbursable billings for the project job-to-date. Reimbursable billings are amounts posted to revenue accounts that have <b>Reimb</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>Cur Unit Billings</b>	This is the total unit billings for the project for the current period.
<b>YTD Unit Billings</b>	This is the total unit billings for the project year-to-date.
<b>JTD Unit Billings</b>	This is the total unit billings for the project job-to-date.
<b>Cur Add-on Billings</b>	This is the total add-on billings for the project for the current period. Add-ons billings are amounts posted to revenue accounts that have <b>Add-on</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings ( <b>Settings » Billing » Accounts Receivable</b> ). This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>YTD Add-on Billings</b>	This is the total add-on billings for the project year-to-date. Add-ons billings are amounts posted to revenue accounts that have <b>Add-on</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.

Field	Report and Location
<b>JTD Add-on Billings</b>	This is the total add-on billings for the project job-to-date. Add-ons billings are amounts posted to revenue accounts that have <b>Add-on</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>Cur Labor Billings</b>	This is the total labor billings for the project for the current period. Labor billings are amounts posted to revenue accounts that have <b>Labor</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>YTD Labor Billings</b>	This is the total labor billings for the project year-to-date. Labor billings are amounts posted to revenue accounts that have <b>Labor</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>JTD Labor Billings</b>	This is the total labor billings for the project job-to-date. Labor billings are amounts posted to revenue accounts that have <b>Labor</b> entered in <b>Project Column</b> in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings. This setting controls the column in which the revenue amount is included on the Office Earnings report.
<b>Cur Other Billings</b>	<p>This is the total billings for the project in the current period that are not associated with a project column on the Office Earnings report.</p> <p>This means that invoice amounts posted to a revenue account that has not been associated with a project column (for the Office Earnings report) in the Invoice Mapping Accounts section of the Accounts Receivable settings form in Billing Settings are considered to be "Other Billings." Because the revenue account has no column designation, the invoice amounts posted to it are included in the <b>Other Billed</b> column on the Office Earnings report.</p>
<b>YTD Other Billings</b>	<p>This is the total billings for the project year-to-date that are not associated with a project column on the Office Earnings report.</p> <p>As for <b>Cur Other Billings</b>, for invoice amounts posted to a revenue account not associated with a project column, invoice amounts are included in the <b>Other Billed</b> column on the Office Earnings report.</p>
<b>JTD Other Billings</b>	<p>This is the total billings for the project job-to-date that are not associated with a project column on the Office Earnings report.</p> <p>As for <b>Cur Other Billings</b>, for invoice amounts posted to a revenue account not associated with a project column, invoice amounts are included in the <b>Other Billed</b> column on the Office Earnings report.</p>

Field	Report and Location
<b>Retainage</b>	This is the total accounts receivable retainage balance for the project.
<b>Cur Receipts</b>	This is the total receipts, excluding value added tax amounts received, for the project for the current period.
<b>YTD Receipts</b>	This is the total year-to-date receipts, excluding value added tax amounts received, for the project.
<b>JTD Receipts</b>	This is the total job-to-date receipts, excluding value added tax amounts received, for the project.
<b>Prior Yr JTD Revenue</b>	This is the total amount of revenue recognized for the project job-to-date as of the prior year.
<b>Prior Pd JTD Revenue</b>	This is the total amount of revenue recognized for the project job-to-date as of the prior period.
<b>YTD Revenue</b>	This is the total amount of revenue recognized for the project year-to-date.
<b>JTD Revenue</b>	This is the total amount of revenue recognized for the project job-to-date.
<b>Cur Direct Exp @ Cost</b>	This is the direct expense amounts at cost rates charged to the project for the current period.
<b>YTD Direct Exp @ Cost</b>	This is the direct expense amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Exp @ Cost</b>	This is the direct expense amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Exp @ Billing</b>	This is the direct expense amounts at billing rates charged to the project for the current period.
<b>YTD Direct Exp @ Billing</b>	This is the direct expense amounts at billing rates charged to the project for the current, year-to-date, or job-to-date period.
<b>JTD Direct Exp @ Billing</b>	This is the direct expense amounts at billing rates charged to the project job-to-date.
<b>Cur Reimb Exp @ Cost</b>	This is the reimbursable expense amounts at cost rates charged to the project for the current period. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>YTD Reimb Exp @ Cost</b>	This is the reimbursable expense amounts at cost rates charged to the project year-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>JTD Reimb Exp @ Cost</b>	This is the reimbursable expense amounts at cost rates charged to the project job-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>Cur Reimb Exp @ Billing</b>	This is the reimbursable expense amounts at billing rates charged to the project for the current period. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.

Field	Report and Location
<b>YTD Reimb Exp @ Billing</b>	This is the reimbursable expense amounts at billing rates charged to the project year-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>JTD Reimb Exp @ Billing</b>	This is the reimbursable expense amounts at billing rates charged to the project job-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>Cur Direct Consultant @ Cost</b>	This is the direct consultant amounts at cost rates charged to the project for the current period.
<b>YTD Direct Consultant @ Cost</b>	This is the direct consultant amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Consultant @ Cost</b>	This is the direct consultant amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Consultant @ Billing</b>	This is the direct consultant amounts at billing rates charged to the project for the current period.
<b>YTD Direct Consultant @ Billing</b>	This is the direct consultant amounts at billing rates charged to the project year-to-date.
<b>JTD Direct Consultant @ Billing</b>	This is the direct consultant amounts at billing rates charged to the project job-to-date.
<b>Cur Direct Other @ Cost</b>	This is the direct other amounts at cost rates charged to the project for the current period.
<b>YTD Direct Other @ Cost</b>	This is the direct other amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Other @ Cost</b>	This is the direct other amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Other @ Billing</b>	This is the direct other amounts at billing rates charged to the project for the current period.
<b>YTD Direct Other @ Billing</b>	This is the direct other amounts at billing rates charged to the project year-to-date.
<b>JTD Direct Other @ Billing</b>	This is the direct other amounts at billing rates charged to the project job-to-date.
<b>Cur Reimb Consultant @ Cost</b>	This is the reimbursable consultant amounts at cost rates charged to the project for the current period.
<b>YTD Reimb Consultant @ Cost</b>	This is the reimbursable consultant amounts at cost rates charged to the project year-to-date.
<b>JTD Reimb Consultant @ Cost</b>	This is the reimbursable consultant amounts at cost rates charged to the project job-to-date.
<b>Cur Reimb Consultant @ Billing</b>	This is the reimbursable consultant amounts at billing rates charged to the project for the current period.

Field	Report and Location
<b>YTD Reimb Consultant @ Billing</b>	This is the reimbursable consultant amounts at billing rates charged to the project year-to-date.
<b>JTD Reimb Consultant @ Billing</b>	This is the reimbursable consultant amounts at billing rates charged to the project job-to-date.
<b>Cur Reimb Other @ Cost</b>	This is the reimbursable other amounts at cost rates charged to the project for the current period.
<b>YTD Reimb Other @ Cost</b>	This is the reimbursable other amounts at cost rates charged to the project year-to-date.
<b>JTD Reimb Other @ Cost</b>	This is the reimbursable other amounts at cost rates charged to the project job-to-date.
<b>Cur Reimb Other @ Billing</b>	This is the reimbursable other amounts at billing rates charged to the project for the current period.
<b>YTD Reimb Other @ Billing</b>	This is the reimbursable other amounts at billing rates charged to the project year-to-date.
<b>JTD Reimb Other @ Billing</b>	This is the reimbursable other amounts at billing rates charged to the project job-to-date.
<b>Cur Direct Unit @ Cost</b>	This is the direct unit amounts at cost rates charged to the project for the current period.
<b>YTD Direct Unit @ Cost</b>	This is the direct unit amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Unit @ Cost</b>	This is the direct unit amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Unit @ Billing</b>	This is the direct unit amounts at billing rates charged to the project for the current period.
<b>YTD Direct Unit @ Billing</b>	This is the direct unit amounts at billing rates charged to the project year-to-date.
<b>JTD Direct Unit @ Billing</b>	This is the direct unit amounts at billing rates charged to the project job-to-date.
<b>Cur Reimb Unit @ Cost</b>	This is the reimbursable unit amounts at cost rates charged to the project for the current period.
<b>YTD Reimb Unit @ Cost</b>	This is the reimbursable unit amounts at cost rates charged to the project year-to-date.
<b>JTD Reimb Unit @ Cost</b>	This is the reimbursable unit amounts at cost rates charged to the project job-to-date.
<b>Cur Reimb Unit @ Billing</b>	This is the reimbursable unit amounts at billing rates charged to the project for the current period.
<b>YTD Reimb Unit @ Billing</b>	This is the reimbursable unit amounts at billing rates charged to the project year-to-date.



Field	Report and Location
<b>JTD Reimb Unit @ Billing</b>	This is the reimbursable unit amounts at billing rates charged to the project job-to-date.
<b>Cur Direct Labor @ Cost</b>	This is the labor amounts at cost rates charged to the project for the current period.
<b>YTD Direct Labor @ Cost</b>	This is the labor amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Labor @ Cost</b>	This is the labor amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Labor @ Billing</b>	This is the labor amounts at billing rates charged to the project for the current period.
<b>YTD Direct Labor @ Billing</b>	This is the labor amounts at billing rates charged to the project year-to-date.
<b>JTD Direct Labor @ Billing</b>	This is the labor amounts at billing rates charged to the project job-to-date.
<b>Cur Total Spent @ Cost</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead for the current period, at cost rates.
<b>YTD Total Spent @ Cost</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead year-to-date, at cost rates.
<b>JTD Total Spent @ Cost</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead job-to-date, at cost rates.
<b>Cur Total Spent Hours</b>	This is the total hours spent for the project's direct labor for the current period.
<b>YTD Total Spent Hours</b>	This is the total hours spent for the project's direct labor year-to-date.
<b>JTD Total Spent Hours</b>	This is the total hours spent for the project's direct labor job-to-date.
<b>Cur Total Spent @ Billing</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead for the current period, at billing rates.
<b>YTD Total Spent @ Billing</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead year-to-date, at billing rates.
<b>JTD Total Spent @ Billing</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead job-to-date, at billing rates.
<b>Budgeted Labor @ Cost</b>	This is the labor, from the cost rate budget for the project.
<b>Budgeted Labor @ Billing</b>	This is the labor, from the billing rate budget for the project.

Field	Report and Location
<b>Budgeted Directs @ Cost</b>	This is the direct expenses, from the cost rate budget for the project.
<b>Budgeted Directs @ Billing</b>	This is the direct expenses, from the billing rate budget for the project.
<b>Budgeted Reimb @ Cost</b>	This is the reimbursable expenses, from the cost rate budget for the project.
<b>Budgeted Reimb @ Billing</b>	This is the reimbursable expenses, from the billing rate budget for the project.
<b>Budgeted Direct Consultant @ Cost</b>	This is the direct consultant expenses, from the cost rate budget for the project.
<b>Budgeted Direct Other @ Cost</b>	This is the direct other expenses, from the cost rate budget for the project.
<b>Budgeted Direct Consultant @ Billing</b>	This is the direct consultant expenses, from the billing rate budget for the project.
<b>Budgeted Direct Other @ Billing</b>	This is the direct other expenses, from the billing rate budget for the project.
<b>Budgeted Reimb Consultant @ Cost</b>	This is the reimbursable consultant expenses, from the cost rate budget for the project.
<b>Budgeted Reimb Other @ Cost</b>	This is the reimbursable other expenses, from the cost rate budget for the project.
<b>Budgeted Reimb Consultant @ Billing</b>	This is the reimbursable consultant expenses, from the billing rate budget for the project.
<b>Budgeted Reimb Other @ Billing</b>	This is the reimbursable other expenses, from the billing rate budget for the project.
<b>Labor ETC Amount</b>	This is the labor estimate-to-complete amounts, as entered on the Project Budget Worksheet.
<b>Labor ETC Hours</b>	This is the labor estimate-to-complete hours, as entered on the Project Budget Worksheet.
<b>Direct Exp ETC Amount</b>	This is the estimate-to-complete amounts for direct expense accounts, as entered on the Project Budget Worksheet.
<b>Reimb Exp ETC Amount</b>	This is the estimate-to-complete amounts for reimbursable expense accounts, as entered on the Project Budget Worksheet.
<b>Labor EAC Amount</b>	This is the labor estimate-at-completion amounts, as entered on the Project Budget Worksheet.
<b>Labor EAC Hours</b>	This is the labor estimate-at-completion hours, as entered on the Project Budget Worksheet.
<b>Direct Exp EAC Amount</b>	This is the estimate-at-completion amounts for direct expense accounts, as entered on the Project Budget Worksheet.

Field	Report and Location
<b>Reimb Exp EAC Amount</b>	This is the estimate-at-completion amounts for reimbursable expense accounts, as entered on the Project Budget Worksheet.
<b>Work-in-progress @ Cost</b>	This is the monetary value of the project's unbilled work-in-progress at cost rates.
<b>WIP @ Cost (incl. Held)</b>	This is the monetary value of the project's unbilled work-in-progress, including held time, at cost rates.
<b>Unbilled Labor @ Cost</b>	This is the monetary value of work-in-progress for a project's labor expenses at cost rates.
<b>Unbilled Labor @ Cost (incl. Held)</b>	This is the monetary value of work-in-progress for a project's labor expenses at cost rates. It also includes labor expenses with a billing <b>Hold</b> status at cost rates.
<b>Unbilled Expenses @ Cost</b>	This is the monetary value of work-in-progress for a project's reimbursable expenses at cost rates. Units are included as part of unbilled expenses.
<b>Unbilled Expenses @ Cost (incl. Held)</b>	This is the monetary value of work-in-progress for a project's reimbursable expenses at cost rates. It also includes reimbursable expenses with a billing <b>Hold</b> status at cost rates. Units are included as part of unbilled expenses.
<b>Unbilled Consultants @ Cost</b>	This is the monetary value of work-in-progress for a project's consultant expenses at cost rates.
<b>Unbilled Consultants @ Cost (incl. Held)</b>	This is the monetary value of work-in-progress for a project's consultant expenses at cost rates. It also includes consultant expenses with a billing <b>Hold</b> status at cost rates.
<b>Unbilled Units @ Cost</b>	This is the monetary value of work-in-progress for a project's unit expenses at cost rates.
<b>Unbilled Units @ Cost (incl. Held)</b>	This is the monetary value of work-in-progress for a project's unit expenses at cost rates. It also includes unit expenses with a billing <b>Hold</b> status at cost rates.
<b>Work-in-progress @ Billing</b>	This is the monetary value of the project's unbilled work-in-progress at billing rates.  If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>WIP @ Billing (incl. Held)</b>	This is the monetary value of the project's unbilled work-in-progress, including held time, at billing rates.  If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>WIP @ Billing (incl. Add-ons)</b>	This is the monetary value of the project's unbilled work-in-progress, including add-ons, at billing rates.  If the effective dates feature is enabled in the Billing application, it can affect the value in this field.

Field	Report and Location
<b>WIP @ Billing (incl. Held and Add-ons)</b>	<p>This is the monetary value of the project's unbilled work-in-progress, including held time and add-ons, at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Labor @ Billing</b>	<p>This is the monetary value of work-in-progress for a project's labor expenses at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Labor @ Billing (incl. Held)</b>	<p>This is the monetary value of work-in-progress for a project's labor expenses at billing rates. It also includes labor expenses with a billing <b>Hold</b> status at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Labor @ Billing (incl. Add-ons)</b>	<p>This is the monetary value of work-in-progress for a project's labor expenses at billing rates. It also includes any add-on multipliers applied to expenses at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Labor @ Billing (incl. Held and Add-ons)</b>	<p>This is the monetary value of work-in-progress for a project's labor expenses at billing rates. It also includes reimbursable expenses with a billing <b>Hold</b> status and any add-on multipliers, both at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Expenses @ Billing</b>	<p>This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Expenses @ Billing (incl. Held)</b>	<p>This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes reimbursable expenses with a billing <b>Hold</b> status at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Expenses @ Billing (incl. Add-ons)</b>	<p>This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes any add-on multipliers applied to expenses at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Expenses @ Billing (incl. Held and Add-ons)</b>	<p>This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes reimbursable expenses with a billing <b>Hold</b> status and any add-on multipliers, both at billing rates.</p>

Field	Report and Location
	If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Consultants @ Billing</b>	This is the monetary value of work in progress for a project's consultant expenses at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Consultants @ Billing (incl. Held)</b>	This is the monetary value of work in progress for a project's consultant expenses at billing rates. It also includes consultant expenses with a billing <b>Hold</b> status at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Consultants @ Billing (incl. Add-ons)</b>	This is the monetary value of work in progress for a project's consultant expenses at billing rates. It also includes add-on multipliers at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Consultants @ Billing (incl. Held and Add-ons)</b>	This is the monetary value of work-in-progress for a project's consultant expenses at billing rates. It also includes consultant expenses with a billing <b>Hold</b> status and add-on multipliers, both at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Units @ Billing</b>	This is the monetary value of work in progress for a project's unit expenses at billing rates.
<b>Unbilled Units @ Billing (incl. Held)</b>	This is the monetary value of work in progress for a project's unit expenses at billing rates. It also includes unit expenses with a billing <b>Hold</b> status at billing rates.
<b>Unbilled Units @ Billing (incl. Add-ons)</b>	This is the monetary value of work in progress for a project's unit expenses at billing rates. It also includes add-on multipliers at billing rates.
<b>Unbilled Units @ Billing (incl. Held and Add-ons)</b>	This is the monetary value of work-in-progress for a project's unit expenses at billing rates. It also includes unit expenses with a billing <b>Hold</b> status and add-on multipliers, both at billing rates.
<b>JTD Write-offs @ Cost</b>	This is the sum of all billing transactions for the project with a status of W (to be written off) or X (previously written off), at cost rates.
<b>JTD Write-offs @ Billing</b>	This is the sum of all billing transactions for the project with a status of W (to be written off) or X (previously written off), at billing rates.
<b>Percent Complete</b>	This is the overall percent complete at billing rates, if <b>Enable Reporting at Billing Rates</b> is selected in Labor Options Settings ( <b>Settings » Accounting » Labor Options</b> ); otherwise at cost rates.

Field	Report and Location
<b>Percent Complete @ Cost</b>	This is the overall percent complete at cost rates, even if <b>Report at</b> is set to <b>Billing</b> in the Reporting Amounts section on the Options tab of the Reporting form for the Project Summary Report.
<b>Percent Complete (Lab/OH/Dir)</b>	This is the total percent complete for labor, overhead, and direct expenses, but not for reimbursables. This amount is at billing rates, if <b>Enable Reporting at Billing Rates</b> is selected in Labor Options Settings; otherwise at cost rates.
<b>Percent Complete (Lab/OH/Dir) @ Cost</b>	This is the total percent complete for labor, overhead, and direct expenses, but not for reimbursables. This amount is at cost rates even if <b>Report at</b> is set to <b>Billing</b> in the Reporting Amounts section on the Options tab of the Reporting form for the Project Summary Report.
<b>Labor Percent Complete</b>	This is the labor percent complete at billing rates, if <b>Enable Reporting at Billing Rates</b> is selected in Labor Options Settings; otherwise at cost rates.
<b>Labor Percent Complete @ Cost</b>	This is the labor percent complete. This percentage is based on cost rates even if <b>Report at</b> is set to <b>Billing</b> in the Reporting Amounts section on the Options tab of the Reporting form for the Project Summary Report.
<b>Expense Percent Complete</b>	This is the percent complete for all expenses, both direct and indirect. This is the expense percent complete at billing rates if <b>Enable Reporting at Billing Rates</b> is selected in Labor Options Settings; otherwise at cost rates.
<b>Expense Percent Complete @ Cost</b>	This is the percent complete for all expenses. This percentage is based on cost rates even if <b>Report at</b> is set to <b>Billing</b> in the Reporting Amounts section on the Options tab of the Reporting form for the Project Summary Report.
<b>Expense Percent Complete (Dir)</b>	This is the percent complete for direct expenses only. This is the expense percent complete at billing rates if <b>Enable Reporting at Billing Rates</b> is selected in Labor Options Settings; otherwise at cost rates.
<b>Expense Percent Complete (Dir) @ Cost</b>	This is the percent complete for direct expenses only. This percentage is based on cost rates even if <b>Report at</b> is set to <b>Billing</b> in the Reporting Amounts section on the Options tab of the Reporting form for the Project Summary Report.
<b>Planned Labor @ Cost</b>	This is the <b>Labor Cost</b> on the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Labor @ Billing</b>	This is the <b>Labor Billing</b> on the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Direct @ Cost</b>	This is the sum of <b>Direct Consultants</b> and <b>Other Direct Expenses</b> at cost, on the Analysis tab in <b>Planning » Project Planning</b> .

Field	Report and Location
<b>Planned Reimb @ Cost</b>	This is the sum of Reimbursable Consultants and Other Reimbursable Expenses at cost, from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Reimb @ Bill</b>	This is the sum of <b>Reimbursable Consultants</b> and <b>Other Reimbursable Expenses</b> at billing, on the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Direct Consultant @ Cost</b>	This is the <b>Direct Consultants</b> at cost from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Direct Exp @ Cost</b>	This is the <b>Direct Expenses</b> at cost, from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Reimb Consultant @ Cost</b>	This is the <b>Reimbursable Consultants</b> at cost from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Reimb Exp @ Cost</b>	This is the <b>Other Reimbursable Expenses</b> at cost from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Reimb Consultant @ Billing</b>	This is the <b>Reimbursable Consultants</b> at billing from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Reimb Exp @ Billing</b>	This is the <b>Other Reimbursable Expenses</b> at billing from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Baseline Labor @ Cost</b>	This is the baseline labor at cost from the Summary tab in <b>Planning » Project Planning</b> .
<b>Baseline Exp @ Cost</b>	The baseline Expenses at cost from the Summary tab in <b>Planning » Project Planning</b> .
<b>Baseline Consultant @ Cost</b>	This is the baseline Consultants at cost from the Summary tab in <b>Planning » Project Planning</b> .
<b>Baseline Labor @ Billing</b>	This is the baseline Labor at billing from the Summary tab in <b>Planning » Project Planning</b> .
<b>Baseline Exp @ Billing</b>	This is the baseline Expenses at billing from the Summary tab in <b>Planning » Project Planning</b> .
<b>Baseline Consultant @ Billing</b>	This is the baseline Consultants at billing from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned ETC @ Cost</b>	This is the total ETC at cost from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned Labor ETC @ Cost</b>	This is the Labor ETC amount at cost from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned Labor ETC Hours</b>	This is the Labor ETC hours from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned Expense ETC @ Cost</b>	This is the Expenses ETC at cost from the Summary tab in <b>Planning » Project Planning</b> .

Field	Report and Location
<b>Planned Consultant ETC @ Cost</b>	This is the Consultants ETC at cost from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned Pct Compl (JTD/EAC) @ Cost</b>	This is the Overall % Complete at cost from the Analysis tab in <b>Planning Project Planning</b> .
<b>Planned Labor Pct Compl (JTD/EAC) @ Cost</b>	This is the % Complete Labor at cost from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Expense Pct Compl (JTD/EAC) @ Cost</b>	This is the % Complete Expenses at cost from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Consultant Pct Compl (JTD/EAC) @ Cost</b>	This is the % Complete Consultants at cost from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned ETC @ Billing</b>	This is the total ETC at billing from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned Labor ETC @ Billing</b>	This is the Labor ETC at billing from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned Expense ETC @ Billing</b>	This is the Expenses ETC at billing from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned Consultant ETC @ Billing</b>	This is the Consultants ETC at cost from the Summary tab in <b>Planning » Project Planning</b> .
<b>Planned Pct Compl (JTD/EAC) @ Billing</b>	This is the <b>Overall % Complete</b> at billing from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Labor Pct Compl (JTD/EAC) @ Billing</b>	This is the <b>% Complete Labor</b> at billing from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Expense Pct Compl (JTD/EAC) @ Billing</b>	This is the <b>% Complete Expenses</b> at billing from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Planned Consultant Pct Compl (JTD/EAC) @ Billing</b>	This is the <b>% Complete Consultants</b> at billing from the Analysis tab in <b>Planning » Project Planning</b> .
<b>Compensation</b>	This is the project's <b>Compensation</b> , specified on the Contract Management form in the Projects hub ( <b>Hubs » Projects » Contract Management</b> ).
<b>Fee Direct Labor</b>	This is the project's <b>Fee Direct Labor</b> , specified on the Contract Management form in the Projects hub.
<b>Fee Direct Expense</b>	This is the project's <b>Fee Direct Expense</b> , specified on the Contract Management form in the Projects hub.



Field	Report and Location
<b>Direct Consultant</b>	This is the project's <b>Direct Consultant</b> , specified on the Contract Management form in the Projects hub
<b>Reimb Allowance</b>	This is the project's <b>Reimbursable Allowance</b> , specified on the Contract Management form in the Projects hub.
<b>Fee Reimb Consultant</b>	This is the project's <b>Fee Reimbursable Consultant</b> , specified on the Contract Management form in the Projects hub.
<b>Fee Reimb Expense</b>	This is the project's <b>Fee Reimbursable Expense</b> , specified on the Contract Management form in the Projects hub.
<b>Contract Compensation</b>	This is the project's <b>Contract Compensation</b> , specified on the Contract Management form in the Projects hub.
<b>Contract Direct Labor</b>	This is the project's <b>Contract Direct Labor</b> , specified on the Contract Management form in the Projects hub.
<b>Contract Direct Expense</b>	This is the project's <b>Contract Direct Expense</b> , specified on the Contract Management form in the Projects hub.
<b>Contract Direct Consultant</b>	This is the project's <b>Contract Direct Consultant</b> , specified on the Contract Management form in the Projects hub.
<b>Contract Reimb Allowance</b>	This is the project's <b>Contract Reimbursable Allowance</b> , specified on the Contract Management form in the Projects hub.
<b>Contract Reimb Consultant</b>	This is the project's <b>Contract Reimbursable Consultant</b> , specified on the Contract Management form in the Projects hub.
<b>Contract Reimb Expense</b>	This is the project's <b>Contract Reimbursable Expense</b> , specified on the Contract Management form in the Projects hub.
<b>Budgeted Overhead Rate</b>	This is the project's <b>Budgeted Overhead Rate</b> , specified on the Accounting tab of the Projects form, in the Projects hub.
<b>Project Specific Amount</b>	This is the project's <b>Multiplier or Amount</b> , specified on the Accounting tab of the Projects form, in the Projects hub.
<b>Method Specific Amount</b>	When you select this field for a revenue method formula, Vantagepoint prompts you to enter a value, which becomes a constant in the formula.
<b>User-defined numeric field(s)</b>	This is the value entered in any user-defined field in the Projects hub for the project, where the field's <b>Data Type</b> is <b>Numeric</b> , as specified on the User Defined Tabs form in <b>Settings » General » User Defined Components</b> .

### Examples of User-Defined Revenue Methods When You Use Revenue Categories

When you set up revenue generation to track multiple unbilled accounts using revenue categories, you must create a user-defined revenue method for each revenue category that you set up.

Below are some examples of user-defined formulas that could replace the standard revenue method W or M when you track multiple unbilled accounts.

Standard Revenue Method	Equivalent User-Defined Revenue Methods When Using Revenue Categories
<b>Revenue Method W</b> <b>JTD Revenue = JTD Billings + WIP @ Billing</b>	<p>Projects that previously used revenue method W could have the following three user-defined revenue methods for labor, consultant, and reimbursable revenue categories:</p> <ul style="list-style-type: none"> <li>■ A labor revenue method of JTD Labor Billings + Unbilled Labor @ Billing Rates.</li> <li>■ A consultant revenue method of JTD Consultant Billings + Unbilled Consultants @ Billing Rates.</li> <li>■ A Reimb revenue method of JTD Reimb Billings + Unbilled Expenses @ Billing Rates.</li> </ul>
<b>Revenue Method M</b> <b>JTD Revenue = (JTD Direct Labor x Multiplier) + JTD Reimbursable Expenses</b>	<p>Projects that previously used revenue method M could have the following three user-defined revenue methods for labor, consultant, and reimbursable revenue categories:</p> <ul style="list-style-type: none"> <li>■ A labor revenue method of JTD Direct Labor @ Cost times a Multiplier.</li> <li>■ A consultant revenue method of JTD Reimb Consultant @ Cost.</li> <li>■ A Reimb revenue method of JTD Reimb Other @ Cost.</li> </ul>

### Standard Revenue Methods

Vantagepoint provides standard revenue methods

None of the standard revenue methods uses the operators **Subject to Max**, **Greater of**, or **Lesser of**. To use any of these operators in recognizing revenue for a project, you must specify a user-defined revenue method for the project.

#### Revenue Method B

Revenue Method **B** sets job-to-date revenue equal to job-to-date billings.

When revenue generation is not enabled in **Settings » Accounting » Revenue**, the **Revenue Type** option on the Accounting tab of the Projects hub defaults to B for projects whose **Charge Type** is **Regular**. In these situations, the billing procedure generates the revenue. Each time invoices are posted, Vantagepoint debits Accounts Receivable and credits Revenue.

When you enable revenue generation, you can leave the **Revenue Type** as the default (Method B) for projects/phases/tasks whose revenue equals billings, that is, projects/phases/tasks which are billed monthly and whose invoices are posted in the accounting period when their expenses are incurred.

If you assign method B to a project whose revenue is not equal to billings, revenue generation makes adjusting entries to Unbilled Services and Unbilled Revenue for the difference between billings and revenue, which forces revenue to equal billings. If you do not want revenue generation to adjust a project's revenue so that it equals Job-to-Date Billings, you can specify a different revenue method for the project.

Revenue generation can only be used with projects that have **Charge Type** set to **Regular**. It cannot be used with overhead or promotional projects. If the project has phases or tasks, Vantagepoint asks you to assign a revenue method to each phase and task.

### Example

When revenue generation is enabled, Vantagepoint enters Revenue Method B in the **Revenue Method** field on the Accounting tab of the Projects hub for all projects with a charge type of regular.

When you post an invoice for a project with revenue method B, but do not run revenue generation, Vantagepoint reclassifies amounts on the Balance Sheet, but does not recognize revenue. It debits the appropriate Accounts Receivable account(s) on the Balance Sheet and credits the revenue account(s) specified on the invoice. The net effect on the Income Statement is zero.

These transactions appear on the General Ledger Account Analysis, with the label **Invoice Postings**:

	Debit	Credit
Accounts Receivable (111.00)	100.00	
Billed Revenue (401.00)		100.00
Unbilled Revenue (402.00)	100.00	
Unbilled Services (121.00)		100.00

To recognize revenue while using revenue method **B**, you must run revenue generation.

After running revenue generation and posting the RevGen journal entry and invoice data entry files, print the General Ledger Account Analysis again. You will see these journal entries:

	Debit	Credit
Unbilled Services Receivable (121.00)	100.00	
Unbilled Revenue (402.00)		100.00

Vantagepoint increases the project's current, year-to-date, and job-to-date billings by the total amount on the invoice.

### Revenue Method M

Revenue Method **M** recognizes job-to-date earned revenue as job-to-date direct labor cost times a multiplier, plus job-to-date reimbursable expenses at cost rates. It is appropriate for projects billed on an hourly or percent complete basis.

### Job-to-Date Revenue = (Job-to-Date Direct Labor x Multiplier) + Job-to-Date Reimbursable Expenses

Percentage of construction cost contracts base revenue recognition on an estimate of progress made, often linked to the completion of phases. This progress estimate is usually based on a percent complete that has been calculated and updated for each accrual (Method P) although it can also be based on an estimated multiplier (Method M). Method P generates the most accurate

revenue figures, but only if the project's percent complete data is updated regularly. If your enterprise does not have time to update percent completes, consider Method M, which uses estimated multipliers. Although it provides less exact revenue amounts, it involves less maintenance.

If a project is using Method M, the multiplier is specified in **Multiplier/Amount** on the Accounting tab of the Projects hub. The multiplier is a job-specific ratio based on estimates of Total Labor Revenue divided by Total Labor Cost:

**Multiplier = (Estimated) Total Labor Revenue / (Estimated) Total Labor Cost**

A breakeven multiplier for a project whose budgeted overhead rate is 175% would be **1.75** for overhead plus **1.00** for Labor, to equal **2.75**. To arrive at the multiplier, add the profit margin percent to this amount.

Vantagepoint does not calculate the multiplier. Deltek recommends that a manager determine the multiplier to be entered, and evaluate it periodically for accuracy.

### *Revenue Method N*

A project with Revenue Method **N** is unaffected when you enable or disable Revenue Generation because Revenue Generation processing ignores **N** projects.

### **Job-to-Date Revenue = Unchanged**

Revenue method **N** is suitable for projects in any of the following situations:

- You want to accrue revenue manually for the project.
- You do not want to earn revenue for the project.
- The project, for whatever reason, does not accrue revenue accurately with any standard or user-defined revenue method.
- The project is set up as a special project for use with Vantagepoint's Labor Cross Charge feature.

When you post an invoice for a project whose revenue method is N, Vantagepoint makes the following entries to reclassify revenue:

1. The appropriate Accounts Receivable account(s) are debited, and the Billed Revenue account(s) are credited.
2. The Unbilled Services account is credited and the Unbilled Revenue account is debited with the total invoice amount of billings to revenue accounts.

For example:

	Debit	Credit
Invoice Postings:		
Accounts Receivable (111.00)	100.00	100.00
Billed Revenue (401.00)		
Revenue Reclassification:		
Unbilled Services (121.00)	100.00	100.00

	Debit	Credit
Unbilled Revenue (402.00)		

The net effect of these entries on the Income Statement is zero.

3. It increases the project's current, year-to-date, and job-to-date billings by the total amount of invoices to revenue accounts on the invoice. Because Unbilled Revenue offsets Accounts Receivable, revenue is zero.

### *Revenue Method P*

Revenue Method **P** recognizes job-to-date earned revenue as a percent complete @ billing of the fee, plus job-to-date reimbursable expenses.

#### **Job-to-Date Revenue = (Percent Complete\*Fee) + Job-to-Date Reimbursable Expenses**

To specify an overriding percent complete, use **Update %** on the Revenue Generation action bar or enter it on the Accounting tab of the project record.

Revenue Method P is typically used for lump sum contracts. Some enterprises also use Method P on projects using time-based contracts with an upset limit.

Revenue recognition is based on an estimate of progress made, often linked to the completion of phases of a project. This progress estimate is usually based on a percent complete that has been calculated and updated for each accrual (Method P) although it can also be based on an estimated multiplier (Method M).

Method P generates the most accurate revenue figures, provided that the project's percent complete data is updated regularly. If your enterprise does not have the staff resources to maintain current percent completes, consider assigning Method M, which uses estimated percent completes. It generates less exact revenue amounts but involves less maintenance.

#### **The hierarchy for determining the percent complete to use for Revenue Method P is:**

1. The **Overall Percents Complete** on the Compensation form in the Projects hub; if none is specified, Vantagepoint uses the sum of **Labor Percents Complete** and **Expense Percents Complete**.
2. The calculated percent complete in the Billing budget in the Project Budget Worksheet.

Vantagepoint calculates revenue as Overall Percent Complete times Compensation, plus job-to-date reimbursable expenses at Cost. You specify both **Compensation** and **Overall Percent Complete** on the Compensation form in the Projects hub.

The Job-to-Date Reimbursable Expenses portion of the equation is retrieved from the project's expense postings, not from its billing terms.

If you use method P, determine whether the percent complete you use is a weighted average of the percentage of in-house and consultant labor. Otherwise Vantagepoint may recognize revenue ahead of expenses, which causes financial performance to appear better than it actually is.

*Revenue Method R*

Revenue Method **R** calculates the job-to-date earned revenue as the total cash received, excluding value added tax (VAT) receipts.

**Job-to-Date Revenue = Job-to-Date Receipts, excluding value added tax receipts**

This is the only standard revenue method that is cash-based rather than accrual-based. It is appropriate for high-risk projects/tasks/phases that are speculative or whose revenue or payment for services is uncertain.

If a project's Revenue Method is **R**, Vantagepoint calculates the job-to-date earned revenue as the total of cash receipts posted to the project.

*Revenue Method W*

For Revenue Method **W**, Vantagepoint recognizes revenue as job-to-date billings plus work-in-progress at billing rates.

**Job-to-Date Revenue = Job-to-Date Billings + Work-in-Progress @ Billing**

Method **W** allows you to recognize revenue based on both billed amounts (Job-to-Date Billings) and on labor and expense amounts not yet billed, calculated at billing rates (Work-in-Progress @Billing).

These are the entries Vantagepoint makes for a project using Method W:

Entry	Debit	Credit
Invoice Postings:		
Accounts Receivable (111.00)		
Billed Revenue (401.00)		
Unbilled Services (121.00)	100.00	100.00
Unbilled Revenue (402.00)		

## Revenue Groups

For projects that are part of a group or contract, you can use revenue groups to recognize revenue at the overall group (contract) level, rather than as the sum of its lowest WBS parts.

This complies with generally accepted accounting principles.

When you use revenue generation, a project's job-to-date (JTD) revenue is calculated as the sum of the revenue that is calculated at the project's lowest work breakdown structure (WBS) level. For example, if a project has phases and tasks, the project's revenue is calculated as the sum of the revenue that is calculated for each of its tasks.

When you run revenue generation, revenue is calculated as follows for revenue groups:

1. Revenue is calculated for each subproject in a revenue group and summed together for a group total.
2. Revenue is calculated for the overall group of projects, based on a revenue method set up at the revenue group (contract) level.

3. The two revenue amounts are compared, and the difference is posted to an adjustment phase or task for the revenue group.

The adjustment ensures that the revenue that is calculated by summing revenue for the subprojects is made equal to the overall revenue amount calculated at the revenue group (contract) level.

When you enable the revenue groups feature, for individual projects (that are not part of a revenue group), you also have the option to do an additional calculation for revenue at the project level, similar to the revenue group calculation. The sum of the revenue that is calculated at a project's lowest WBS level is compared with the overall revenue that is calculated at the project level, and any difference is posted to an adjustment phase or task.

The additional revenue calculation for individual projects is similar to using revenue generation's overall revenue upset limits. Upset limits allow you to set a maximum limit that the revenue calculation cannot exceed, and any excess is posted to an adjustment phase or task. The fixed limit amount is comprised of any combination of the project's compensation, consultant fee, and reimbursable allowance, whereas with the additional revenue calculation, the overall project revenue amount that is used for the comparison and adjustment is derived using a revenue method specified at the project level.

### Setting Up Revenue Groups

For each revenue group, you assign:

- A main project with which to identify the revenue group.
- A revenue method and optional multiplier or amount by which to calculate revenue for the overall revenue group (contract).
- Subprojects that make up the revenue group.
- An adjustment phase or task to receive postings for the difference between the sum of the revenue that is calculated for each subproject and the revenue that is calculated for the overall revenue group.

### Set Up Revenue Methods for Subprojects in Revenue Groups

You set up the revenue method by which Vantagepoint calculates revenue for each subproject, as you normally do for any project, on the Accounting tab of the Projects form in the Projects hub.

### Set Up Revenue Methods with which Individual Projects Calculate Additional Revenue

For individual projects (that are not part of revenue groups), if you want to do an additional revenue calculation to compare the overall project's revenue with the sum of its lowest WBS parts, select the **Calculation** option in the **Overall Revenue** field on the Accounting tab of the Projects form at the project level. On this tab you also enter a revenue method for the project. When you run revenue generation, any difference between the revenue that is calculated for the overall project and the sum of its parts is posted to an adjustment phase or task.

The following is an example in which the sum of the revenue for the tasks may not match the revenue that is calculated at the project level, and the difference is posted to an adjustment task: You use revenue method P (Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates) at the project level and revenue method W (Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates) at the task level.

### Multiple Companies

When you use multiple companies, you must run revenue generation separately for each company in your enterprise. If you have revenue groups with subprojects that belong to different companies, you must run revenue generation for all subprojects in a revenue group. If a subproject is omitted, the amount that is posted to the adjustment phase or task may be inaccurate until you run revenue generation for the missing subprojects.

### Multiple Currencies

If you use multiple currencies, all of the projects in a revenue group must have the same currency.

How To...

Use revenue groups to recognize revenue at the overall group (contract) level.

### Enable Revenue Groups

Enable the revenue groups feature in Accounting Company Settings.

**To enable the revenue groups feature:**

1. In the Navigation pane, select **Settings » Accounting » Revenue**.
2. Select the **Enable Additional Revenue Calculations at Project and Group Levels** check box.  
This setting enables the **Revenue Groups** menu item.
3. In the Navigation pane, select **Settings » Accounting » Revenue Groups**.

### Set Up a Revenue Group

After you enable the revenue groups feature, you can set up revenue groups.

**To set up a new revenue group:**

1. In the Navigation pane, select **Settings » Accounting » Revenue Groups**.
2. On the Revenue Groups form, click **+ New Revenue Group**.
3. Complete the fields on the form.  
Revenue groups are identified by the project number of their main project. After you enter a revenue group and save it, the revenue group's main project displays on the Project lookup available from the Revenue Groups form.
4. When you finish, click **Save**.



## Delete a Revenue Group

You can delete any revenue group at any time. When you delete a revenue group, only the grouping association is deleted; the individual projects remain intact in the Projects hub.

### To delete a revenue group:

1. In the Navigation pane, select **Settings » Accounting » Revenue Groups**.
2. On the Revenue Groups form, use the Project lookup to select the revenue group to delete.
3. After the revenue group displays on the Revenue Groups form, click **Other Actions » Delete** on the toolbar.
4. In response to the confirmation message, click **Yes** to remove the revenue group from the database.

## Fields and Options

Use the Revenue Groups form to create and use revenue groups. Use the Revenue Groups Table List dialog box to choose options for generating a report about revenue groups.

## Revenue Groups Form

Use the Revenue Groups form to set up a revenue group that is comprised of multiple projects, such as a contract, for which you must recognize job-to-date revenue at the overall revenue group (contract) level rather than as the sum of the projects.

### Display the Revenue Groups Form

Display the Revenue Groups form in Accounting Settings.

In the Navigation pane, select **Settings » Accounting » Revenue Groups**.

### Actions Bar of the Revenue Groups Form

Use the options on the Actions bar to edit and delete revenue groups.

### Commonly Used Action

Click the buttons on the Actions bar to quickly access commonly performed actions.

Field	Description
<b>Edit</b>	Click this button to open the Revenue Group form to make changes to the currently selected revenue group.

### Other Actions

Click the Other Actions menu to choose other tasks.

Field	Description
<b>Delete</b>	Click this option to delete the revenue group that you currently have open. This step cannot be undone.

### *Contents of the Revenue Groups Form*

Use these fields and options to set up a revenue group.

#### Fields



Field	Description
<b>Main Project</b>	<p>To enter a new revenue group, click <b>+ New Revenue Group</b> on the actions bar to enable this field. Then use the Project drop-down list to select the project by which to identify the new revenue group. The list includes only those projects with a regular charge type. It excludes projects that belong to another revenue group and projects that have the <b>Calculation</b> option selected for the <b>Overall Revenue</b> setting on the Accounting tab of the Projects form in the Projects hub.</p> <p>The main project is also treated as a subproject, so it displays in the <b>Sub Project</b> grid on this form. You cannot delete it from the grid.</p> <p>Because the adjustment phase or task for a revenue group is usually from the main project, the main project also prefills in the <b>To Adjust</b> section on this form.</p>
<b>Revenue Method field or Revenue Categories section</b>	<p>Either a <b>Revenue Method</b> field or a <b>Revenue Categories</b> section that has fields for the revenue method for each revenue category displays, based on whether or not you selected the <b>Enable Tracking for This Many Revenue Categories</b> check box in .</p> <p>Use the lookups to select the revenue method to use to calculate revenue for the overall revenue group (contract) when you run revenue generation.</p>
<b>Multiplier or Amount</b>	<p>If you want to apply a multiplier, percentage, or amount to the revenue method that you entered in the <b>Revenue Method</b> field (or fields for revenue categories if you use revenue categories), enter it here. It increases or decreases revenue that is calculated for the contract (overall revenue group) when you run revenue generation. For example, if you want to increase the revenue calculation by 15%, enter 1.15 in this field.</p>


#### **Project to receive adjustment entry**

In this section, you determine the adjustment phase or task to which to post any difference between the sum of the revenue that is calculated for each subproject and the revenue that is calculated for the overall revenue group (contract) when you run revenue generation. The adjustment is made at the lowest WBS level that you have.

Field	Description
<b>Adjustment Project</b>	The project that you enter in the <b>Main Project</b> field on this form prefills in this field. This is the project of the adjustment phase or task to which any adjustment amount for the revenue groups is posted when you run revenue generation. Use the Project lookup if you want to replace the main project with a subproject from this revenue group.
<b>Adjustment Phase</b>	Use the lookup in this field to select the adjustment phase to use for the revenue group when you run revenue generation. Deltak recommends that the adjustment phase have a: <ul style="list-style-type: none"> <li>Status of dormant. You enter the status for a phase in the <b>Status</b> field on the General tab of the Projects hub (desktop).</li> <li>Revenue method N (No Revenue Recognition). You enter the revenue method for a phase in the <b>Revenue Method</b> field on the Accounting tab of the Projects form in the Projects hub.</li> </ul>
<b>Adjustment Task</b>	Use the lookup in this field to select the adjustment task to use for the revenue group when you run revenue generation. Deltak recommends that the adjustment task have a: <ul style="list-style-type: none"> <li>Status of dormant. You enter the status for a task in the <b>Status</b> field on the General tab of the Projects hub (desktop).</li> <li>Revenue method N (No Revenue Recognition). You enter the revenue method for a task in the <b>Revenue Method</b> field on the Accounting tab of the Projects form in the Projects hub.</li> </ul>

### Sub Project Grid

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

Field	Description
	<p>calculated for each subproject is compared to the revenue that is calculated for the overall revenue group (contract).</p> <p>The Project lookup excludes projects that:</p> <ul style="list-style-type: none"> <li>Belong to another revenue group.</li> <li>Have the <b>Overall Revenue</b> option set to <b>Calculation</b> on the Accounting tab of the Projects form in the Projects hub.</li> </ul> <p>The Project lookup includes:</p> <ul style="list-style-type: none"> <li>Projects from all of the companies in your enterprise, if you have multiple companies.</li> <li>Only projects that have the same billing currency as the main project, if you use multiple currencies.</li> </ul> <p>After you select a project in the Project lookup, the project displays in the Sub Project grid.</p>
 <b>Delete</b>	Select a row in the grid and click this option on the grid toolbar to delete the project from the grid and remove it from the revenue groups. You cannot delete the main project.
:	The vertical ellipsis provides a set of row tools, or options, for working with grid records in a hub. At the end of each row, click :, and select <b>Copy</b> to copy all information associated with a specific record. The copy of that record appears on the next row below. Select <b>Delete</b> to remove the record from the grid. Other options may be available depending upon the type of record listed in the grid.
<b>Sub Project</b>	The main project for a revenue group is treated as a subproject. It automatically displays in the grid and cannot be deleted. This field displays the project numbers of the subprojects that you add to the revenue group.

Learn More About...

See an example of the use of revenue groups and subprojects with revenue generation.

### Example of Using Revenue Groups

You can use revenue groups and subprojects when you run revenue generation.

The following is an example of the calculation for a revenue group when you run revenue generation.

Revenue group XYZ.00 has two subprojects, XYZ.01 and XYZ.02, to which labor and expenses are posted.

When you run revenue generation for XYZ.01 and XYZ.02, the following things happen:

1. Job-to-date revenue for subproject XYZ.01 is calculated as \$5,000 and for subproject XYZ.02 is calculated as \$7,000, for a total of \$12,000.
2. Because the projects belong to a revenue group, Vantagepoint calculates job-to-date revenue at the overall group (contract) level, which results in an overall revenue calculation of \$10,000.
3. Vantagepoint posts an adjustment of -\$2,000 to the adjustment phase, which results in total job-to-date revenue of \$10,000.

## Intercompany Billing Settings Overview

If your firm uses multiple companies, you can share employees among companies while you maintain accounting for both labor and expense charges associated with shared work efforts. You set up Intercompany Billing in the desktop application.

You can share and track:

- **Labor Charges:** For example, an employee from one company can charge time to another company's project, phase, or task on their timesheet.
- **Expense Charges:** Similarly, the employee can charge travel, meals, and other expenses to another company's project on their expense report, or a company could incur a voucher, miscellaneous expense, or some other expense for another company's project.

You establish Intercompany Billing settings enterprise-wide, for all companies. See the Concepts section of the help for background information.

### Subledger Terms and Taxes

If you use detailed subledgers, you specify the tax codes that apply to intercompany transactions in the Invoice section and Voucher section on the Subledger Terms tab.

Settings on the Intercompany Billing tab of the Tax Codes settings form in **Settings » Cash Management » Tax Codes** control how Vantagepoint applies taxes to intercompany transactions. For each tax code that you use for intercompany transactions, you indicate whether or not it applies to each of these types of transactions:

- Labor transactions
- Expense transactions
- Balance sheet transactions

You can also exempt transactions involving specific non-labor accounts from a tax. For example, if you normally apply a value added tax (VAT) to balance sheet transactions but you do not want to apply the tax to rent transactions between two of your companies, you can set up that tax code so that the tax is not calculated for a transaction that involves the rent accounts. Such an exemption applies to both the cost and any markup for the transaction.

## Checklist: Setting Up Intercompany Billing

Use the checklist to set up Intercompany Billing.

Step	Description
1	Decide on your Intercompany Billing approach.
2	Agree on an internal transfer price.
3	Set up new General Ledger accounts, to be used for journal entries (if you plan to move revenue or overhead).
4	<p>Create an <b>intercompany suspense account</b>. When a transaction involves another company, some time will pass between the transaction posting and the point at which you actually run the intercompany billing process. To support the need to balance accounts in the meantime, Vantagepoint posts to the intercompany suspense account.</p> <p>Running the intercompany billing process and posting the transaction entry files created by intercompany billing clears this suspense account and allocates amounts to intercompany accounts payable and intercompany accounts receivable accounts, according to the setup information that you specify. Depending on your configuration settings, you may also create invoices, vouchers, labor adjustments, journal entries, and/or cost transfers.</p>
5	Specify an intercompany organization so that Vantagepoint knows how to handle implicit entries.
6	<p>Configure the settings for intercompany billing in <b>Settings » Accounting » Intercompany Billing</b> in the desktop application. Select the options that support your intercompany billing approach:</p> <ul style="list-style-type: none"> <li>▪ <b>Reclass Intercompany Suspense as Receivable/Payable only</b></li> <li>▪ <b>Create Labor Adjustment to transfer Labor to originating Company</b></li> <li>▪ <b>Create Journal Entry</b></li> </ul> <p>Specify debit and credit account numbers.</p> <p>Select the global rate methods and related settings, such as multipliers, and, if necessary, enter override settings for specific pairs of companies. (You can override these global settings on a project-by-project basis, and you can also override multipliers at the organization level.)</p>
7	If you select the <b>Create Labor Adjustment to transfer Labor to originating Company</b> and/or <b>Create Journal Entry</b> options for any project types on the tabs of the Intercompany Billing Setup form, you also need to set up "transfer to" and "transfer from" projects, on the Intercompany Billing tab of Individual Organization Setup.
8	Create one or more special projects for use with Intercompany Billing. The journal entry and labor adjustment transactions use special projects to direct accounting entries to a company's General Ledger. The special project's charge type, specified on the Accounting Tab of the Projects form in the Projects hub, must match the type of entry made for the project:

Step	Description
	<ul style="list-style-type: none"> <li>If the special project is used to move overhead, its charge type must be <b>Overhead</b>.</li> <li>If the special project is used to move revenue, its charge type must be <b>Regular</b>.</li> </ul> <p>Assign each project to a single company; that company is responsible for leading the project even if it does not "own" all the phases and tasks. When labor is posted, the labor cost is charged to this company. You assign projects to companies through your organization structure.</p>

### Checklist: Setting Up Detailed Subledgers

Detailed subledgers make it possible to generate intercompany invoices and accounts payable vouchers. Use the checklist to configure Intercompany Billing to use detailed subledgers.

**Prerequisites:** Before you complete this checklist, you must complete the steps listed in Checklist: Setting Up Intercompany Billing.

Step	Description
1	Select the <b>Enable Detail Subledgers for Intercompany Billing</b> option is selected in <b>Settings » Accounting » Posting Accounts</b> .
2	<p>Confirm that you have available a liability code that is mapped to the Intercompany Accounts Payable account for the active company.</p> <ul style="list-style-type: none"> <li>You establish the Intercompany Accounts Payable account in <b>Settings » Accounting » Posting Accounts</b>.</li> <li>You map the account on the Liability Accounts tab in <b>Settings » Cash Management » Accounts Payable</b>.</li> </ul>
3	<p>Confirm that you have available a revenue account that is mapped to the Intercompany Accounts Receivable account for the active company.</p> <ul style="list-style-type: none"> <li>You establish the Intercompany Accounts Receivable account in <b>Settings » Accounting » Posting Accounts</b>.</li> <li>You map the account in the Invoice Mapping Accounts grid in <b>Settings » Billing » Accounts Receivable</b>.</li> </ul>
4	Specify labor revenue and expense revenue accounts <b>Settings » Accounting » Posting Accounts</b> . Vantagepoint uses these accounts when you generate intercompany invoice transaction entry files.
5	<p>In the Firms hub, create a special vendor record for each company to facilitate intercompany accounts payable vouchers (the vendor will represent the company that is being paid when generating intercompany accounts payable vouchers).</p> <p>Example: A vendor, COMPANYA, assigned to company A will need to be set up for accounting for company B if an intercompany transaction exists where company A is</p>

Step	Description
	the originating company. Company B will not be able to pay vendor COMPANYA unless that vendor has been set up for accounting in company B.
6	Specify the vendor for each company on the Subledger Vendors tab of <b>Settings » Accounting » Intercompany Billing</b> .
7	Create an intercompany invoice project and an intercompany AP voucher project, to facilitate intercompany invoices and accounts payable vouchers.
8	Set up invoice terms between two companies. For each pair of companies that can generate intercompany invoices and accounts payable vouchers, you specify setup options for the transactions they will share. This is where you select the invoice project and the intercompany accounts payable voucher project, as well as the accounts, banks, and liability codes.
9	Select intercompany invoice options, such as invoice dates, numbers, and templates.
10	For tax codes that apply to intercompany billing transactions, specify the types of transactions to which each tax applies in <b>Settings » Cash Management » Tax Codes</b> .

## Fields and Options

Use the Intercompany Billing Setup form to establish settings for regular, overhead, and promotional labor and expenses, and to set up subledgers.

### Intercompany Billing Setup Form - Desktop Application

Use the Intercompany Billing Settings form in the desktop application to specify the regular, overhead, and promotional labor and expense settings used in tracking intercompany billing transactions.

The Journal Entry Override grid only displays when you select **Create Journal Entry**. Use the grid if you want to override the global intercompany billing rate settings for specific pairs of companies. If you make entries in the Journal Entry Override grid, you can clear the **Create Journal Entry** check box (to turn off the override temporarily, for example) without losing those entries. They are disabled until you again select **Create Journal Entry**.

### Display the Intercompany Billing Setup Form

You display the Intercompany Billing Setup form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Intercompany Billing**.



*Regular Labor Tab of Intercompany Billing Setup*



Use the Regular Labor tab to specify how to handle regular labor intercompany transactions.

**Contents**

Field	Description
<b>Reclass Intercompany Suspense as Receivable/Payable only</b>	<p>Select this option to move regular labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one of the other options on this tab.</li> </ul>
<b>Create Labor Adjustment to transfer Labor to originating Company</b>	<p>Select this option to have Vantagepoint create a labor adjustment transferring an employee's regular labor cost from the target company to the originating company, when Intercompany Billing is run.</p> <p>The labor adjustment clears out the Intercompany Suspense account and reverses the employee's regular labor cost.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
<b>Create Journal Entry</b>	<p>Select this option if you want Vantagepoint to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. Vantagepoint posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the employee company.</li> <li>The debit account specified for the project's company.</li> </ul> <p>When you select <b>Create Journal Entry</b>, fields in the <b>Journal Entry Information</b> grid and the <b>Journal Entry Override</b> grid are enabled so you can provide information Vantagepoint uses to create the journal entries.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>


**Journal Entry Information Grid**



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

Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vantagepoint uses information from different rows to create journal entries between originating and target companies.
<b>Credit Account</b>	Click  and select the account to receive the credit entry when this company is the employee's company (the originating company).
<b>Debit Account</b>	Click  and select the account to receive the debit entry when this company is the project's company (the target company).
<b>Rate Method</b>	<p>If you selected <b>Create Journal Entry</b>, select one of the following rate methods for the company:</p> <ul style="list-style-type: none"> <li><b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li><b>Billing Terms</b>— Select this option to calculate intercompany labor charges based on the project's billing terms. If no billing terms exist for the project, Vantagepoint uses the reporting default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms.</li> <li><b>Rate Table</b>— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li><b>By Category</b>— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li><b>By Labor Code</b>— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in</li> </ul>

Field	Description
	<p><b>Rate Table.</b> You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vantagepoint is not configured to use labor codes this option is not available.)</p> <p>If you want to use a different rate method for transactions between specific companies, you can specify that method in the <b>Journal Entry Override</b> grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
<b>Rate Table</b>	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
<b>Multiplier</b>	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Journal Entry Override Grid

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

Field	Description
 <b>Copy</b>	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
 <b>Delete</b>	To delete a row, select the row and click this option.
<b>Target Company</b>	<p>If you want to enter override rate information for a pair of companies, select the company that will be billed for the labor.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
<b>Originating Company</b>	Select the company that will bill the target company for the labor. For labor, this is the employee's company. For non-labor charges, this the company that posted the expense.
<b>Rate Method</b>	<p>Select one of the following rate methods for these companies:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li>▪ <b>Billing Terms</b>— Select this option to calculate intercompany labor charges based on the project's billing terms. If no billing terms exist for the project, Vantagepoint uses the default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms.</li> <li>▪ <b>Rate Table</b>— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b>— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b>— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vantagepoint is not configured to use labor codes this option is not available.)</li> </ul> <p>You can override this rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>

Field	Description
<b>Rate Table</b>	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>Note that if the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
<b>Multiplier</b>	<p>Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>Note that a 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>You can override this multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

#### *Overhead Labor Tab of Intercompany Billing Setup*



Use the Overhead Labor tab to specify how to handle overhead labor intercompany transactions.

#### Contents

Field	Description
<b>Reclass Intercompany Suspense as Receivable/Payable only</b>	<p>Select this option to move overhead labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one of the other options on this tab.</li> </ul>
<b>Create Labor Adjustment to transfer Labor to originating Company</b>	<p>Select this option to have Vantagepoint create a labor adjustment transferring an employee's overhead labor cost from the target company to the originating company, when Intercompany Billing is run.</p> <p>The labor adjustment clears out the Intercompany Suspense account and reverses the employee's overhead labor cost.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
<b>Create Journal Entry</b>	<p>Select this option if you want Vantagepoint to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. Vantagepoint posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the employee company.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>The debit account specified for the project's company.</li> </ul> <p>When you select <b>Create Journal Entry</b>, fields in the <b>Journal Entry Information</b> grid and the <b>Journal Entry Override</b> grid are enabled so you can provide information Vantagepoint uses to create the journal entries.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>




### Journal Entry Information Grid

Field	Description
<b>Journal Entry Information drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	<p>This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vantagepoint uses information from different rows to create journal entries between originating and target companies.</p>
<b>Credit Account</b>	<p>Click  and select the account to receive the credit entry when this company is the employee's company (the originating company).</p>
<b>Debit Account</b>	<p>Click  and select the account to receive the debit entry when this company is the project's company (the target company).</p>
<b>Rate Method</b>	<p>If you selected <b>Create Journal Entry</b>, select one of the following rate methods for the company:</p> <ul style="list-style-type: none"> <li><b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li><b>Rate Table</b>— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in</li> </ul>

Field	Description
	<p><b>Rate Table.</b> You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</p> <ul style="list-style-type: none"> <li>▪ <b>By Category</b>— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b>— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vantagepoint is not configured to use labor codes this option is not available.)</li> </ul> <p>If you want to use a different rate method for transactions between specific companies, you can specify that method in the <b>Journal Entry Override</b> grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
<b>Rate Table</b>	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
<b>Multiplier</b>	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Journal Entry Override Grid

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

Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to enter a new row of journal entry override information.
 <b>Copy</b>	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
 <b>Delete</b>	To delete a row, select the row and click this option.
<b>Target Company</b>	<p>If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
<b>Originating Company</b>	Select the company that will bill the target company for the labor. For labor, this is the employee's company.
<b>Rate Method</b>	<p>Select one of the following rate methods for these companies:</p> <ul style="list-style-type: none"> <li><b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li><b>Rate Table</b> — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li><b>By Category</b> — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li><b>By Labor Code</b> — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in</li> </ul>



Field	Description
	<p><b>Rate Table.</b> You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vantagepoint is not configured to use labor codes this option is not available.)</p> <p>You can override this rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
<b>Rate Table</b>	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
<b>Multiplier</b>	<p>Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>You can override this multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

#### *Promotional Labor Tab of Intercompany Billing Setup*



Use the Promotional Labor tab to specify how to handle promotional labor intercompany transactions.

#### Contents

Field	Description
<b>Reclass Intercompany Suspense as Receivable/ Payable only</b>	<p>Select this option to move promotional labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one other option on this tab.</li> </ul>
<b>Create Labor Adjustment to transfer Labor to originating Company</b>	<p>Select this option to have Vantagepoint create a labor adjustment transferring an employee's promotional labor cost from the target company to the originating company, when Intercompany Billing is run.</p> <p>The labor adjustment clears out the Intercompany Suspense account and reverses the employee's regular labor cost.</p>




Field	Description
	This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.
<b>Create Journal Entry</b>	<p>Select this option if you want Vantagepoint to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. Vantagepoint posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>▪ The credit account specified for the employee company.</li> <li>▪ The debit account specified for the project's company.</li> </ul> <p>When you select <b>Create Journal Entry</b>, fields in the <b>Journal Entry Information</b> grid and the <b>Journal Entry Override</b> grid are enabled so you can provide information Vantagepoint uses to create the journal entries.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>

### Journal Entry Information Grid

Field	Description
<b>Journal Entry Information drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vantagepoint uses information from different rows to create journal entries between originating and target companies.
<b>Credit Account</b>	Click  and select the account to receive the credit entry when this company is the employee's company (the originating company).
<b>Debit Account</b>	Click  and select the account to receive the debit entry when this company is the project's company (the target company).

Field	Description
<b>Rate Method</b>	<p>If you selected <b>Create Journal Entry</b>, select one of the following rate methods for the company:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li>▪ <b>Rate Table</b> — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b> — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b> — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vantagepoint is not configured to use labor codes this option is not available.)</li> </ul> <p>If you want to use a different rate method for transactions between specific companies, you can specify that method in the <b>Journal Entry Override</b> grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
<b>Rate Table</b>	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
<b>Multiplier</b>	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Journal Entry Override Grid

Field	Description
<b>Journal Entry Override drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to enter a new row of journal entry override information.
 <b>Copy</b>	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
 <b>Delete</b>	To delete a row, select the row and click this option.
<b>Target Company</b>	<p>If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
<b>Originating Company</b>	Select the company that will bill the target company for the labor. For labor, this is the employee's company.
<b>Rate Method</b>	<p>Select one of the following rate methods for these companies:</p> <ul style="list-style-type: none"> <li><b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li><b>Rate Table</b> — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>By Category</b> — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b> — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vantagepoint is not configured to use labor codes this option is not available.)</li> </ul> <p>You can override this rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
<b>Rate Table</b>	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
<b>Multiplier</b>	<p>Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>You can override this multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Regular Expense Tab of Intercompany Billing Setup

Use the Regular Expense tab to set up an approach involving the transfer of regular expense cost and, optionally, the associated revenue, back to the target company, when Intercompany Billing is run for all companies in your enterprise.





### Contents

Field	Description
<b>Reclass Intercompany Suspense as Receivable/ Payable only</b>	<p>Select this option to move regular expense amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>▪ Selecting this option disables the other two options on this tab.</li> <li>▪ If you leave this option cleared, you must select at least one of the other options.</li> </ul>

Field	Description
<b>Transfer cost to originating Company</b>	<p>Select this option to have Vantagepoint transfer the regular expense from the target company to the originating company, when Intercompany Billing is run.</p> <p>The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's regular expense.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
<b>Create Journal Entry</b>	<p>Select this option if you want Vantagepoint to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. Vantagepoint posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>▪ The credit account specified for the company posting the transaction.</li> <li>▪ The debit account specified for the project's company.</li> </ul> <p>When you select <b>Create Journal Entry</b>, fields in the <b>Journal Entry Information</b> grid and the <b>Journal Entry Override</b> grid are enabled so you can provide information Vantagepoint uses to create the journal entries.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>



### Journal Entry Information Grid

Field	Description
<b>Journal Entry Information drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	<p>This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vantagepoint uses information from different rows to create journal entries between originating and target companies.</p>


Field	Description
<b>Transfer To Debit Account</b>	Click  and select the account you want Vantagepoint to debit when it transfers a regular expense from the target company to the originating company.
<b>Transfer From Credit Account</b>	Click  and select the account you want Vantagepoint to credit when it transfers a regular expense from the target company to the originating company.
<b>Journal Entry Credit Account</b>	If you selected <b>Create Journal Entry</b> , click  , and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).
<b>Journal Entry Debit Account</b>	If you selected <b>Create Journal Entry</b> , click  , and select the account to receive the debit entry when this company is the project's company (the target company).
<b>Rate Method</b>	<p>If you selected <b>Create Journal Entry</b>, select one of the following rate methods for the company:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany charges for regular expenses based on cost and a cost multiplier.</li> <li>▪ <b>Billing Terms</b> — Select this option to calculate intercompany charges for regular expenses based on the project's billing terms. If no billing terms exist for the project, Vantagepoint uses the reporting default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms.</li> <li>▪ <b>By Account</b> — Select this option to calculate intercompany charges for regular expenses based on an expense account billing rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b> — Select this option to calculate intercompany charges for regular expenses based on an expense category billing rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Vendor</b> — Select this option to calculate intercompany charges for regular expenses based on an expense by vendor code billing rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> </ul> <p>If you want to use a different rate method for transactions between specific companies, you can specify that method in the <b>Journal Entry Override</b> grid.</p>

Field	Description
	You can also override this global rate method for a specific project on the Intercompany Billing tab of the Projects hub.
<b>Rate Table</b>	<p>If you selected <b>By Account</b>, <b>By Category</b>, or <b>By Vendor</b> in <b>Rate Method</b>, select the expense account, expense category, or expense by vendor table in this field.</p> <p>Note that if the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
<b>Multiplier</b>	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>Note that a 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> or one of the rate table methods in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Journal Entry Override Grid

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



Field	Description
 <b>Delete</b>	To delete a row, select the row and click this option.
<b>Target Company</b>	<p>If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
<b>Originating Company</b>	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
<b>Rate Method</b>	<p>Select one of the following rate methods for these companies:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li>▪ <b>Rate Table</b>— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b>— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b>— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vantagepoint is not configured to use labor codes this option is not available.)</li> </ul> <p>You can override this rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
<b>Rate Table</b>	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
<b>Multiplier</b>	<p>Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p>

Field	Description
	You can override this multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b> , you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.





### Overhead Expense Tab of Intercompany Billing Setup

Use the Overhead Expense tab to specify how to handle overhead expense intercompany transactions.




### Contents

Field	Description
<b>Reclass Intercompany Suspense as Receivable/Payable only</b>	<p>Select this option to move overhead expense amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one other option on this tab.</li> </ul>
<b>Transfer cost to originating Company</b>	<p>Select this option to have Vantagepoint transfer the overhead expense from the target company to the originating company when Intercompany Billing is run.</p> <p>The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's overhead expense.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
<b>Create Journal Entry</b>	<p>Select this option if you want Vantagepoint to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. Vantagepoint posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the company posting the transaction.</li> <li>The debit account specified for the project's company.</li> </ul> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>

## Journal Entry Information Grid

Field	Description
<b>Journal Entry Information drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	<p>This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vantagepoint uses information from different rows to create journal entries between originating and target companies.</p>
<b>Transfer To Debit Account</b>	<p>Click  and select the account you want Vantagepoint to debit when it transfers an overhead expense from the target company to the originating company.</p>
<b>Transfer From Credit Account</b>	<p>Click  and select the account you want Vantagepoint to credit when it transfers an overhead expense from the target company to the originating company.</p>
<b>Journal Entry Credit Account</b>	<p>If you selected <b>Create Journal Entry</b>, click  and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).</p>
<b>Journal Entry Debit Account</b>	<p>If you selected <b>Create Journal Entry</b>, click  and select the account to receive the debit entry when this company is the project's company (the target company).</p>
<b>Multiplier</b>	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. Enter <b>1.00</b> if you do not want to apply a multiplier. A 0.00 multiplier means that the cost will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

## Journal Entry Override Grid

Field	Description
<b>Journal Entry Override drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to enter a new row of journal entry override information.
 <b>Copy</b>	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
 <b>Delete</b>	To delete a row, select the row and click this toolbar option.
<b>Target Company</b>	<p>If you want to enter override rate information for a pair of companies, select the company that will be billed for the expense.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
<b>Originating Company</b>	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
<b>Multiplier</b>	<p>Enter the override multiplier for these companies. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

*Promotional Expense Tab of Intercompany Billing Setup*





Use the Promotional Expense tab to specify how to handle promotional expense intercompany transactions.

**Contents**

Field	Description
<b>Reclass Intercompany Suspense as Receivable/Payable only</b>	<p>Select this option to move regular labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one other option on this tab.</li> </ul>
<b>Transfer cost to originating Company</b>	<p>Select this option to have Vantagepoint transfer the promotional expense from the target company to the originating company, when Intercompany Billing is run.</p> <p>The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's promotional expense.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
<b>Create Journal Entry</b>	<p>Select this option if you want Vantagepoint to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. Vantagepoint posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the company posting the transaction.</li> <li>The debit account specified for the project's company.</li> </ul> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>




**Journal Entry Information Grid**

Field	Description
<b>Journal Entry Information drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vantagepoint uses information from different rows to create journal entries between originating and target companies.
<b>Transfer To Debit Account</b>	Click  , and select the account you want Vantagepoint to debit when it transfers a promotional expense from the target company to the originating company.
<b>Transfer From Credit Account</b>	Click  , and select the account you want Vantagepoint to credit when it transfers a promotional expense from the target company to the originating company.
<b>Journal Entry Credit Account</b>	If you selected <b>Create Journal Entry</b> , click  , and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).
<b>Journal Entry Debit Account</b>	If you selected <b>Create Journal Entry</b> , click  , and select the account to receive the debit entry when this company is the project's company (the target company).
<b>Multiplier</b>	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Journal Entry Override

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

Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to enter a new row of journal entry override information.
 <b>Copy</b>	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
 <b>Delete</b>	To delete a row, select the row and click this toolbar option.
<b>Target Company</b>	<p>If you want to enter override rate information for a pair of companies, select the company that will be billed for the expense.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
<b>Originating Company</b>	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
<b>Multiplier</b>	<p>Enter the override multiplier for these companies. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### *Balance Sheet Other Tab of Intercompany Billing Setup*



Use this tab to specify how to handle intercompany balance sheet and/or other charge transactions.

### Contents

Field	Description
<b>Reclass Intercompany</b>	Select this option to transfer assets from one company's balance sheet to another through a reclassification of accounts receivable amounts.

Field	Description
<b>Suspense as Receivable/Payable only</b>	This option is disabled when you select the <b>Create Journal Entry</b> option.
<b>Create Journal Entry</b>	<p>Select this option if you want Vantagepoint to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. Vantagepoint posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the company posting the transaction.</li> <li>The debit account specified for the project's company.</li> </ul> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable » only</b> is not selected.</p>




### Journal Entry Information Grid

Field	Description
<b>Journal Entry Information drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vantagepoint uses information from different rows to create journal entries between originating and target companies.
<b>Credit Account</b>	If you selected <b>Create Journal Entry</b> , click  and select the account to receive the credit entry when this company is the originating company.
<b>Debit Account</b>	If you selected <b>Create Journal Entry</b> , click  and select the account to receive the debit entry when this company is the project's company (target company).



Field	Description
<b>Multiplier</b>	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company.</p> <p>A 0.00 multiplier means that the cost will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Journal Entry Override Grid

Field	Description
<b>Journal Entry Override drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this toolbar option to enter a new row of journal entry override information.
 <b>Copy</b>	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
 <b>Delete</b>	To delete a row, select the row and click this toolbar option.
<b>Target Company</b>	<p>If you want to enter override rate information for a pair of companies, select the company that will be billed for the charges.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
<b>Originating Company</b>	Select the company that will generate the intercompany billing.
<b>Multiplier</b>	<p>Enter the override multiplier for these companies.</p> <p>A 0.00 multiplier means that the transaction amount will be multiplied by 0.</p>

Field	Description
	You can override this global multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.


### *Subledger Vendors Tab of Intercompany Billing Settings*

Use the Subledger Vendors tab to specify an intercompany billing vendor for each company. Vantagepoint uses the vendor to create intercompany vouchers for that company, when Intercompany Billing is run.

This tab displays when the **Enable Detail Subledgers for Intercompany Billing** option is selected in **Settings » Accounting » Posting Accounts**.

### Contents

#### Vendors used to represent each company for detailed subledgers Grid

Field	Description
<b>Vendors used to represent each company for detailed subledgers drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	This column displays a row for each company in your enterprise.
<b>Vendor</b>	Use the lookup to select the intercompany billing vendor to use when intercompany vouchers are created to pay back this company.
<b>Vendor Name</b>	This column displays the vendor's <b>Name</b> from the Firms hub record.
<b>Address</b>	Click  and select the vendor address to use on intercompany vouchers for this company.

### *Subledger Terms Tab of Intercompany Billing Settings*

Use the Subledger Terms tab to set up invoice terms between two companies in your enterprise. You must establish invoice terms for each pair of companies in your enterprise in order to maintain the paper trail provided by intercompany invoices and Account Payable vouchers.

This tab displays when the **Enable detailed subledgers for Intercompany Billing** option is selected in **Settings » Accounting » Posting Accounts**.

#### Contents

Field	Description
<b>Company Running Intercompany Billing</b>	Select from the drop-down list the company generating the intercompany invoice. If your enterprise has only two companies, click in this field and blank it out to enable the drop-down list.
<b>Company Receiving Intercompany Voucher</b>	From the drop-down list, select the company for which the intercompany voucher is generated to pay the corresponding intercompany invoice. If your enterprise has only two companies, click in this field and blank it out to enable the drop-down list.

#### Invoice Section

Field	Description
<b>Project</b>	Use the Project lookup to select the intercompany invoice project, phase, and task.
<b>Tax Code Fields</b>	<p>If the company is charging tax on intercompany invoices, select up to three tax codes to use in the <b>Tax Code</b> fields.</p> <p>How Vantagepoint determines tax amounts for intercompany invoices depends on the following:</p> <ul style="list-style-type: none"> <li>How the tax codes that you enter in these <b>Tax Code</b> fields are set up in <b>Settings » Cash Management » Tax Codes</b>.</li> <li>The types of transactions (labor, expense, or balance sheet).</li> <li>The general ledger accounts involved in the transactions.</li> </ul> <p>If you are using a reverse charge tax code for intercompany AP vouchers: You must leave any <b>Tax Code</b> field in the Invoice section blank if it corresponds with an AP voucher reverse charge tax code that you enter in the <b>Tax Code</b> fields in the Voucher section on this tab. A "corresponding" tax code means that if, for example, you enter a reverse charge tax code in the second <b>Tax Code</b> field in the Voucher section, you must leave the second <b>Tax Code</b> field in the Invoice section blank. After you enter reverse charge taxes in the <b>Tax Code</b> fields in the Voucher section, the <b>Tax Code</b> fields in the Invoice section that correspond with the AP voucher reverse charge taxes are disabled.</p> <p>For more information, see <a href="#">Reverse Charge Taxes for Intercompany AP Vouchers</a>.</p>

Field	Description
<b>Template</b>	<p>To specify a default invoice template for intercompany billing involving this pair of companies, select the template in this field. Vantagepoint uses this invoice template by default when the company in <b>Company Running Intercompany Billing</b> generates an invoice for the company in <b>Company Receiving Intercompany Voucher</b>. However, you can select a different template on the Intercompany Billing form.</p> <p>If you do not select a default invoice template for the companies and you do not specify an invoice template in Intercompany Billing, Vantagepoint uses its default invoice format when you generate an intercompany invoice.</p>
<b>Labor Section</b>	<p>Select the options to include in the labor section of the intercompany invoice:</p> <ul style="list-style-type: none"> <li>▪ <b>Show Date:</b> Displays the date of the original labor transaction.</li> <li>▪ <b>Show Multiplier:</b> Displays the multiplier for the original labor transaction, and the markup amount, as a separate line on the invoice.</li> <li>▪ <b>Show Comments:</b> Displays the contents of the comment field from the original labor transaction.</li> </ul>
<b>Expense Section</b>	<p>Select the options to include in the expense section of the intercompany invoice:</p> <ul style="list-style-type: none"> <li>▪ <b>Show Date:</b> Displays the date of the original expense transaction.</li> <li>▪ <b>Show Multiplier:</b> Displays the multiplier for the original labor transaction, and the markup amount, as a separate line on the invoice.</li> <li>▪ You establish the Intercompany Accounts Payable account in <b>Settings » Accounting » Posting Accounts</b>.</li> <li>▪ You map the account to the liability code in <b>Settings » Cash Management » Accounts Payable</b>.</li> </ul>
<b>Billing Currency</b>	<p>This field displays the billing currency of the intercompany invoice project specified above in this form.</p>

### Voucher Section

Field	Description
<b>Project</b>	<p>Use the Project lookup to select the intercompany voucher project, phase, and task.</p>
<b>Tax Codes</b>	<p>If the <b>Enable tax auditing feature</b> option is selected for the company specified in <b>Company Receiving Intercompany Voucher</b>, you can select up to three tax codes to be used for intercompany vouchers for that company. (You enable tax auditing in <b>Settings » Cash Management » Options</b>.)</p> <p>Tax codes are optional, even if tax codes are specified in the <b>Invoice</b> group box. If both companies involved are in the same tax jurisdictions, you can specify the same tax codes for each. If they are not, you may prefer to not</p>

Field	Description
	<p>specify tax codes for intercompany vouchers, and let Vantagepoint post all tax expense for those vouchers to a single tax expense account.</p> <p>If the intercompany invoice includes a tax for which there is no corresponding tax code specified for the intercompany voucher, the tax amount is posted to the account that you specify in <b>Tax Expense Account</b> on the Subledger Terms tab, rather than to a debit account associated with a tax code.</p> <p>You can also have different numbers of tax codes for invoices and vouchers. For example, if you specify tax codes A and B for invoices but only tax code A for vouchers, Vantagepoint posts the tax expense amount for tax code A to the debit account for that tax code and posts the tax expense for tax code B to the account specified in <b>Tax Expense Account</b>.</p> <p>If you are using a reverse charge tax code for intercompany AP vouchers, leave the corresponding <b>Tax Code</b> field blank in the Invoice section on this tab. A "corresponding" tax code means that if, for example, you enter a reverse charge tax code in the second <b>Tax Code</b> field in the Voucher section, you must leave the second <b>Tax Code</b> field in the Invoice section blank. In the <b>Tax Code</b> fields in the Voucher section on this tab, enter up to three reverse charge taxes for intercompany AP vouchers. The corresponding <b>Tax Code</b> fields in the Invoice section are disabled after you add reverse charge tax codes in the Voucher section.</p> <p>For more information, see <a href="#">Reverse Charge Taxes for Intercompany AP Vouchers</a>.</p>
<b>Tax Expense Account</b>	<p>Use the lookup to select a tax expense account for intercompany vouchers. This account is only used if the intercompany invoice includes a tax for which there is no corresponding tax code specified for the intercompany voucher. In that case, the tax amount is posted to this account rather than to a debit account associated with a tax code.</p> <p>Entries for this account are not posted to the General Ledger.</p> <p>The account must be compatible with the project's charge type. For example, if the project is an overhead project, the account must be an indirect or overhead account.</p>
<b>Bank</b>	From the drop-down list, select the bank on which the intercompany voucher accounts payable check is to be drawn.
<b>AP Liability</b>	From the drop-down list, select the accounts payable liability code to use for the intercompany voucher. You must select a liability code that is mapped to the Intercompany Accounts Payable account.
<b>Payment Currency</b>	If you use multiple currencies, this field displays the voucher's payment currency. The <b>Bank's</b> bank code determines the currency in which the intercompany voucher accounts payable check will be drawn. During bank code setup, you specify an account for which a currency has been specified. This is the payment currency.
<b>Exchange Override Rate</b>	If you use multiple currencies and the <b>Payment Currency</b> differs from the <b>Billing Currency</b> , you can enter the exchange override rate to be used to

Field	Description
	exchange amounts from the functional currency of the invoicing company to the payment amount.
<b>Delete setup between these companies (button)</b>	This button displays only if your security role has the <b>Full access to all Companies</b> option selected on the Access Rights tab in <b>Settings » Security » Roles</b> . Click this button to delete the current settings for the two companies specified.


### *Reclass Projects Tab of Intercompany Billing Setup*



Use this tab to associate a company with its special project for intercompany billing transactions. The special project ensures that journal entry transaction files created for Intercompany Accounts Payable, Intercompany Accounts Receivable, and Intercompany Suspense are associated with the intended office within a company.

The project's organization should match the company's organization for intercompany postings, as specified on the Organization tab of **Settings » Accounting » Company** in the desktop application.

### **Contents**

### **Projects for Reclassing Intercompany Suspense Grid**

Field	Description
<b>Projects for reclassing Intercompany Suspense drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Company</b>	This column displays the name of the originating company. The grid contains a row for each company in your enterprise. Vantagepoint uses information from different rows to create journal entry transactions between originating and target companies.
<b>Project</b>	Click  and select the special project created for this company.

Field	Description
	The project's organization should match this company's <b>Organization for intercompany postings</b> , as specified on the Organization tab of <b>Settings » Accounting » Company</b> .
<b>Phase</b>	Click  and select the special project phase created for this company.
<b>Task</b>	Click  and select the special project task created for this company.

## Learn More About

If your enterprise uses intercompany billing, you may find it helpful to review considerations for setting up special projects, voucher projects, vendors, and rate settings for journal entries.

### Intercompany Billing Special Projects

As part of Intercompany Billing setup, you must create one or more projects for use with Intercompany Billing, and reference them with each organization that will use Intercompany Billing.

Intercompany Billing's Journal entry and labor adjustment transactions use special projects to direct accounting entries to the organization's General Ledger.

Enterprises typically use one of these strategies to create each special project needed:

- Create a unique project for each organization.
- Create a unique project with multiple phases or tasks, one for each Organization.

To create these new Projects hub records, you need to complete only the required fields. You can also specify a descriptive **Project Name**, or a name beginning with zzz, for easier identification in lookup lists.

Each project record must have:

- An organization that matches the company's organization for intercompany postings, as specified in **Organizations for Intercompany Postings** on the Posting Accounts settings form in **Settings » Accounting » Posting Accounts**.
- The **Approved to** option set to **Accounting Users** on the Overview tab of the Projects hub, for each company for which the project will be used in Intercompany Billing.
- A **Status** of Dormant, specified on the summary pane of the Projects form in the Projects hub.
- A **Charge Type**, specified on the Accounting tab, matching the type of entry for which the project will be used:
  - If the special project is used to move overhead, its charge type must be Overhead.
  - If the special project is used to move revenue, its charge type must be Regular.
- A **Billing Currency**, specified on the Overview tab.

### Intercompany Invoice and Voucher Projects

In Intercompany Billing, if you use the detailed subledgers feature, you must assign an intercompany invoice project and an intercompany voucher project for each set of subledger terms that you define.

Accounts payable and accounts receivable transactions use these projects to ensure that, when you post an intercompany invoice, you can charge a project belonging to your company. These projects are used to generate history intercompany invoices and intercompany vouchers to create a paper trail for intercompany transactions.

To create these new Projects hub records, you need to complete only the required fields. You can also specify a descriptive **Project Name**, or a name beginning with zzz, for easier identification in lookup lists.

In addition, note the following:

- Deltek recommends that you assign each of these projects a status of dormant to ensure that they are not inadvertently charged in other parts of Vantagepoint.
- The billing currency that you specify for the project on the Overview tab in the Projects hub determines the currency that Vantagepoint uses when it creates the intercompany invoice.
- You can preview intercompany invoices for the intercompany invoice project from the Project Review form. From the Preview window, you can also print the invoices or distribute them by email.
- You can also preview, print, and email intercompany invoices for the intercompany invoice project from the Invoice Review form, but only if you specify a client for the intercompany invoice project when you set it up.

### Intercompany Billing Vendors

When you use detailed subledgers with Intercompany Billing, you must set up a special vendor record to represent each company.

Vantagepoint uses this vendor when accounts payable vouchers are created between companies in **Settings » Accounting » Intercompany Billing**, in the desktop application. The company that runs Intercompany Billing creates and posts the invoices due from other companies and the accounts payable vouchers for other companies simultaneously.

When you create a special vendor in the Firms hub, you can use a descriptive vendor name or a name beginning with zzz, for easier identification in lookup lists. You can create these vendor records from any company when you log into Vantagepoint.

You must complete the following information in the Firms hub for the special Intercompany Billing vendors:

- Select the **Available to Accounting users** check box on the Overview tab for the company that receives an intercompany voucher, because vendors represent other companies.
- Select **Dormant** in the **Status** field on the Summary pane.
- Specify payment terms in the **Payment Terms** field on the Vendor tab.



If you are using the same vendor for multiple companies, you must set up payments terms for the vendor in each company in Vantagepoint. To do this, log into each company separately in Vantagepoint, and enter the appropriate payment terms on the Vendor tab of the Firms hub form.

Possible payment terms are:

- **Next:** Select this option to pay intercompany vouchers in the next Accounts Payable Payment Processing run.
- **Hold:** Select this option to put payment for intercompany vouchers on hold until you manually change the payment terms for the voucher in Vendor Review or Accounts Payable Payment Processing.
- **Pay When Paid (PWP):** This option is **not** useful for intercompany vouchers because there is no client payment that will ever release the voucher.
- **Numeric Value:** Enter a number of days. Intercompany vouchers will be paid in the first Accounts Payable Payment Processing run that occurs after the specified number of days have elapsed from the date that the invoice was generated.

You associate Intercompany Billing vendors with each of your companies on the Subledger Vendors tab in Intercompany Billing Settings, in the desktop application.

### Intercompany Billing Rate Settings for Journal Entries

When you process intercompany billing, the rate methods and related information that Vantagepoint uses to calculate the journal entries for the transactions can come from several sources:

- Intercompany Billing tab of the Projects hub
- Intercompany Billing Setup form
- Intercompany Billing tab of the Individual Organization Setup form

The remainder of this topic describes how Vantagepoint determines which rate method and multiplier to use for each type of charge.

### Labor Charges

1. Check project-specific labor rate settings on the Intercompany Billing tab in the Projects hub.  
If labor rate settings exist for the project charged, Vantagepoint uses those settings.
2. Check company override settings in the **Journal Entry Override** table on the applicable labor tab of the Intercompany Billing Setup form.
  - If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Multiplier**, Vantagepoint checks for an override multiplier for the corresponding labor transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.
    - If an override multiplier exists for the organization, Vantagepoint uses that multiplier.

- If an override multiplier does not exist for the organization, Vantagepoint uses the multiplier from the **Journal Entry Override** table.
  - If the table contains a row for the correct target and originating companies, and **Rate Method** contains a method other than **Multiplier**, Vantagepoint uses the settings from that row.
- 3. Check company settings in the **Journal Entry Information** table on the applicable labor tab of the Intercompany Billing Setup form.
  - If **Rate Method** contains **Multiplier** on the row for the target company, Vantagepoint checks for an override multiplier for the corresponding labor transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.
    - If an override multiplier exists for the organization, Vantagepoint uses that multiplier.
    - If an override multiplier does not exist for the organization, Vantagepoint uses the multiplier from the **Journal Entry Information** table.
  - If **Rate Method** contains a method other than **Multiplier** on the row for the target company, Vantagepoint uses the settings from that row.

In cases in which the applicable labor rate method is one of the rate table methods but the specified rate table does not contain rate information that applies to the labor charge, Vantagepoint uses a 0.0000 billing rate.

In cases in which the applicable regular labor rate method is **Billing Terms** and no billing terms exist for the project, Vantagepoint uses the reporting default billing terms in Billing Configuration.

### Regular Expense Charges

1. Vantagepoint checks project-specific expense rate settings on the Intercompany Billing tab in the Projects hub.
  - If expense rate settings exist for the project charged, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, Vantagepoint uses the multiplier from the table.
  - If expense rate settings exist for the project charged, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, Vantagepoint uses the multiplier from the Intercompany Billing tab in the Projects hub.
  - If expense rate settings exist for the project charged, and **Rate Method** contains a method other than one of the rate table methods, Vantagepoint uses the settings from the Intercompany Billing tab in the Projects hub.
2. Vantagepoint checks company override settings in the **Journal Entry Override** table on the Regular Expense tab of the Intercompany Billing Setup form.
  - If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Multiplier** or one of the rate table methods, Vantagepoint checks for an override multiplier for the corresponding expense transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.

- If an override multiplier exists for the organization, Vantagepoint uses that multiplier.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains **Multiplier**, Vantagepoint uses the multiplier from the **Journal Entry Override** table.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, Vantagepoint uses the multiplier from the rate table.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, Vantagepoint uses the multiplier from the **Journal Entry Override** table.
  - If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Billing Terms**, Vantagepoint uses the settings from that row.
3. Vantagepoint checks company settings in the **Journal Entry Information** table on the applicable labor tab of the Intercompany Billing Setup form.
    - If **Rate Method** contains **Multiplier** or one of the rate table methods on the row for the target company, Vantagepoint checks for an override multiplier for the corresponding expense transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.
      - If an override multiplier exists for the organization, Vantagepoint uses that multiplier.
      - If an override multiplier does not exist for the organization, and **Rate Method** contains **Multiplier**, Vantagepoint uses the multiplier from the **Journal Entry Information** table.
      - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, Vantagepoint uses the multiplier from the rate table.
      - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, Vantagepoint uses the multiplier from the **Journal Entry Information** table.
    - If **Rate Method** contains **Billing Terms** on the row for the target company, Vantagepoint uses the settings from that row.

In cases in which the applicable expense rate method is one of the rate table methods but the specified rate table does not contain rate information that applies to the expense charge, Vantagepoint uses a 0.0000 billing rate.

In cases in which the applicable regular expense rate method is **Billing Terms** and no billing terms exist for the project, Vantagepoint uses the reporting default billing terms in Billing Settings.

### Overhead and Promotional Expense Charges

1. Vantagepoint checks project-specific expense rate settings on the Intercompany Billing tab in the Projects hub.

If an expense multiplier exists for the project charged, Vantagepoint uses that multiplier.

2. Vantagepoint checks settings on the Intercompany Billing tab of the Individual Organization Setup form.  
If an override multiplier exists for the corresponding expense transfer type for the project's organization, Vantagepoint uses that multiplier.  
If an override multiplier exists for the corresponding transfer type for the project's organization, Vantagepoint uses that multiplier.
3. Vantagepoint checks company override settings in the **Journal Entry Override** table on the Overhead Expense tab or Promotional Expense tab of the Intercompany Billing Setup form.  
If the table contains a multiplier for the correct target and originating companies, Vantagepoint uses that multiplier.
4. Vantagepoint checks company settings in the **Journal Entry Information** table on the Overhead Expense tab or Promotional Expense tab of the Intercompany Billing Setup form.  
Vantagepoint uses the multiplier on the row for the target company.

### Balance Sheet/Other Charges

1. Vantagepoint checks settings on the Intercompany Billing tab of the Individual Organization Setup form.  
If an override multiplier exists for the corresponding transfer type for the project's organization, Vantagepoint uses that multiplier.
2. Vantagepoint checks company override settings in the **Journal Entry Override** table on the Balance Sheet/Other tab of the Intercompany Billing Setup form.  
If the table contains a multiplier for the correct target and originating companies, Vantagepoint uses that multiplier.
3. Vantagepoint checks company settings in the **Journal Entry Information** table on the Balance Sheet/Other tab of the Intercompany Billing Setup form.  
Vantagepoint uses the multiplier on the row for the target company.

### Reverse Charge Taxes for Intercompany AP Vouchers

You can apply a reverse charge tax to intercompany AP vouchers.

A reverse charge tax may be necessary when the following apply:

- A company that owns a project is charged for a project expense by another company (the supplying company).
- The company that owns the project is in a tax jurisdiction that requires the company to pay a tax on behalf of the supplying company. The supplying company, however, might not be registered in the same tax jurisdiction.

Deltek recommends that you consult your tax advisor for the particular situations in which you may need to apply a reverse charge tax to an intercompany AP voucher.

### Setting up a Reverse Charge Tax Code to Use for Intercompany AP Vouchers

When you set up reverse charge taxes for intercompany AP vouchers on the Subledger Terms tab in **Settings » Accounting » Intercompany Billing** in the desktop application, the following apply:

- You must leave any **Tax Code** field in the Invoice section blank if it corresponds with an AP voucher reverse charge tax code that you enter in the **Tax Code** fields in the Voucher section on this tab. A "corresponding" tax code means a field in the same position in both sections. If, for example, you enter a reverse charge tax code in the second **Tax Code** field in the Voucher section, you must leave the second **Tax Code** field in the Invoice section blank.
- In the **Tax Code** fields in the Voucher section on this tab, enter up to three reverse charge taxes for intercompany AP vouchers. After you enter these taxes in the Voucher section, the **Tax Code** fields in the Invoice section that correspond with the AP voucher reverse charge taxes are disabled.

On the Options tab in **Settings » Cash Management » Tax Codes**, for a reverse charge tax:

- You must enter a debit account and project to explicitly indicate the debit entry.
- You can also enter a credit account and project to explicitly indicate the credit entry. If you do **not** enter a credit account and project, the credit for the intercompany AP voucher will be applied to the account that is entered in the Inputs section on the Options tab in Tax Codes Settings and applied to the organization that is associated with the project that incurred the expense.

### Using the Reverse Charge Tax Code on an Intercompany AP Voucher

When you use a reverse charge tax code on an intercompany AP Voucher, the following apply:

- An intercompany transaction is **not** created for the tax amount. No accounting entry is made to the Intercompany accounts receivable or Intercompany accounts payable accounts.
- The tax amount on the intercompany AP voucher is "reverse charged" to the owner of the AP voucher (the company who owns the project).

## General Ledger Settings

Use the General Ledger Settings to create and maintain accounts, account ranges, and summary and detail account groups.

The General Ledger settings contain several submenus for managing information about general ledger accounts and account groups, as well as budget groups.

### General Ledger Options Settings

Use General Ledger Options to specify global settings such as cash-basis reporting, default account group tables, and whether or not name changes are allowed in the Chart of Accounts. You can also enable approvals for general ledger budgets. To post cash-basis entries when you post timesheets or labor adjustments, enable cash-basis postings for labor transactions.

How to...

Set up global defaults for your general ledger accounts.

### Enable Cash Basis Reporting

Enable cash-basis reporting to specify that revenue is not earned until cash is received, and expenses are not incurred until cash is disbursed. You can enable cash-basis reporting at the start of any month. You must map cash-basis accounts to your accrual accounts and enter your balances at that point.

After you enable cash-basis reporting, Vantagepoint maintains cash-basis detail from that point forward. For this reason, it is important to enable cash-basis reporting only when you are ready to use the feature fully and you have determined your cut-off date.

After you enable this feature, it is enabled in all past and future periods. You must turn the feature off to make entries in a prior period. To avoid this, you can close all prior periods and set up security to not allow for processing in closed periods.

You must set up (map) a cash-basis account for any accrual-basis account that you want to post to a different account for cash-basis reporting. You can use existing account or set up accounts to use as cash-basis accounts.

Vantagepoint implements accrual-basis accounting by default. Under accrual-basis accounting, revenue is recognized when it is earned, and expenses are recorded when they are incurred rather than paid.

#### To set up cash basis reporting:

1. In the Navigation pane, select **Settings » General Ledger » Options**.
2. On the Options form, set **Cash Basis Reporting** to **Yes** to enable printing your accounting reports with the cash-basis accounting method.
3. Click **Save**.

### Enable Cash Basis Posting for Labor Transactions

To allow cash basis posting when you post timesheets or labor adjustments, enable cash basis postings for labor transactions.

**Prerequisites:** To display the **Enable Cash Basis Postings for Labor Transactions** option, you must have the Accounting application enabled and set **Cash Basis Reporting** to **Yes** on this form.

#### To enable cash basis posting for labor transactions:

1. In the Navigation pane, select **Settings » General Ledger » Options**.
2. On the Options form, set **Cash Basis Reporting** to **Yes**.
3. Set **Enable Cash Basis Postings for Labor Transactions** to **Yes** to allow cash basis posting when you post timesheets or labor adjustments.

4. Click **Save**.

### Specify the Default Account Group Table

Specify a default table if you use account group tables and you want a specific account group table to automatically populate for all accounts when you set up your chart of accounts.

For example, in a multiple company environment, the chart of accounts for each of your companies must be consolidated into an enterprise-wide (corporate) chart of accounts. After you set up a corporate account group table, enter it as the default account group table to ensure that all accounts have a corporate account group assigned automatically.

You create account group tables in **Settings » General Ledger » Account Group Tables**.

#### To specify the default account group table:

1. In the Navigation pane, select **Settings » General Ledger » Options**.
2. On the Options form, in the **Default Account Group Table** drop-down list, select the account group table to use.  
The selected table automatically populates in the Account Groups grid on the Accounts form, in **Settings » General Ledger » Chart of Accounts**.
3. Click **Save**.

### Set Up Account Status Messages

After you determine the status of an account (active, inactive, or dormant), you specify a corresponding status message that displays to users who attempt to use that account for data entry.

The **Label** field in the Account Status grid on the General Ledger Options form indicates the status of each account: **Active**, **Inactive**, or **Dormant**. (You set an account's status on the Accounts form in **Settings » General Ledger » Chart of Accounts**.)

You determine whether or not a message displays. You also specify the type of message that displays when users enter general ledger accounts throughout Vantagepoint. For example, to prevent users from entering an inactive account during data entry, select **Error** in the **Message** field for the **Inactive** label.

#### To set up account status messages:

1. In the Navigation pane, select **Settings » General Ledger » Options**.
2. In the Account Status grid of the Options form, select a message type from the **Message** drop-down list for each account status in the corresponding **Label** field. The options are:
  - **None**: No message displays, and the account can be used for data entry.
  - **Warning**: A message displays the account status, and the account can be used for data entry.
  - **Error**: A message displays the account status, and the account cannot be used for data entry.

3. Click **Save**.

### Enable General Ledger Budget Approvals

When you enable approvals for general ledger budgets, you also specify the approval workflow and the year in which the approvals are first required.

#### To enable approvals:

1. In the Navigation pane, select **Settings » General Ledger » Options**.
2. In the company-specific section at the bottom of the Options form, set **Enable General Ledger Budget Approvals** to **Yes** to enable approval workflows for GL budgets.
3. From the **Approval Workflow** drop-down list, select the approval workflow for GL budgets in this company.  
You specify the choices for this list in **Settings » Workflow » Approval Workflows**.
4. In the **Approval Start Year** field, specify the first year in which you want to use approvals, or leave the field blank to enable approvals for all existing general ledger budgets.  
General ledger budgets that fall within this year or later will have approvals enabled.
5. Click **Save**.

### General Ledger Options Form

Use the Options form to establish the default settings for the General Ledger.

### Display the General Ledger Options Form

You display the Options form in General Ledger Settings.

In the Navigation pane, select **Settings » General Ledger » Options**.

### Contents of the General Ledger Options Form

Use the fields on this form to establish General Ledger options.

#### Global General Ledger Options

Field	Description
<b>Cash Basis Reporting</b>	Set this option to <b>Yes</b> if you want to print your accounting reports with the cash-basis method of accounting. Cash-basis reporting is a method of financial accounting in which revenue is not earned until cash is received, and expenses are not incurred until cash is disbursed.
<b>Enable Cash Basis Postings for Labor Transactions</b>	Set this option to <b>Yes</b> if you want Vantagepoint to post cash-basis entries when you post timesheets or labor adjustments. This option is available when the Accounting application is enabled and you select the <b>Cash Basis Reporting</b> option on this form.



Field	Description
<b>Do Not Allow Account Name Changes in Chart of Accounts</b>	Set this option to <b>Yes</b> to prevent users from changing the name of a general ledger account in <b>Settings » General Ledger » Chart of Accounts</b> after a transaction (posted or unposted) has been created for the account.
<b>Default Account Group Table</b>	<p>Use this field if you use account group tables and you want a specific account group table to automatically populate for all accounts when you set up accounts in your chart of accounts.</p> <p>From the drop-down list, select the account group table that you want to automatically populate in the Account Groups grid on the General tab in <b>Settings » General Ledger » Chart of Accounts</b>.</p> <p>You create the account group tables in <b>Settings » General Ledger » Account Group Tables</b>.</p>

#### Account Status Grid

Field	Description
<b>Label</b>	This field indicates the status of the account: <b>Active</b> , <b>Inactive</b> , or <b>Dormant</b> . (You enter the status on the Chart of Accounts form in <b>Settings » General Ledger » Chart of Accounts</b> .)
<b>Message</b>	<p>For each account status, click the <b>Message</b> field and select <b>None</b>, <b>Warning</b>, or <b>Error</b>.</p> <p>This setting determines whether or not a message displays and the type of message that displays when users enter general ledger accounts throughout Vantagepoint. For example, to prevent users from entering an inactive account during data entry, select <b>Error</b> in the <b>Message</b> field for the <b>Inactive</b> label.</p> <p>The options in the <b>Message</b> field are:</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> No message displays, and the account can be used for data entry.</li> <li>▪ <b>Warning:</b> A message displays the account status, and the account can be used for data entry.</li> <li>▪ <b>Error:</b> A message displays the account status, and the account cannot be used for data entry.</li> </ul>

#### Company Specific Settings

Your company name displays as the title of this section.

Field	Description
<b>Enable General Ledger Budget Approvals</b>	Set this option to <b>Yes</b> to enable approvals for general ledger budgets.

Field	Description
<b>Approval Workflow</b>	This option displays if <b>Enable General Ledger Budget Approvals</b> is set to <b>Yes</b> . Select the approval workflow to use. The choices for this field are set in <b>Settings » Workflow » Approval Workflows</b> .
<b>Approval Start Year</b>	This option displays if <b>Enable General Ledger Budget Approvals</b> is set to <b>Yes</b> . Enter the first year in which you want to use approvals. General ledger budgets that fall within this year or later will have approvals enabled. Leave this field blank to enable approvals for all existing general ledger budgets.

## Chart of Accounts Settings

When you set up accounts, you specify account numbers and names, set the status and type, and establish account groups.

**Video:** [See related video below](#)

In Chart of Accounts Settings, you can:

- Add accounts and modify existing accounts.
- Define system default accounts and assign accounts to an account range. For example, you can add a new account called Equipment and make it an Asset type account.
- Modify existing account information.
- Delete unnecessary accounts.

### Account Ranges

Use these guidelines for account ranges:

- Asset, Liability, and Net Worth accounts display on the Balance Sheet. All other account classes display on the Income Statement.
- Accounts entered in the 800.00 - 999.99 range should be your revenue and expenses that are unrelated to your normal operations. These accounts display after the operating profit and loss on the Income Statement because they fall below the bottom line.
- The Billing application and the Project Budget Worksheet recognize Reimbursable Consultant accounts within the 500.00 to 519.99 range. In addition, the Project Budget Worksheet recognizes Direct Consultant accounts within the 600.00 to 619.99 range.

### Multiple Companies

If you use multiple companies, you establish the chart of accounts structure and a set of global accounts available to all companies at the enterprise level. You can add new accounts only if you belong to a security role with access to **all** companies.

By default each account that you create is unavailable to any company, including the active company, until you specify access rights for it. Therefore, you must specify company access for each account that you create.

Use the Accounts form in **Settings » General Ledger » Chart of Accounts** to make the account available globally and to specify the companies in the enterprise that are allowed to charge to the account record.

### Multiple Currencies

If you use multiple currencies, each account set up for use as a bank account (in **Settings » Cash Management » Banks**) must have a currency. If an account has a currency specified that is different from the company's functional currency, the account is considered a foreign-denominated account.

### Video

Title	Description
<a href="#">Chart of Accounts</a>	Learn how to review and modify accounts in the standard chart of accounts, to suit the needs of your organization.

How to...

You can add new account records and new cash-basis account records, as well as copy and edit existing account records.

### Add a New Account Record

You can create new account records. Before you add new accounts, use Search to determine that the account you need does not already exist.

These accounts exist outside the standard chart of accounts.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

### To add a new account:

1. In the Navigation pane, select **Settings » General Ledger » Chart of Accounts**.
2. On the toolbar of the Accounts form, click **+ New Account**.
3. In the **Name** field, enter the unique name by which the account is listed on reports and on other screens.
4. In the **Number** field, enter a unique number for the account.
5. In the **Type** field, specify the account type, such as Asset, Revenue, Direct, or Indirect.
6. In the **Status** field, specify the account status, such as Active, Dormant, or Inactive.
7. In the General Ledger Properties section, select an option from the **Report Detail** drop-down to indicate whether or not you want report details shown or summarized by date.

8. If available, use the Account Groups grid to filter, add, and manage records for account groups. You must specify a detail group in the **Detail Group Name** field before you can save the account record.  
If a default account group table is specified in **Settings » General Ledger » Options**, that table automatically displays in the Account Groups grid.
9. If you use multiple companies, use the Company Access section to specify the companies whose employees can select the account when charging time, charging expenses, or posting transactions.
10. If you use multiple currencies, use the Multicurrency section to specify the currency code and revaluation settings for the account.
11. Click **Save**.

After you add accounts, you must enter historical account balances in **Utilities » History Loading » Account Balances**.

### Add a New Cash-Basis Account Record


Vantagepoint is designed as an accrual-based application, but you can track both accrual and cash-basis data.

If your enterprise enables cash-basis reporting, you must add a corresponding cash-basis account to the chart of accounts for certain accrual-based accounts.

When you set up your cash-basis accounts, make sure that they differ from the accrual-basis accounts. If you use multiple companies, cash-basis accounts must be globally available (or available to the same companies for which the corresponding "regular" account is available).

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

#### To add a new cash-basis account:

1. In the Navigation pane, select **Settings » General Ledger » Chart of Accounts**.
2. On the toolbar of the Accounts form, click **+New Account**.
3. In the **Name** field, enter the unique name by which the account is listed on reports and on other screens.
4. In the **Number** field, enter a unique number for the account.
5. In the **Type** field, specify the account type, such as Asset, Revenue, Direct, or Indirect.
6. In the **Status** field, specify the account status, such as Active, Dormant, or Inactive.
7. In the **Cash Basis Account** field, enter the number of the cash-basis account or click  to select an account from the Account Lookup. This must differ from the corresponding accrual-basis account.
8. Specify the remaining account information.
9. Click **Save**.

After you enable and set up cash-basis accounts, you must enter historical account balances in **Utilities » History Loading » Account Balances**.

## Fields and Options

Use the Accounts form and associated lookup to set up accounts and account groups.

### Accounts Form

Use the Accounts form to add or modify accounts in the standard chart of accounts. You can also use this form to associate accounts with account groups.

#### Display the Accounts Form




Display the Accounts form in General Ledger Settings.

In the Navigation pane, select **Settings » General Ledger » Chart of Accounts**.

#### Contents of the Accounts Form

Use the Accounts form to specify account numbers, names, status settings, types, and associated account groups.

### Contents

Field	Description
<b>Accounts Search</b>	For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.
<b>+ New Account</b>	Click this option to create a new chart of account record. The Accounts form displays in edit mode with blank editable fields.
	Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the Select Columns dialog box.  For information about selecting columns, see <a href="#">Select Columns for a Grid</a> . For more information about working in list view, see <a href="#">Use List View</a> .
	After you switch to list view, you can click the Switch to Detail View icon to switch back to the detailed view of the form. In detail view, all selected fields are displayed on the form. This is the default view when you first open the application. Subsequently, the view that was active when you closed the

Field	Description
	application is the one that displays when you open it again. Detail view is the view that is described in the Help.

### Account Name

Enter a unique name to identify this account.

If the **Do Not Allow Account Name Changes in Chart of Accounts** option is selected for a company in **Settings » General Ledger » Options**, you cannot change the name in this field after a transaction (posted or unposted) has been created for this account.

### Actions Bar

Use the Actions bar at the upper right of the Accounts form to perform common actions.

- **Edit:** Click this button to open the form to make changes to the currently selected chart of account record.
- **Copy:** Click this option to copy the currently displayed record. If Vantagepoint detects possible duplicate records during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.
- **Design:** If you have access rights to Designer, click this option to open the screen designer, which you can use to add tabs, grids, and fields.
- **Delete:** Click this option to delete the currently displayed chart of accounts record.

### General Information

Use these fields and options to describe the account, indicate the status of an account, and specify if it is a cash basis account for an accrual.

Field	Description
<b>Number</b>	Enter the account number. The maximum account number length is determined on a firm-wide basis during installation.
<b>Type</b>	Select an account type, such as asset or revenue, for the account. Possible types are: <b>Asset, Liability, Net Worth, Revenue, Reimbursable Expense, Reimbursable Consultant, Direct, Direct Consultant, Indirect, and Other Charges</b> . Vantagepoint uses this information for organizational purposes on the account reports.  After an account is referenced in a transaction file or posted, you cannot modify the account type.
<b>Status</b>	Select one of the following statuses for an account: <ul style="list-style-type: none"> <li>▪ <b>Active:</b> Select this status if the account is currently in use.</li> <li>▪ <b>Dormant:</b> Select this status to indicate that the account cannot be used.</li> </ul>

Field	Description						
	<ul style="list-style-type: none"> <li>▪ <b>Inactive:</b> Select this status if the account is not currently used. The account is removed from the list of active accounts that displays in Account lookup fields, but the account remains in the database so that you can report on history.</li> </ul>						
<b>Cash Basis Account</b>	<p>To specify a cash-basis account, enter the account number or name in this field or select one from the Account lookup.</p> <p>This field displays if the <b>Cash Basis Reporting</b> option is selected in <b>Settings » General Ledger » Options</b>. If you enabled cash-basis reporting, you must add a cash-basis account in the Chart of Accounts for certain accrual-based accounts. The following guidelines are recommended accrual account to cash-basis account mappings.</p> <table> <tr> <th>Accrual-Basis</th><th>Cash-Basis (offsetting account)</th></tr> <tr> <td>111.00, 112.00, 113.00 Accounts Receivable asset accounts</td><td>401.00 Billed Fee Revenue</td></tr> <tr> <td>210.00, 211.00, 212.00 Accounts Payable liability accounts</td><td>Not applicable if the Accounts Payable application is installed. The account charged when cash is disbursed will be the same as the original account on the AP vouchers. If you do not have the Accounts Payable application installed, establish a separate cash-basis expense account: 631.00.</td></tr> </table> <p>You do not need to map a cash-basis account to an accounts payable liability account. Accounts Payable makes this mapping automatically and makes the cash-basis entry when the liability is paid.</p> <p>If you select a cash-basis account, you cannot select the <b>Update Cash Basis during Revaluation</b> option at the bottom of this form.</p>	Accrual-Basis	Cash-Basis (offsetting account)	111.00, 112.00, 113.00 Accounts Receivable asset accounts	401.00 Billed Fee Revenue	210.00, 211.00, 212.00 Accounts Payable liability accounts	Not applicable if the Accounts Payable application is installed. The account charged when cash is disbursed will be the same as the original account on the AP vouchers. If you do not have the Accounts Payable application installed, establish a separate cash-basis expense account: 631.00.
Accrual-Basis	Cash-Basis (offsetting account)						
111.00, 112.00, 113.00 Accounts Receivable asset accounts	401.00 Billed Fee Revenue						
210.00, 211.00, 212.00 Accounts Payable liability accounts	Not applicable if the Accounts Payable application is installed. The account charged when cash is disbursed will be the same as the original account on the AP vouchers. If you do not have the Accounts Payable application installed, establish a separate cash-basis expense account: 631.00.						

### General Ledger Properties

Field	Description
<b>Report Detail</b>	<p>Select one of the following options to determine how details display on the General Ledger Account Analysis report:</p> <ul style="list-style-type: none"> <li>▪ <b>Show Detail:</b> All account details are included on the report.</li> <li>▪ <b>No Detail:</b> Only the net change for the selected period displays on the report.</li> <li>▪ <b>Summarized by Date:</b> Includes one entry per journal per date, for the dates on which transactions occurred. Use this option when you want to review data for checking and payroll accounts.</li> </ul>

Field	Description
<b>Account Groups Grid</b>	<p>You can group accounts on General Ledger reports. Use this grid to associate account group tables with the current chart of accounts. If your system administrator defines a default account group table in <b>Settings » General Ledger » Options</b>, the table name displays in this grid when you save the account record and refresh the grid.</p> <ul style="list-style-type: none"> <li>■ <b>Filter</b>: Display the filter fields for the grid. Use the filter fields to refine the displayed row items in the grid.</li> <li>■ <b>X</b>: Delete a row item.</li> <li>■ <b>Group Table</b>: This column displays the group table for the account. If your system administrator defines a default account group table in <b>Settings » General Ledger » Options</b>, the table name displays in this grid when you save the account record and refresh the grid. You can enter same group table multiple times in the grid, but you must select a different name in the <b>Detail Group Name</b> field for each group table.</li> <li>■ <b>Detail Group Name</b>: This column displays the detail group name of the group table. You cannot modify this name after it is associated with a group table, but you can delete this row if you no longer need it. When you save a group table and detail group name combination, Vantagepoint automatically inserts this combination into the respective account group table.</li> <li>■ <b>+ Add Account Group</b>: Click this option to add a new row to the Account Groups grid. The <b>Group Table</b> field and <b>Detail Group Name</b> field in the new row displays as a drop-down field where you can select the corresponding group table and name. Select a group table first before selecting a detail group name. The detail group name options are based on the associated names with the selected group table.</li> </ul>

### Company Access

The Company Access options and columns are only available if your enterprise uses multiple companies.

Field	Description
<b>Available to all Companies</b>	<p>Select this option to make this account available to all companies that are set up for your enterprise. Employees of any company can select the account to charge time, charge expenses, or post transactions. If this option is selected, this account will also be searchable for all companies if you select <b>Company</b> in the <b>Search Field</b> column on the advanced search of the Account lookup.</p> <p>By default, each account that you create is unavailable to any company, including the active company, until you specify access rights for it. Therefore, you need to specify company access for each account you create. If the account is not available to all companies, then you must use the Limited</p>



Field	Description
	<p>Company Access grid to specify the companies that have access to the account.</p> <p>When you select the <b>Available to all Companies</b> option, you are prompted to save any changes that you made to the account information and to verify that you want to make the account available for use by any company in your enterprise.</p>
<b>Limited Company Access Grid</b>	<p>If you unchecked the <b>Available to all Companies</b> check box, you can provide access for this account only to those companies listed in this grid. The account then becomes searchable by company identifier and name only for the subset of companies listed in the grid.</p> <ul style="list-style-type: none"> <li>■ <b>Filter</b>: Display the filter fields for the grid. Use the filter fields to refine the displayed row items in the grid.</li> <li>■ <b>Delete</b>: Delete a row item.</li> <li>■ <b>Company</b>: Select the company identifier in this field. When you select a company, you grant that company access to use the current account.</li> <li>■ <b>Name</b>: The company name displays in this field when you select a company.</li> <li>■ <b>+ Add Company Access</b>: Click this option to add a row item to the Limited Company Access grid. This option is not available if the <b>Available to all Companies</b> check box is selected.</li> </ul>

### Multicurrency

If you use multiple currencies, use these field options to specify the currency code and revaluation settings.

Field	Description
<b>Currency Code</b>	<p>Select the currency to use for this account. This drop-down list displays the currencies enabled for use by your enterprise. If you specify a currency that is different from the functional currency of a company that uses the account, the account is a foreign denominated account.</p> <p>You cannot change the currency code if the account has transactions (posted or unposted) that use a different currency code or if the account is currently referenced in bank code settings <b>Settings » Cash Management » Banks</b>.</p>
<b>Update Cash Basis during Revaluation</b>	<p>If you use cash-basis reporting, select this option to post cash-basis entries for revaluation gains and losses for a foreign-denominated account. If this option is not selected, only the accrual financials are updated when you run gains and loss processing.</p>
<b>Revaluation Gain Account</b>	<p>This field is only available when a currency is defined for the account.</p> <p>Specify a revaluation gain account for individual foreign-denominated accounts. The unrealized gain is posted to the balance sheet of the account that you select. The Account lookup for this field lists valid balance sheet</p>

Field	Description
	<p>accounts. (If you also use multiple companies, only those accounts that belong to the active company are available.)</p> <p>The account that you select here overrides the unrealized gain account specified in the Gains, Losses, and Revaluations grid on the Posting Accounts form in <b>Settings » Accounting » Posting Accounts</b>. If you do not select an account in this field, the realized gain account specified in Posting Accounts Settings is used.</p>
<b>Revaluation Loss Account</b>	<p>This field is only available when a currency is defined for the account.</p> <p>Specify a loss account for individual foreign-denominated accounts. The unrealized loss is posted to the balance sheet of the account that you select. The Account lookup for this field lists valid balance sheet accounts. (If you also use multiple companies, only those accounts that belong to the active company are available).</p> <p>The account that you select here overrides the unrealized loss account specified in the Gains, Losses, and Revaluations grid on the Posting Accounts form in <b>Settings » Accounting » Posting Accounts</b>. If you do not select a revaluation loss account in this field, the unrealized loss account defined on the Gains and Losses tab of the Accounting Company Settings form is used.</p>
<b>Update Cash Basis during Reevaluation</b>	<p>If you use cash-basis reporting, select this option to post cash-basis entries for revaluation gains and losses for a foreign-denominated account. If this option is not selected, only the accrual financials are updated when you process gains and losses.</p>


### Account Lookup Dialog Box

Use the Account Lookup dialog box to add an account to a grid. Vantagepoint uses accounts in various types of computations and transactions, such as overhead allocations, general ledger, and cash basis calculations.

The account lookup selections can include both direct and indirect accounts, as well as labor and override accounts.

### Display the Account Lookup

You can display the Account lookup from different forms.

- Select one of the following paths:
  - Select **Settings » Accounting » Labor Posting** and click **+Add Labor Account** or **+Add Override Account**.
  - Select **Settings » Accounting » Overhead Allocation** and click **+Add Account**.
  - Select **Settings » General Ledger » Chart of Accounts** and select the **Cash Basis Account** field.
- Click  to display the Account lookup.

### Contents of the Account Lookup Dialog Box

The Account lookup offers additional search options and the ability to select an account from the list.

#### Contents

Use the account lookup fields and options to enter advanced search criteria to find an account record that Vantagepoint uses in various types of computations and transactions, such as overhead allocations, labor postings, general ledger, and cash basis calculations.

You set up accounts in **Settings » General Ledger » Chart of Accounts**.

Field	Description
<b>Search</b>	Enter alphanumeric characters in this field to refine the list of accounts by account name or number that contain those characters.
<b>Account Name</b>	This field lists the name associated with the account.
<b>Type</b>	<p>This column displays the account type. Valid options include Asset, Liability, Net Worth, Revenue, Reimbursable, Reimbursable Consultant, Direct, Direct Consultant, Indirect, and Other Charges.</p> <p>You can insert accounts of a different type within the ranges established on the standard Chart of Accounts. However, after an account is referenced in a transaction file or posted, you cannot modify the account type.</p>
<b>Account</b>	This field lists the number for the account.
<b>Select</b>	Click this button to select an account from the lookup list.
<b>Cancel</b>	Click this button to cancel your changes.

## Account Group Names Settings

An account group name is a label for a grouping of accounts, such as Unbilled Revenue. You create a master list of account group names on the Account Group Names form.

For each account group, you specify the account group name on the Detail Account Group tab. Then you associate each account group name with a group type, which is a standard account category such as Asset, Liability, Net Worth, or Reimbursable. The group type determines where the account group displays on general ledger reports. You also specify the group types on the Summary Account Group tab. You must establish these names before you set up account group tables, which associate the account group name with an account or range of accounts.

You can create two levels of account groups, summary and detail, which provides additional flexibility when you customize your General Ledger reports.

- If you set up a single level of account groups, use the Detail Account Group tab to specify account group names and the corresponding group types.

- If you set up two levels of account groups, first use the Detail Account Group tab to establish detail account groups and then use the Summary Account tab to set up summary account group names. You must specify group types for both the detail and summary account groups. You then associate each detail account group with its "parent" summary account group when you set up account group tables. After you establish that association, the group type for the summary account group overrides the group type for all associated detail account groups.

How to...

You can set up new account group names or modify existing ones.

#### Add a New Detail Account Group Name Record

To set up a single level of account groups, add detail account group names on the Detail Account Group tab. To set up two levels of account groups, add both detail and summary account group names.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

##### To add a new detail account group name:

1. In the Navigation pane, select **Settings » General Ledger » Account Group Names**.
2. On the Account Group Names form, click the Detail Account Group tab.
3. Click **+ Add Line**.
4. Enter the account group name and specify its group type.
5. Click **Save**.

#### Add a New Summary Account Group Name Record

To set up two levels of Account groups, add detail Account group names and then use the Summary Account Group tab to add summary Account group names.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

##### To add a new summary Account group name:

1. In the Navigation pane, select **Settings » General Ledger » Account Group Names**.
2. On the Account Group Names form, click the Summary Account Group tab.
3. Click **+ Add Line**.
4. Enter the Account group name and specify its group type.

## 5. Click **Save**.

### Account Group Names Form

Use the Account Group Names form to establish account group names and associate them with group types.

To set up a single level of account groups, use the Detail Account Group tab.

To set up two levels of account groups, use both the Detail Account Group tab and the Summary Account Group tab. You can then establish associations between detail and summary account groups when you set up account group tables.

### Display the Account Group Names Form

The Account Group Names form is in General Ledger settings.

In the Navigation pane, select **Settings » General Ledger » Account Group Names**.

### Detail Account Group Tab of the Account Group Names Form

Use the Detail Account Group tab to add or delete names for detail account groups.

### Contents

#### Detail Account Grid

Use the grid to specify names for the detail account groups and to associate each one with a group type. The names that you enter on this tab are available on the Detail Account Group tab of Account Group Tables and as labels on general ledger reports.

Field	Description
<b>Copy</b>	Select the grid row for the account name that you want to copy and click : <b>Options » Copy</b> to copy the account group name.
<b>Delete</b>	Select the grid row for the account name that you want to delete and click : <b>Options » Delete</b> to remove the account group name. You cannot delete account group names that are associated with existing account group tables. This option's availability depends on your security access rights.
<b>Grid Filter</b>	Click ▼ at the top right of the grid to filter the contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>Account Group Name</b>	Enter a name for the detail account group. This name displays as a label on general ledger reports and is available on the Detail Account Group tab of Account Group Tables.
<b>Group Type</b>	From the drop-down list of all standard account categories, select the category that applies to the account group. The category that you select determines the placement of the group on general ledger reports if you choose <b>Account Groups</b> as a report sorting/grouping option.

Field	Description
	If you also use summary account groups, the group type for the summary account group overrides this setting. This occurs after you use the account group tables to associate the summary groups with detail groups.
<b>+Add Line</b>	Click this option to add a detail account group name. You can associate this name with groups of accounts stored in account group tables. This option's availability depends on your security access rights.

### Summary Account Group Tab of the Account Group Names Form

If you establish a two-level structure for your account groups, use the Summary Account Group tab to insert or delete names for the summary account groups.

### Contents

#### Summary Account Grid

Use the grid to specify names for the summary account groups and to associate each one with a group type. The names that you enter on this tab are available on the Summary Account Group tab of Account Group Tables and as labels on general ledger reports.

Field	Description
<b>Copy</b>	Select the grid row for the summary account group name that you want to copy and click : <b>Options » Copy</b> to copy the account group name.
<b>Delete</b>	Select grid row for the account name that you want to delete and click : <b>Options » Delete</b> . You cannot delete account group names that are associated with existing account group tables. This option's availability depends on your security access rights.
<b>Grid Filter</b>	Click ▼ at the top right of the grid to filter the contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>Account Group Name</b>	Enter a name for the summary account group. This name displays as a label on general ledger reports and is available on the Summary Account Group tab of Account Group Tables.
<b>Group Type</b>	From the drop-down list of all standard account categories, select the category that applies to the account group. The category that you select determines the placement of the group on general ledger reports if you choose <b>Account Groups</b> as a report sorting/grouping option.  The group type for the summary account group overrides the group type for the corresponding detail account group when you associate them via account group tables.
<b>+ Add Line</b>	Click this option to add a summary account group name. After you add a summary group account name, associate the name with a group of accounts stored in an account group table. This option's availability depends on your security access rights.

Learn More About...

If you are new to the Account Group Names feature, review basics about how it works.

### Account Groups

Use account groups to group related accounts on your general ledger reports. You can group accounts even if the accounts do not reside in the same account range in your firm's chart of accounts.

To establish account groups, you do two things:

1. Establish names and group types for the account groups in the Account Group Name form.
2. Establish account group tables on the Account Group Table form. Each table defines a scheme for grouping accounts on your general ledger reports. You specify an account or an account range when you define each account group table.

For example, you need to group all revenue and reimbursable expenses under the heading Revenue on your general ledger reports. First, you create an account group called Net Revenue. Then you add the revenue and reimbursable expense account ranges to the Net Revenue account group table. You can generate a report that displays each account separately under the heading Revenue or you can display a single, consolidated entry for all the revenue and reimbursable expenses in the account group.

You cannot use the Account Group feature to cross accounts between the Income Statement and Balance Sheet. Revenue and expense accounts cannot display on the Balance Sheet. Assets, Liabilities, and Net Worth accounts cannot display on the Income Statement.

### Two Levels of Account Groups for General Ledger Reports

You can set up two levels in your account group structure to allow more flexibility when you customize your general ledger reports.

When you create both summary account groups and detail account groups, you make it possible to generate either summarized financial statements or the kind of detailed financial reports necessary for effective project control and billing.

If you set up two levels of account group structure, you specify the associations between a summary account group and its detail account groups when you create account group tables.

For example, you can establish a structure such as the following:

<b>Summary account group:</b> Current Assets	
<b>Detail account group:</b> Receivables	<b>Detail account group:</b> Cash and cash equivalents
<b>Accounts:</b> <ul style="list-style-type: none"> <li>■ AR - Fees</li> </ul>	<b>Accounts:</b> <ul style="list-style-type: none"> <li>■ Checking</li> </ul>

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>■ AR - Consultants</li> <li>■ AR - Reimbursables</li> </ul> | <ul style="list-style-type: none"> <li>■ Savings</li> <li>■ Petty Cash</li> </ul> |
|--|---|

## Account Group Tables Settings

Use the Account Tables form to associate account groups with accounts. You must set up account group names before you create account group tables. Each table provides Vantagepoint with one scheme for grouping accounts for financial reporting purposes.

You can group accounts differently on different reports and change your groupings from year to year. For example, your firm wants to present the Income Statement with varying levels of detail to three different audiences: the bank, board members, and partners. You can create three different account group tables, and reference each table when you run each report.

You can create two levels of account group tables, summary and detail, which provides flexibility when you customize your General Ledger reports. When you set up two levels of account group structure, you specify the associations between a summary account group and its detail account groups when you create account group tables.

### Recommendation: Identify Accounts not yet Included in Account Group Tables

The **Other** column on General Ledger reports displays amounts for accounts that are not assigned to account groups. For this reason, Deltek recommends that you assign each account in your chart of accounts to an account group. To check this, use the **Test Setup** option on the Detail Account Groups grid to display a list of all accounts not yet included in an account group table.

How to...

You can set up account new account tables or modify existing tables.

### Add a New Detail Account Group Table and Insert Accounts

In each account group table, you can specify a range of account numbers or a single account number.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

### To add a new detail account group table and insert accounts:

1. In the Navigation pane, select **Settings » General Ledger » Account Group Tables**.
2. On the Account Tables form, click the Detail Groups tab.
3. Click **+ New Account Group Table**.
4. Enter a name and a number for the account group table.



5. In the Detail Account Groups grid, click **+ Add Detail Account Group** and complete the following fields:
  - a) In the **Sort Order** field, enter a number to specify the order in which the account group displays on general ledger reports.
  - b) In the **Account Group Name** field, select an account group.
  - c) Select **Exclude From Report Total** to define subtotals on general ledger reports without those subtotals impacting the bottom line or the report totals.
  - d) In the **Show Account Detail** field, specify whether the account number or name displays on general ledger reports.
    - **Yes:** Display the account number or name beneath each detail account group on the report. Whether just the account name, or both the account name and number, display is based on report options settings. This setting overrides any settings in the report's Sorting/Grouping fields.
    - **No:** Do not display the account number and name on the report. In this case, the total amount includes amounts from all accounts associated with the detail account group. This setting overrides any settings in the report's Sorting/Grouping fields.
    - **Report:** Display the account name and number on the report only if you select them in the Sorting/Grouping fields for the report.
  - e) In the **Group Total** field, specify whether to display a total on general ledger reports.
    - **Yes:** Display a total on the report for all the accounts associated with the account group; the total displays under the account group name. This setting overrides any settings in the report's Sorting/Grouping section.
    - **No:** Do not display a total for the account group on the report. This setting overrides any settings in the report's Sorting/Grouping section.
    - **Report:** Display a total on the report only if you select it in the Sorting/Grouping section for the report.
6. In the Accounts in Detail Account Groups grid, click **+ Add Account Range** to insert an account or range of accounts.  
To specify a single account number, enter the same account number in the **Start Account** and **End Account** fields.
7. Use the **Test Setup** option to check that each account is assigned to a detail account group.
8. Click **Save**.

#### Add a New Summary Account Group Table Record

On the Summary Groups tab, you associate one or more detail account groups with a summary account group.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

**To add a new summary account group table:**

1. In the Navigation pane, select **Settings » General Ledger » Account Group Tables**.
2. On the Account Tables form, click the Summary Groups tab.
3. In the Summary Account Groups grid, click **+ Add Summary Account Group**.
4. Enter a name for the account group.
5. Select your settings for the other options.
6. In the Detail Account Group Name grid, associate one or more detail account groups with the summary account group.
7. Use the **Test Setup** option to check that each detail account group is assigned to a summary account group.
8. Click **Save**.

**Insert Accounts into an Existing Detail Account Group Table**

You can insert a single account or range of accounts in an existing detail account group table.

**To insert accounts in an existing detail account group table:**

1. In the Navigation pane, select **Settings » General Ledger » Account Group Tables**.
2. On the Account Tables form, click the Detail Groups tab.
3. In the Detail Account Groups grid, select a detail account group row.  
The title of the Accounts In Detail Account Groups grid below this grid dynamically updates to use the name of the selected account group.
4. Below the Accounts In grid, click **+ Add Account Range** to insert an account or range of accounts.
5. Specify the range of account numbers using the **Start Account** and **End Account** fields.  
To specify a single account number, enter the same number in both fields.

**Copy an Account Group Table Record**

You can copy and modify an existing account group table record to create a new record.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

**To copy an account group table record:**

1. In the Navigation pane, select **Settings » General Ledger » Account Group Tables**.
2. On the Account Tables form, click the Detail Groups tab or the Summary Groups tab.
3. Open the account group table record that you want to copy.
4. On the Actions bar, click **Other Actions » Copy**.

5. Modify the copied information and name the new record.
6. Click **Save**.

### Delete an Account Group Table

You can delete an existing account group table record.

#### To delete an account group table record:

1. In the Navigation pane, select **Settings » General Ledger » Account Group Tables**.
2. On the Account Tables form, click the Detail Groups tab or the Summary Groups tab.
3. Open the account group table record that you want to delete.
4. On the Actions bar, click **Other Actions » Delete**.

### Delete an Account from a Detail Account Group Table

When you delete an account from a detail account group table, the account is removed from the grouping but not from the chart of accounts.

#### To delete an account from a detail account group table:

1. In the Navigation pane, select **Settings » General Ledger » Account Group Tables**.
2. On the Account Tables form, click the Detail Groups tab.
3. On the Detail Account Groups grid, select the account group table that you want to delete.
4. At the right end of the row, click **X** to delete the item.

### Account Tables Form

Use the Account Tables form to specify one or more accounts for each account group. You can also specify the sequence in which the account groups display on reports.

You can set up a single level of account group tables on the Detail Groups tab.

To set up two levels of account group tables, use both the Detail Groups tab and the Summary Groups tab. You can then establish associations between detail and summary account groups.

### Display the Account Tables Form





The Account Tables form is in the General Ledger section of Settings.

In the Navigation pane, select **Settings » General Ledger » Account Group Tables**.

### Header Fields for the Account Tables Form

Use the header fields above the Actions bar to search for account tables, create a new account table, enter the name of a new account table, or switch between list and detailed views. Header fields are generally available, whichever tab is currently selected.

#### Contents

Field	Description
<b>Account Tables Search</b>	Use the search fields to find and select an account table that you want to review or update. For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.
<b>◀x of x ▶</b>	Use these arrow icons to scroll through the records and open a different record on the form. The numbers indicate which record you are viewing out of the total number of records in the search results.
<b>+ New Account Group Table</b>	Click this option to add a new account group table. Enter information for the table on the form.
	Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the Select Columns dialog box. For information about selecting columns, see <a href="#">Select Columns for a Grid</a> . For more information about working in list view, see <a href="#">Use List View</a> .
	After you switch to list view, you can click the Switch to Detail View icon to switch back to the detailed view of the form. In detail view, all selected fields are displayed on the form. This is the default view when you first open the application. Subsequently, the view that was active when you closed the application is the one that displays when you open it again. Detail view is the view that is described in the Help.
<b>Name</b>	Enter a name to identify this account table at the upper left of the form or click  to edit an existing name. This table name displays as a choice for your General Ledger reports.

### Actions Bar for the Account Tables Form

Use the options on the Actions bar to edit, copy, and delete account group tables.

#### Commonly Used Actions

Click the buttons on the Actions bar to quickly access commonly performed actions.

Field	Description
<b>Edit</b>	Select this option to open the form and make changes to the summary and overview information for the currently selected record.

### Other Actions

Click the **Other Actions** menu to choose other tasks.

Field	Description
<b>Copy</b>	Select this option to copy and modify the current record to create a new record. Be sure to specify a unique name for the new record. When you copy a record with attached documents, Vantagepoint does not copy the documents to the new record.
<b>Delete</b>	Select this option to delete the current record. When you delete a record, you permanently remove it from the database. The deletion cannot be undone. Verify that the record is no longer in use before you delete it.

### Detail Groups Tab of the Account Tables Form

Use the Detail Groups tab to associate detail group names with accounts. You can also use this tab to specify how account group table information prints on General Ledger reports.

### Contents

Field	Description
<b>Number</b>	Enter the number to associate with the new table.
<b>Organization</b>	Use the lookup field to associate an organization with the selected account table. This field only displays if you use organizations.
<b>Code</b>	Use the lookup field to associate an account code with the selected account table. You define these codes in Unit Tables in <b>Settings » Accounting » Units</b> .

### Detail Account Groups Grid

In this grid, add account groups for the account group table. Then select an account group in this grid, and in the Accounts in <Account Group Name> child grid further below, enter the general ledger accounts associated with the selected account group. Do this for each account group in the Detail Account Groups grid.

Field	Description
<b>Test Setup</b>	Each account in your chart of accounts must belong to an account group. Amounts for accounts not assigned to account groups display in the <b>Other</b> column on the General Ledger reports.  This option works with the <b>Exclude from Report Total</b> option.  When you click <b>Test Setup</b> , the following things happen:

Field	Description
	<ul style="list-style-type: none"> <li>Vantagepoint displays a list of all accounts not currently assigned to an account group. If an account is assigned to an account group, but the account group is marked for exclusion from report totals, that account displays in the list of "missing" accounts. Amounts for accounts not assigned to account groups display in the <b>Other</b> column on the General Ledger reports. However, if an account is assigned to an account group marked for exclusion from report totals, that account's amount is not included in the <b>Other</b> column.</li> <li>Vantagepoint checks for accounts that are assigned to multiple account groups. Vantagepoint considers account assignments as duplicates only if both account groups are marked to be included in report totals. This means that the <b>Exclude from Report Total</b> option is not selected for either account group to which the account is assigned. The duplicates list does not include an account assigned to two account groups if one account group is included in report totals and the other account group is excluded from report totals.</li> </ul>
<b>Sort Order</b>	Enter a number to specify the order in which detail account groups display on reports.
<b>Account Group Name</b>	From the drop-down list, select a detail account group name. This name displays as a label on general ledger reports.
<b>Exclude from Report Total</b>	<p>Select this option to define subtotals on general ledger reports without those subtotals impacting the bottom line or the report totals. If you run the <b>Test Setup</b> option, any account assigned to an account group marked for exclusion from report totals displays in the list of accounts not yet assigned. For example, you can create an account group for the sum of current assets less current liabilities, but this account must not impact the total Assets or Total Liabilities on the Balance Sheet.</p> <p>Do not select this option if you want accounts to impact the bottom line and be included in report totals.</p> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
<b>Show Account Detail</b>	<p>By account group, specify whether the account number or name displays on general ledger reports. Select one of the following settings from the drop-down list:</p> <ul style="list-style-type: none"> <li><b>Yes:</b> Display the account number or name beneath each detail account group on the report. Whether just the account name, or both the account name and number, display is based on report options settings. This setting overrides any settings on the report's Sorting/Grouping fields.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>No:</b> Do not display the account number and account name on the report. In this case, the total amount includes amounts from all accounts associated with the detail account group. This setting overrides any settings on the report's Sorting/Grouping fields.</li> <li>▪ <b>Report:</b> Display the account name and number on the report only if you select them on the Sorting/Grouping fields for the report.</li> </ul> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
<b>Group Total</b>	<p>Select one of the following settings from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes:</b> Display a total on the report for all the accounts associated with the account group; the total displays under the account group name. This setting overrides any settings on the report's Sorting/Grouping section.</li> <li>▪ <b>No:</b> Do not display a total for the account group on the report. This setting overrides any settings on the report's Sorting/Grouping section.</li> <li>▪ <b>Report:</b> Display a total on the report only if you select it on the Sorting/Grouping section for the report.</li> </ul> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
<b>+ Add Detail Account Group</b>	<p>Click this option to add a new detail account group name to the grid. Set the options for use on General Ledger reports.</p>
<b>Delete</b>	<p>Select a grid row, and click <b>X</b> to remove the detail account group name from the account group table.</p> <p>If you specify two levels of account group structure and the detail account group is already associated with a summary account group table, Vantagepoint you cannot delete it. You must remove the detail account group from the table on the Summary Groups tab of the Account Tables form.</p>

### Accounts in <Account Group Name> Grid

Use this child grid to associate one or more general ledger accounts with the account group that you selected in the Detail Account Groups grid above. The title of this Accounts in <Account Group Name> grid changes to reflect the account group name that you selected in the Detail Account Groups grid (the parent grid).

The following applies for this grid when you use **Other Actions » Copy** to create a new account group table: You must save the new table before you can edit the start and end accounts in this grid. (The grid is grayed out until you save the new account group table.)

Field	Description
<b>Start Account</b>	<p>Enter the starting account number for the account group, or click <b>Q</b> to select the account on the Account lookup.</p> <p>For each account group, you can specify either a single account number or a range of account numbers:</p> <ul style="list-style-type: none"> <li>To specify a single account number, enter the same account number in the <b>End Account</b> field, so your start account and end account are identical.</li> <li>To specify a range, enter an end account number that is greater than the start account number.</li> </ul>
<b>End Account</b>	<p>Enter the ending account number for the account group, or click <b>Q</b> to select the account on the Account lookup.</p> <p>For each account group, you can specify either a single account number or a range of account numbers:</p> <ul style="list-style-type: none"> <li>To specify a single account number, enter the same account number that you entered in the <b>Start Account</b> field, so your start account and end account are identical.</li> <li>To specify a range, enter an end account number that is greater than the start account number.</li> </ul>
<b>+ Add Account Range</b>	Click this option to insert an account or range of accounts for the detail account group table.
<b>Delete</b>	Select a grid row, and click <b>X</b> to remove the account from the detail account group table.

### Summary Groups Tab of the Account Tables Form

Use the Summary Groups tab to associate each summary account group with one or more detail account groups.

You can think of the summary account group as the parent to all detail account groups associated with it. The detail account groups define which accounts are included. You can also use this tab to specify how account group table information prints on general ledger reports.

The availability of some options on this tab depend upon your security access rights. See your system administrator if you have questions.

### Summary Account Groups Grid

Field	Description
<b>Test Setup</b>	<p>Each detail account group should belong to a summary account group. This option works in conjunction with the <b>Exclude from Report Total</b> option.</p> <p>When you click <b>Test Setup</b>, the following things happen:</p>



Field	Description
	<ul style="list-style-type: none"> <li>Vantagepoint displays a list of all detail account groups not currently assigned to a summary account group. If a detail account group is assigned to a summary account group, but the summary account group is marked for exclusion from report totals, the detail account group displays in the list of "missing" detail account groups. Amounts for accounts associated with any detail account groups not included in a summary account group display in the <b>Other</b> column on the General Ledger reports. However, if the summary account group is marked for exclusion from report totals, corresponding child account amounts are not included in the <b>Other</b> column.</li> <li>Vantagepoint checks for duplicates, which in this case are detail account groups assigned to more than one summary account group.</li> </ul> <p>Vantagepoint considers account group assignments as duplicates only the <b>Exclude from Report Total</b> option is not selected for either summary account group to which the detail account group is assigned. In other words, the list does not include a detail account group assigned to two summary account groups if one of the summary account groups is included in report totals and the other summary account group is excluded from report totals.</p>
<b>Sort Order</b>	Enter a number that indicates the order in which account groups display on reports.
<b>Account Group Name</b>	From this drop-down list, select a summary account group name. This name displays as a label on general ledger reports.
<b>Exclude from Report Total</b>	<p>Your setting for this option for the summary account group overrides the corresponding setting for its constituent detail account groups.</p> <p>Select this option to define subtotals on general ledger reports without those subtotals impacting the bottom line. If you run the <b>Test Setup</b> option, any account assigned to an account group marked for exclusion from report totals displays in the list of accounts not yet assigned.</p> <p>Do not select this option if you want accounts to impact the bottom line.</p> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
<b>Show Account Detail</b>	<p>Use this option to specify whether or not the detail account groups associated with the current summary account group display on general ledger reports. Select one of the following settings from the drop-down list:</p> <ul style="list-style-type: none"> <li><b>Yes:</b> The names of the detail account groups display beneath each summary account group on the report. This setting overrides any settings on the report's Sorting/Grouping section.</li> <li><b>No:</b> The detail account groups do not display on the report. This setting overrides any settings on the report's Sorting/Grouping section.</li> </ul>

Field	Description
	<p>This option does not affect the display of account names and numbers on the report. To control their display, use the <b>Show Account Detail</b> option on the Detail Groups tab (of Account Group Tables).</p> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
<b>Group Total</b>	<p>Select one of the following settings from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes:</b> Display a total for the summary account group on the report if more than one account is included in the definitions for any associated detail account groups. The total displays under the account group name. This setting overrides any settings on the report's Sorting/Grouping section.</li> <li>▪ <b>No:</b> Do not display a total for the account group on the report. This setting overrides any settings on the report's Sorting/Grouping section.</li> <li>▪ <b>Report:</b> Display a total on the report only if you select it on the account group record on the Sorting/Grouping section for the report.</li> </ul> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
<b>+ Add Summary Account Group</b>	Click this option to add a new summary account group name to the grid.
<b>Delete</b>	Select a grid row, and click <b>x</b> to remove the summary account group name from the account group table.

### Detail Account Group Name in Summary Account Groups Grid

Use this grid to associate one or more detail account groups with the summary account group. When you select a row in the Summary Account Groups grid, the title of this grid changes to reflect the current account group name selection.

Field	Description
<b>Detail Account Group</b>	<p>Detail account groups that you created on the Detail Groups tab are available from the drop-down list for this option. You must set up the detail account groups, including your designations of which accounts are associated with the detail account groups, before you can associate them with a summary account group here.</p> <p>If you attempt to select a detail account group that is already associated with another summary account group, Vantagepoint displays a warning message.</p>
<b>+ Add Detail Account Group</b>	<p>Open an account group table and click this option to insert a detail account group name for the summary account group table.</p> <p>The detail account groups that you specify are considered sub accounts of the summary account group. This means that all accounts named as part of each detail account group belong to the summary account group.</p>

Field	Description
<b>Delete</b>	Select a grid row and click <b>X</b> to remove the detail account group name from the summary account group table.

Learn More About...

If you are new to using account group tables, review basics about them.

### Rules for Mapping Account Groups to Account Group Tables

The detailed account group tables contain account ranges that you map to account group names. If accounts within a detailed account group are not consecutive, you must reference several account ranges in the account grid associated with the account group.

If you use two levels of account groups, with detailed account groups and summary account groups, the summary account group table contains detailed account groups associated with each summary account group. Each detail account group can only be associated with one summary account group.

### Example

For example, you have the following accounts:

- 401.00 — Fee Revenue
- 402.00 — Unbilled Revenue
- 403.00 — Consultant Revenue
- 404.00 — Reimbursable Revenue

To group accounts 401.00, 403.00, and 404.00 together in an account group called Billed Revenue and leave account 402.00 out of the group, you map the accounts as follows:

Start Account	End Account	Account Group Name	Sort Order
401.00	401.00	Billed Revenue	1
402.00	402.00	Unbilled Revenue	2
403.00	404.00	Billed Revenue	1
405.00	410.00	Other Revenue	3

In the example, the account group called **Billed Revenue** is referenced twice, yet all accounts ranges are unique. Both of the Billed Revenue ranges have the same sort order.

### Account Group Tables and Security Access

Your system administrator sets access limitations on account group tables. Your system administrator can tailor your view so that you can view or update only those account group tables that you use in association with the projects that you work on.

If you do not see an account group table that you require, contact your system administrator to request that your access rights be changed in Security Settings.

There are two types of access rights for account group tables:

- **Record Level View:** This setting determines the account group tables that are available to you on the General Ledger and Consolidated General Ledger reports.
- **Record Level Update:** This setting determines the account group tables that are available to you on the Account Tables form. You must also have access to the **Account Group Table** menu option on the Roles form in Security Settings.

## Consolidated Reporting Settings

If you use multiple currencies, you may want to generate consolidated financial statements for multiple companies. Consolidated Reporting Settings lets you set up this grouping.

### Consolidation Groups

A consolidation group is a group of companies for which you want to produce consolidated financial statements. When you set up consolidation groups, you give the group a name and establish elimination accounts for it. If Vantagepoint is set up to use multiple currencies, then you also set up currency translations rules.

Deltek recommends that you create one consolidation group that includes all companies in your enterprise, to make it possible to generate enterprise-wide general ledger reports. You can set up as many additional consolidation groups as you need.

You can use consolidation groups in the following Vantagepoint applications:

- Consolidations (Accounting)
- Consolidated GL Budgeting (Accounting)
- Consolidated GL Reports (Reporting)

### Consolidation Groups Example

For example, if your headquarters are in the United States, you might have three consolidation groups:

- **Global:** A consolidation group that includes all companies, with US dollars (USD) as the group's currency.
- **Europe:** A consolidation group that includes only European companies, with euros (EUR) as the group's currency.
- **Canada:** A consolidation group specific to Canadian companies, with Canadian dollars (CAD) as the group's currency.

**Additional Information**

Deltek recommends that you review these topics in the Concepts help before you establish consolidation groups or generate consolidated GL reports:

- [Consolidated Reporting for Multiple Companies](#)
- [Consolidated Reporting and Multiple Currencies](#)

How to...

You can set up a new consolidation group or copy and modify an existing one.

**Set Up a Consolidation Group**

Use the Consolidated Reporting form to establish groups of companies for which you want to generate consolidated financial statements.

**To set up a consolidation group:**

1. In the Navigation pane, select **Settings » General Ledger » Consolidated Reporting**.
2. On the Consolidated Reporting form, click **+ New Reporting Group**.
3. Complete the following items:
  - a) Enter a reporting group name.
  - b) In the **Group** field, enter an identifier for the consolidation group.
  - c) In the **Gains and Losses Account** field, enter or select an account to use for gains and losses due to rate translations when a company in the consolidation group has a functional currency that is different from the reporting currency selected in the **Currency** field.
  - d) In the Companies grid, click **+ Add Company** and insert at least one company.
4. If you want Vantagepoint to eliminate accounts when it processes consolidations, complete the fields on the Eliminations section to identify the accounts.
5. If you use multiple currencies, you must select currency translation methods on the Translations section.
6. On the Actions bar, click **Save**.

**Copy a Consolidation Group**

To create a new consolidation group, you can copy another group's data and modify it, instead of creating new data from scratch.

**To copy a consolidation group:**

1. In the Navigation pane, select **Settings » General Ledger » Consolidated Reporting**.
2. On the Consolidated Reporting form, select the group you want to copy from the **Find reporting group** field.
3. On the Actions bar, select **Other Actions » Copy**.

4. Use the **Group** field in the General section to give the new consolidation group a name.
5. Modify data in the form sections as necessary.
6. On the Actions bar, click **Save**.

## Consolidated Reporting Form

Use the Consolidated Reporting form to establish groups of companies for which you want to generate consolidated financial statements.

### Display the Consolidated Reporting Form

You display the Consolidated Reporting form in General Ledger Settings.

In the Navigation pane, select **Settings » General Ledger » Consolidated Reporting**.

### Contents of the Consolidated Reporting Form

Use the form to set up a reporting group.

#### Header Information

Field	Description
<b>Search</b>	Use the Find reporting group search field to select an existing reporting group.
<b>+ New Reporting Group</b>	Click this option to create a new reporting group. The form displays in edit mode with blank editable fields.
<b>Name</b>	Enter a descriptive name for the reporting group.
<b>Actions Bar</b>	Use the Actions bar at the upper right of the form to perform common actions. <ul style="list-style-type: none"> <li>▪ <b>Save:</b> Save changes to the currently displayed group.</li> <li>▪ <b>Cancel:</b> Cancel changes you made on the form.</li> <li>▪ <b>Copy:</b> Copy the currently displayed group.</li> <li>▪ <b>Delete:</b> Delete the currently displayed group.</li> </ul>

#### General

Use this section to create a reporting group and identify the companies that belong to it.

Field	Description
<b>Group</b>	Enter a code name, up to ten alphanumeric characters, for the consolidation group.

Field	Description
<b>Currency</b>	If you use multiple currencies, select the reporting currency for this consolidation group. This drop-down list includes all currencies enabled for use by your enterprise.
<b>Gains and Losses Account</b>	If you use multiple currencies, specify the account to use for gains and losses due to rate translations when a company in the consolidation group has a functional currency that is different from the reporting currency selected in the <b>Currency</b> field. Enter an account number in this field or click <b>Q</b> and select an account on the Account Lookup dialog box.
<b>Companies Grid</b>	<p>Use the grid to add or remove companies in the consolidation group.</p> <ul style="list-style-type: none"> <li>▪ <b>F</b>: Display the filter fields for the grid. Use the filter fields to refine the displayed row items in the grid.</li> <li>▪ <b>Company</b>: Select the company subcode of the company that you want to add to the consolidation group.</li> <li>▪ <b>Name</b>: This field displays the descriptive name for the company.</li> <li>▪ <b>X</b>: Remove the corresponding company from the grid.</li> <li>▪ <b>+ Add Company</b>: Click this option to add a new company to the grid.</li> </ul>

### Eliminations

Use this section to identify accounts that you want Vantagepoint to eliminate when it processes consolidations.

Field	Description
<b>User Defined Elimination Accounts Grid</b>	<ul style="list-style-type: none"> <li>▪ <b>F</b>: Display the filter fields for the grid. Use the filter fields to refine the displayed row items in the grid.</li> <li>▪ <b>Account</b>: Enter the account number of the account that you want to eliminate from consolidations for the consolidation group, or select the account from the Account Lookup dialog box.</li> <li>▪ <b>Name</b>: This field displays the descriptive name for the account.</li> <li>▪ <b>X</b>: Remove the corresponding account from the grid.</li> <li>▪ <b>+ Add User Defined Elimination Account</b>: Click this option to add a new account to the grid.</li> </ul>

### Translations

If Vantagepoint is set up to use multiple currencies with the Consolidated Reporting feature, you must specify currency translation methods for the consolidation group when the functional currencies of the companies in the group are not the same. Do this in this section.

Field	Description
<b>Assets</b>	Select the method to use to determine exchange rates for asset accounts when the functional currencies of the companies in the consolidation group

Field	Description
	are not the same. The options are period end rate, period average rate, and historical rate.
<b>Liabilities</b>	Select the method to use to determine exchange rates for liability accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
<b>Net Worth</b>	Select the method to use to determine exchange rates for net worth accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
<b>Reimbursables</b>	Select the method to use to determine exchange rates for reimbursable expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
<b>Directs</b>	Select the method to use to determine exchange rates for direct expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
<b>Indirects</b>	Select the method to use to determine exchange rates for indirect expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
<b>Revenue</b>	Select the method to use to determine exchange rates for revenue accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
<b>Other Charges</b>	Select the method to use to determine exchange rates for other revenue and expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
<b>Accounts Translation Overrides Grid</b>	<ul style="list-style-type: none"> <li>■ <b>Filter</b>: Display the filter fields for the grid. Use the filter fields to refine the displayed row items in the grid.</li> <li>■ <b>Account</b>: Enter or select a single account that is an exception to the translation method specified for its account type. For example, if you specify Historical Rate as the method for Asset accounts but want to set up a different translation for a specific asset account, you select that asset account here and use the corresponding <b>Method</b> field on this grid to select the alternate method.</li> <li>■ <b>Name</b>: This field displays the descriptive name for the account.</li> <li>■ <b>Method</b>: Select a translation method for the individual account: period end rate, period average rate, or historical rate.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>✕</b>: Remove the corresponding account translation override from the grid.</li> <li>▪ <b>+ Add Translation Account Override</b>: Click this option to add an account translation override to the grid.</li> </ul>

## Elimination Accounts

During the consolidation process, Vantagepoint eliminates (excludes from the merged data) any account balances or portions of account balances that represent intercompany transactions between the companies in the consolidation group.

Because Vantagepoint eliminates intercompany transactions, the consolidated information gives an accurate view of the financial state of the consolidation group as a whole.

Vantagepoint automatically eliminates all or portions of the balances of the following accounts used in intercompany transactions:

- Intercompany accounts receivable account
- Intercompany accounts payable account
- Intercompany suspense account
- Regular, overhead, and promotional labor accounts for intercompany billing
- Regular, overhead, and promotional expense accounts for intercompany billing
- Balance sheet and other accounts for intercompany billing
- Tax accounts for intercompany billing

In addition, when you set up a consolidation group, you can use the Eliminations section of the Consolidated Reporting Setup form to specify any other accounts that you want Vantagepoint to eliminate when it processes a consolidation for that group. For example, you can eliminate accounts for loans between companies in the group and equity accounts representing subsidiary holdings.

After you process a consolidation, you can generate the Consolidated Eliminations report to review the accounts and amounts that were eliminated.

## Setting Up User-Defined Elimination Accounts

During the consolidation process, Vantagepoint eliminates the entire account balance for the user-defined elimination accounts that you specify on the Eliminations section. Because of this, if an account specified as an elimination account for one consolidation group is also used for intercompany transactions involving a company that is not part of that group, the consolidated data will not include those transactions. To avoid this, make sure that the accounts you identify as user-defined elimination accounts for a consolidation group are only used for transactions involving companies that belong to that group.

Deltak recommends that you do not list on the Eliminations section any of the accounts that Vantagepoint eliminates automatically from consolidations. Vantagepoint bases its eliminations on individual transactions so that it only eliminates activity between the companies included in the

consolidation. If you instead specify one of these accounts on the Eliminations section for a consolidation group, the entire account balance will be eliminated, even if a portion of that balance represents transactions for companies outside of the consolidation group.

### Example

Company A makes loans to both Company B and Company C. If you do consolidated reporting for a consolidation group that includes Companies A and B but not Company C, you want to eliminate the effect of transactions related to the A-to-B loan from the consolidation results, but you do not want to eliminate those related to the A-to-C loan.

If you use the same general ledger accounts for both loans and select them as elimination accounts for the consolidation group, Vantagepoint eliminates the complete account balances. As a result, the transactions for both loans are excluded from the consolidated information.

To get the result you want, you must set up and use separate sets of general ledger accounts for each of the loans, so that the accounts used for the A-to-B loan can be eliminated without eliminating those for the A-to-C loan.

## Currency Settings

Use Currency Settings to establish currency formats. If you enable multiple currencies, you also specify the functional and triangulation currencies used in calculating currency exchanges. You can also set up and maintain daily and period exchange rates.

## Currency Options

Whether you use a single currency or multiple currencies, you need to set up currency codes, descriptions, symbols, and units. You also enable multiple currencies in Currency Options.

### Firms Using One Currency

If your firm uses one currency, you only need to set up a single functional currency.

### Firms Using Multiple Currencies

To use multiple currencies, you first enable the Multicurrency feature to display currencies on the Currency Options form (**Settings » Currency » Options**). You then set up each currency that is used by all companies in your enterprise, including the code, description, symbol, and unit for each currency. You also specify the functional currency. Optionally, you can specify the triangulation currency, which is used in calculating rates when a direct or inverse exchange is not possible.

For example, your firm may have companies in Canada, France, England, and the US. At a minimum, you should enable Canadian dollars, euros, British pounds, and US dollars. After you enable all appropriate currencies for use throughout your enterprise, you use the company-specific section of the Currency Options form to select currencies on a company-by-company basis.

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

To set up and maintain daily and period exchange rates, use the other forms in Currency Settings.

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

How to...

Specify global and company-specific currency settings in Currency Options, in Settings.

### Enable Multicurrency

When only one currency is enabled, you have the option to enable the Multicurrency feature. You must enable the Multicurrency feature before you configure individual currencies for use with Multicurrency.

#### To enable multiple currencies:

1. In the Navigation pane, select **Settings » Currency » Options**.
2. On the Currency Options form, click **Enable Multicurrency**.
3. On the Password dialog box, enter your password and click **OK**.
4. On the Enable Multicurrency dialog box, select your functional currency.  
Typically, this is the currency in which cash is generated and expended by the company. For example, a company located in France would normally use the euro as its functional currency. Once established, the functional currency cannot be changed.  
If your firm uses multiple companies, this is the functional currency for the active company.
5. Click **Enable**.
6. In response to the confirmation prompt, click **Yes** to continue the process.  
Vantagepoint then:
  - Makes the selected currency the functional currency.
  - Displays all available currencies on the Currency Options form.
7. Click **Save**.

### Set Up Currencies

When you format the currency that your company uses, you specify its decimal point placement, symbol, and units. If your firm uses multiple currencies, you have additional options, such as establishing a triangulation currency for indirect currency exchanges.

#### To set up currencies:

1. In the Navigation pane, select **Settings » Currency » Options**.
2. If you use a single currency (you have not enabled the Multicurrency feature), use the fields and options on the Currency Options form to specify the currency's decimal point, symbol, and units (major and minor).

3. If you have enabled the Multicurrency feature, complete the following actions on the Currency Options form:
  - a) Below the Currency Format grid, click **+ Add Currency Format** to open a new row in the grid.
  - b) In the **Code** field, enter the three-character ISO 4217 code for the currency, such as CAD for Canadian dollars or EUR for euros.
  - c) Enter a description, specify a number of decimal places, select a currency symbol, and specify units (major and minor).
  - d) If you are using the XE.com Currency Exchange Rate service, complete the fields in the XE.com Settings grid and XE.com Currencies grid.
  - e) To specify the currency used to perform a triangulation through an intermediate currency when a direct or inverse exchange rate is not available, select the currency from the **Triangulation Currency** drop-down list in the company-specific section.
  - f) To enable another currency, click **+ Add Currency** below the Enabled Currencies grid, specify the three-character ISO 4217 code for the currency, such as CAD for Canadian dollars or EUR for euros, and enter a description for it.
4. Click **Save**.

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

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

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

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

#### Disclaimer

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

2. In the Navigation pane, select **Settings » Currency » Options**.
3. On the Currency Options form, go to the XE.com Settings section.

If you have a prior version of an XE.com license, the XE Licenses grid displays previous license information in the **Account ID** and **Description** columns. Select each row that contains a previous license and click **X** to delete the row.

4. In the **Account ID** and **API Key** fields, enter the information for your license that was provided by XE.com.  
You can only enter one license on the XE.com grid.
5. In the **Description** field, enter descriptive text about the license.
6. Below the Enabled Currencies grid, click **+ Add XE.com Currency** to add rate combinations for the license in the XE Licenses grid.  
You can insert as many currency combinations as you need, but you cannot enter the same combination more than once. The currency options that are available are based on the currencies that are enabled for all companies.
7. Click **Save**.

## Fields and Options

Use the Currency Options form to specify currency settings for your firm.

### Currency Options Form

Use the Currency Options form to set up currency codes, descriptions, symbols, and units. If only one currency is enabled, you can also use this form to enable the Multicurrency application.

You cannot change a currency after related data has been posted. For example, you cannot change the project currency after you have posted expense charges against that project. See the Currency concepts in the online help for additional information.

#### *Display the Currency Options Form*

You display the form in Currency Settings.

In the Navigation pane, select **Settings » Currency » Options**.

#### *Contents of the Currency Options Form*

Specify both global and company-specific currency options on this form.

The contents of this form differ, depending on whether your firm uses a single currency or multiple currencies:

- If your firm uses a single currency firm, the only options that display on this form are those for setting decimal places, symbols, and major or functional units.
- If your firm conducts business transactions in multiple global currencies, the Currency Options form displays additional options such as currency formats, enabled currencies, triangulation currencies, functional currency codes, and so on.

### Global Currency Options Section

If your firm uses a single currency, this section presents a single set of fields for that currency's settings.

If your firm uses multiple currencies, this section displays a **Currency Format** grid, so that you can set up more than one currency.

Field	Description
<b>Code</b>	Enter the three-character ISO 4217 code for the currency, such as CAD for Canadian dollars or EUR for euros.
<b>Decimal Places</b>	Enter the number of decimal places for the currency. For example, for dollars, enter 2; for yen, enter 0.
<b>Currency Symbol</b>	Select the symbol for the currency.
<b>Singular Major Unit</b>	Enter the singular version of the major unit label, such as Dollar.
<b>Plural Major Unit</b>	Enter the plural version of the major unit label, such as Dollars.
<b>Singular Fractional Unit</b>	Enter the singular version of the fractional unit label, such as Penny.
<b>Plural Fractional Unit</b>	Enter the plural version of the fractional unit label, such as Pennies.
<b>+ Add Currency/Format</b>	Click this option to insert a new row in the grid so that you can add a new currency and specify its format.

### XE.com Settings Grid

XE.com is an online exchange rate service, which you can incorporate into Vantagepoint's Daily Exchange Rates feature. If your firm uses multiple currencies and the XE.com Currency Exchange Rate service, use options in this grid to establish your XE.com account.

Field	Description
<b>Account ID</b>	XE.com sends an email message with the Account ID and the associated API Key when you complete your licensing agreement. Enter the account name for the license in this field.
<b>API Key</b>	Enter the API Key for the license in this field. Consult the same XE.com email message for this information.
<b>Allow Exchange Rate API to Overwrite Existing Exchange Rates</b>	Select this option if you want Vantagepoint to overwrite an exchange rate when a currency exchange rate already exists for the particular currency pair and date.

### XE.com Currencies Grid

If your firm uses multiple currencies and the XE.com Currency Exchange Rate service, use this grid to specify the exchange rate between currency pairs.

Field	Description
<b>From/To</b>	Use these fields to specify the exchange rates from one currency to another. The currencies available are those that are enabled for all companies in your enterprise.
<b>+ Add XE.com Currency</b>	Click this option to insert a <b>From/To</b> currency combination in the grid.

### Company-specific Section

If your firm uses multiple currencies, use this section to establish the functional and triangulation currencies for the active company.

Field	Description
<b>Functional Currency</b>	This field displays the functional currency, which you set when you first enable multiple currencies. Typically, this is the currency in which cash is generated and expended by the company. For example, a company located in France would normally use the euro as its functional currency. General ledger reports use a single currency, your company's functional currency, making it easy for you to analyze your financials. After you specify the functional currency, you cannot change it.
<b>Triangulation Currency</b>	Use this field to select the currency used to perform a triangulation through an intermediate currency, if a direct or inverse exchange rate is not available. See the discussion of Triangulation Currency and Exchange Rates in the Concepts help for more information.

### Enabled Currencies Grid

If your firm uses multiple currencies, use this grid to add (enable) or remove currencies for the active company.

Field	Description
<b>Code</b>	Select the three-letter code for the currency that you want to add (enable), such as CAD for Canadian dollars or EUR for euros.
<b>Description</b>	This field displays the description for the enabled currency.
<b>+ Add Currency</b>	Click this option to insert a currency code and description combination to the grid. Adding a currency enables the currency for the active company.

### Enable Multicurrency Dialog Box

Use the Enable Multicurrency dialog box if your firm wants to use multiple currencies. This option displays if your firm only has one currency enabled.

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

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

1. In the Navigation pane, select **Settings » Currency » Options**.
2. On the Currency Options form, click **Enable Multicurrency**.

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

Complete these fields and options if your firm uses multiple currencies.

Field	Description
<b>Code</b>	Select the three-character ISO 4217 code for the functional currency, such as CAD for Canadian dollars or EUR for euros. This is the currency in which cash is generated and expended by the company. For example, a company located in France would normally use the euro as its functional currency. Once established, the functional currency cannot be changed. See <a href="http://www.iso.org">http://www.iso.org</a> for more information on ISO (the International Organization for Standardization) and the standard currency codes.
<b>Description</b>	This field displays a description for the currency.
<b>Enable</b>	Click this button to enable multiple currencies and then respond to the confirmation message.

Learn More About...

Learn more about currency settings, and XE.com, daily, and period exchange rates.

### XE.com Currency Exchange Rate Service

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

The XE.com service allows you to:

- Choose as few or as many currencies as you want.
- Select the time of day and time zone at which your rates are updated.



- Download currencies up to nine times a week (once a day, plus two "grace" downloads in the event a daily download gets corrupted).

To use the XE.com Exchange Rate Service:

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

### Disclaimer

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

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

Several new buttons display on the Daily Exchange Rates form:

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

## Daily Exchange Rates

You can set up exchange rates from one currency to another currency and specify the dates on which those rates are valid.

For daily exchange rates, you specify:

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

If you have not set up an exchange rate for a specific date, Vantagepoint looks at the period exchange rate table, where you specify date ranges, to determine the rate to apply.

Because these rates are retained indefinitely, the Daily Exchange Rates settings form provides filters that you can use to limit the number of rates that are displayed. You can filter by currency or by period. For example, you can limit the list to display only currency exchange rates between Canadian dollars and American dollars.

### Translation Methods

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

- Period end rate
- Period avg rate
- Historical rate

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

To set up the translations, use the options in the Translations section of the Consolidated Reporting settings form, in **Settings » General Ledger » Consolidated Reporting**. For information about how Vantagepoint handles gains and losses that result from translations between a company's functional currency and its consolidation group's report currency, see the Concepts section of the help.

### Exchange Hierarchy

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

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

### XE.com Exchange Rate Online Service

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

## Set Up Daily Exchange Rates

Set up exchange rates from one currency to another currency, for a specific date.

### To set up daily exchange rates:

1. In the Navigation pane, select **Settings » Currency » Daily Exchange Rates**.
2. On the Daily Exchange Rates settings form, click the **+ Add Exchange Rate** option below the Exchange Rates grid.
3. In the new grid row, specify the from and to currencies, the date on which the rate will be effective, and the rate to use for the exchange.
4. Repeat steps 2 and 3 to establish all the daily exchange rates that you require.
5. Click **Save**.

## Daily Exchange Rates Form

Use the Daily Exchange Rates form in Currency Settings to configure exchange rates from one currency to another currency for a specific date. If your firm uses multiple companies, the available currencies are limited to those enabled for the active company.

### Display the Daily Exchange Rates Form

You display the Daily Exchange Rates form in Currency Settings.

In the Navigation pane, select **Settings » Currency » Daily Exchange Rates**.

### Contents of the Daily Exchange Rates Form

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

### Exchange Rates Grid

Field	Description
<b>From Currency</b>	Select the From currency. The drop-down list contains the currencies that you specified in <b>Settings » Currency » Options</b> , for the active company.
<b>To Currency</b>	Select the To currency. The drop-down list contains the list of currencies that you specified in <b>Settings » Currency » Options</b> , for the active company.
<b>Date</b>	Specify the date on which the exchange rate is valid. If you want to filter the contents of the grid by date, you must enter a date in this field.
<b>Exchange Rate</b>	Enter the exchange rate for the two currencies, up to 10 decimal places.

Field	Description
<b>Download Rates</b>	If your firm uses the XE.com Currency Exchange Rate Service, click this button to display the Download Rates dialog box. On the dialog box, specify the date on which to download currency rates from XE.com and click <b>OK</b> .
<b>Schedule Download</b>	If your firm uses the XE.com Currency Exchange Rate Service, you can schedule, via your process server, when you want the rates downloaded from XE.com. Click this button to display the Schedule dialog box for the process server, specify the date, and click <b>OK</b> .

## Period Exchange Rates

You can set up exchange rates from one currency to another currency for a specific period. For example, your firm may use period exchange rates for re-evaluations and consolidated financial reporting.

This feature is available if the Accounting or PSA module is activated and multiple currencies are enabled in **Settings » Currency » Options**.

For period exchange rates, you specify:

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

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

### Exchange Hierarchy

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

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

### Set Up Period Exchange Rates

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

This feature is available if multiple currencies are enabled in **Settings » Currency » Options** and either the Accounting or PSA module is activated.

**To set up period exchange rates:**

1. In the Navigation pane, select **Settings » Currency » Period Exchange Rates**.
2. On the Period Exchange Rates settings form, click the **+ Add Exchange Rates** option below the Exchange Rates grid.
3. In the new grid row, specify the from and to currencies, the period (month) during which the rate will be effective, the average exchange rate for that period, and the exchange rate for the period (month) end.
4. Repeat steps 2 and 3 to establish all the period exchange rates that you require.
5. Click **Save**.

**Period Exchange Rates Form**

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

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

**Display the Period Exchange Rates Form**

You display the Period Exchange Rates settings form in Currency Settings.

In the Navigation pane, select **Settings » Currency » Period Exchange Rates**.

**Contents of the Period Exchange Rates Form**

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

**Exchange Rates Grid**

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

## Billing Settings

Before you use Billing, you must choose settings and provide information to be used on a firm-wide basis for all projects for which you generate invoices. You can override most of this setup information on a project-by-project basis. If your firm uses multiple companies, you must configure Billing for each company.

On the Vantagepoint toolbar, click ▼ and select the company for which you want to configure billing settings.

### Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

## Checklist: Setting Up Billing

To set up the Billing application, perform company-wide setup steps, then enter billing terms for individual projects.

On a project-by-project basis, you can keep or override many of the company-wide settings.

Step	Description	Location
1	Set up company-wide invoice and Interactive Billing session options.	<b>Settings » Billing » Options</b>
2	Set up company-wide tax codes.	<b>Settings » Cash Management » Tax Codes</b>
3	Establish default billing terms for your projects.	<b>Settings » Billing » Default Terms</b>
4	Establish billing terms to use for project reports at billing rates.	<b>Settings » Billing » Reporting Default Terms</b>
5	Add clients for your projects.	<b>Hubs » Firms</b> , firms with the <b>Client</b> firm type
6	Add units in unit tables for your projects.	<b>Settings » Accounting » Units</b>
7	Add projects and associate clients with them.	<b>Hubs » Projects</b>
8	Set up labor categories.	<b>Settings » Labels and Lists » Lists</b>
9	Add labor billing tables for your projects.	<b>Settings » Rate Tables</b> , then select <b>Billing Labor Rates</b> , <b>Billing Labor Categories</b> , <b>Billing Labor Code</b> , or <b>Billing Labor Overrides</b>

Step	Description	Location
10	Add expense tables for your projects.	<b>Settings » Rate Tables</b> , then select <b>Billing Expense Accounts</b> , <b>Billing Expense Categories</b> , or <b>Billing Expenses by Vendor</b>
11	Set up billing terms for individual projects.	<b>Hubs » Projects » Billing Terms</b>
12	Change your invoice template if necessary.	<b>Hubs » Projects » Billing Terms</b>

## Checklist: Setting Up Retainage

Review the steps for setting up retainage.

Step	Description	Location in Vantagepoint
1	Enable the retainage feature.	<b>Settings » Billing » Options</b>
2	Set up general ledger accounts for retainage.	<b>Settings » General Ledger » Chart of Accounts</b>
3	Map retainage accounts to invoice and accounts receivable accounts.	Invoice Mapping Accounts section in <b>Settings » Billing » Accounts Receivable</b>
4	Set up retainage terms for a project.	More Calculations tab in <b>Hubs » Projects » Billing Terms</b>

## Checklist: Enable and Configure a Billing Invoice Approval Process

You can set up an approval process that requires draft billing invoices in the Billing application be submitted and approved before you generate and send a final invoice to clients.

If you have multiple companies in Vantagepoint, follow these steps to set up an approval process for billing invoices for each company.

### Steps to Enable and Configure an Approval Process for Billing Invoices

Step	Description	Location
1	<b>Create one or more approval workflows to use for billing invoices.</b> Each workflow identifies the one or more employees who must approve a billing	<b>Settings » Billing » Invoice Approval Process</b> , in the desktop application

Step	Description	Location
	<p>invoice and any alerts to send to keep the process moving and on schedule.</p> <p>Vantagepoint comes with a <b>Default</b> invoice approval process. However, you can create your own approval processes from scratch or copy the default and modify it as you like.</p>	
2	<p><b>Enable invoice approvals at the company level.</b></p>	<p><b>Settings » Billing » Options:</b> Select <b>Yes</b> for <b>Use Invoice Approvals</b>.</p>
3	<p><b>Specify a default invoice approval process to use for projects that require invoice approvals but the project's billing terms do not define an invoice approval process.</b></p> <p>Although this default approval process is used when no approval process is entered for a project's billing terms, the default does not prefill in the <b>Approval Process</b> field in a project's billing terms.</p> <p>You enable Invoice Approval and select an approval process at the top level of the work breakdown structure. For example, if you choose an approval process in which the project manager is the approver, the project manager for the top level of the work breakdown structure will be the approver for all lower work breakdown structure levels, too.</p>	<p><b>Settings » Billing » Options:</b> Select a default invoice approval process in the <b>Default Invoice Approval Process</b> field.</p>
4	<p><b>Specify the default invoice approval process settings for billing terms that prefill for each new project's billing terms.</b></p> <p>You can override the prefilled invoice approval process settings for a project's billing terms as needed.</p>	<p><b>Settings » Billing » Default Terms</b></p> <p>In the Summary pane:</p> <ul style="list-style-type: none"> <li>Enter <b>Enabled</b> in the <b>Invoice Approvals</b> field</li> <li>Select an approval process in the <b>Approval Process</b> field.</li> </ul>
5	<p><b>When you create a new project, specify in the project's billing terms whether or not you want the project's billing invoices to go through an approval process.</b> If so, assign the approval process.</p>	<p><b>Hubs » Projects » Billing Terms</b></p> <p>In the Summary pane:</p> <ul style="list-style-type: none"> <li>Enter <b>Enabled</b> in the <b>Invoice Approvals</b> field</li> </ul>



S t e p	Description	Location
	If you entered approval process defaults for billing terms in step 4 above, the defaults prefill for a new project's billing terms, which you can change on a project by project basis.	<ul style="list-style-type: none"> <li>Select an approval process in the <b>Approval Process</b> field.</li> </ul>

## Company-wide Billing Settings

Before you enter billing terms for individual projects, you must define company-wide billing settings. You must also define company-wide tax codes for use on all invoices, as well as in other Vantagepoint applications.

If you have multiple companies, you usually specify billing settings on a company-by-company basis.

Billing Settings Area	Description
<b>General</b>	<p>In <b>Settings » Billing » Options</b>, enter settings for your invoices and for Interactive Billing sessions. Examples are:</p> <ul style="list-style-type: none"> <li>Invoice printing options, such as whether to print the company name and where to position the address on the invoice.</li> <li>An invoice numbering system.</li> <li>Interactive Billing session options settings, such as the default settings for disabling upset limits, and whether or not users can change this default when starting a billing session.</li> <li>Labels for various accounts, such as Fees, when you use the fee billing method.</li> <li>Invoice accounts to use for various types of billing methods.</li> <li>Whether or not to release invoice holds automatically.</li> <li>Whether to enable or disable the Invoice Approvals feature.</li> </ul> <p>You can change general billing settings in Billing Settings at any time. When posting or opening an Interactive Billing session, Vantagepoint uses the last saved Billing Settings.</p>
<b>Default Billing Terms</b>	<p>In <b>Settings » Billing » Default Terms</b>, set up the default billing terms for all of the company's projects. For example, if your company usually bills based on time and materials, set up your default billing terms to reflect typical time and materials billing practices.</p> <p>Default billing terms act as a template for creating individual billing terms for new projects. When you open a new project from the Billing Terms</p>

Billing Settings Area	Description
	<p>form, the form is populated with the defaults. After you save the project, the default terms become the project's individual terms.</p> <p>If the project has phases (or phases and tasks), and you choose to add billing terms at the phase or task level, Vantagepoint also populates the sub-levels with these default terms.</p> <p>You still need to enter billing information that is specific to the project, such as the client's name and billing address. If a project will be billed in a way that is different from your typical billing practices, you might need to enter entirely new billing terms.</p> <p>You can also copy existing project billing terms to create billing terms for a new project.</p>
Reporting Default Terms	<p>In <b>Settings » Billing » Reporting Default Terms</b>, you enter default reporting terms for reports that are based on billing rates. You can also use reporting default terms to generate revenue for projects that have no billing terms defined.</p> <p>To bill a project, or to calculate revenue, you must define billing terms for that project. However, you can create reports or generate revenue for projects that do not have billing terms, by using Reporting Default Terms. You might decide not to specify billing terms for a project if:</p> <ul style="list-style-type: none"> <li>You never want to bill the project.</li> <li>Billing terms have not yet been defined.</li> </ul> <p>In these cases, you can use Reporting Default Terms.</p> <p>You can also use Reporting Default Terms to create a report that helps you determine how much to bill for a fee-based contract. In this case, you use labor, expense, and/or unit billing amounts to calculate the fee, but don't show these amounts on invoices.</p>

## Billing Options Settings

Use the billing options to specify global billing settings for invoices, interactive billing, and batch billing.

## Options Form

Use the Options form to specify global billing options, including the invoicing options, interactive billing session options, and batch billing options.

### Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

### Display the Options Form

You display the Billing Options form in Billing Settings.

In the Navigation pane, select **Settings » Billing » Options**.

### Contents of the Options Form

Specify how your firm prepares client invoices for billing.

**Video:** [See related video below](#)

### Global Billing Options

This section displays only if you use multiple companies.

Field	Description
<b>Use Retainers</b>	<p>Use this option to enable the retainer feature, which streamlines the capture of your client's retainer in your accounting, billing, and reporting systems. You track and apply the retainer to invoices based on your organization's accounts receivable categories.</p> <p>After the project has other accounts receivable activity, you can track the amounts applied, and the retainer balance, on the Accounts Receivable Ledger report. The retainer is also included in Current Receipts on the Office Earnings report.</p>
<b>Use Retainage</b>	<p>Use this option to enable the retainage feature, which allows you to put a portion of the invoice "on hold." Retainage is a percentage of billings contractually withheld on the invoice, which is billed to the client upon the project's completion. The Billing application withholds the percentage specified in Billing Terms on the total billings or any combination of the six possible components of an invoice: labor, consultants, expenses, fees, units, or add-ons. After the retainage on the invoice is calculated, Vantagepoint posts and tracks it through Billing, Accounts Receivable, Project Control, and the General Ledger.</p>
<b>Display Invoice</b>	<p>Set this option to <b>No</b> if you do not want leading zeros in a billing invoice number to display in certain dialog boxes and reports. With fewer digits displayed, invoice numbers may be easier to read.</p>

Field	Description
<b>Leading Zeros</b>	

### <Company Name> Section

If you track multiple companies in Vantagepoint, the name of the company that you are logged in to displays as the heading of this section. Enter company-specific invoice settings in this section.

Field	Description
<b>Invoice Numbering</b>	<p>Select a method for automatically assigning numbers to invoices and credit memos that you create in Interactive Billing and Batch Billing. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Companywide:</b> Use this method if you want one invoice numbering system applied across all projects. You enter the starting (next) invoice number in the <b>Next Invoice Number</b> field on this tab.</li> <li>▪ <b>Project:</b> Use this method if you want to assign a separate invoice numbering system for each project. You enter the starting (next) invoice number on the Summary pane the in Billing Terms form for each project.</li> </ul>
<b>Allow Changes to Next Invoice Number</b>	<p>Specify whether or not you want users to be able to change the automatically assigned invoice number for invoices and credit memos on the following:</p> <ul style="list-style-type: none"> <li>▪ Billing Session Options dialog box in Interactive Billing or Batch Billing, if you selected the <b>Companywide</b> numbering method</li> <li>▪ Summary pane of Billing Terms for a project, if you selected the <b>Project</b> numbering method</li> <li>▪ Assign Invoice dialog box in Interactive Billing, if you selected either the <b>Companywide</b> or <b>Project</b> numbering method</li> </ul>
<b>Next Invoice Number</b>	<p>This field is displayed when you select <b>Companywide</b> in the <b>Invoice Numbering</b> field. Enter the next (starting) invoice number to use.</p> <p>This number prefills in the <b>Next Company Invoice Number</b> field on the Billing Session Options dialog box in Interactive Billing or Batch Billing when you create an invoice. When you override the prefilled invoice number on the Billing Session Options dialog box, the <b>Next Invoice Number</b> field on the Options form of the Billing Options form is updated with that invoice number.</p>
<b>Use Invoice Approvals</b>	<p>Use this option to enable or disable the Invoice Approval feature. This toggle enables/disables the following:</p> <ul style="list-style-type: none"> <li>▪ The <b>Invoice Approvals</b> and <b>Approval Process</b> fields display on the Summary pane of the Billing Terms form in <b>Hubs » Projects » Billing Terms</b>.</li> </ul> <p>You can override the default invoice approval settings in the Default Terms form through these fields.</p>

Field	Description
	<ul style="list-style-type: none"> <li>The <b>Invoice Approvals</b> and <b>Approval Process</b> fields display on the Summary pane of the Default Terms form in <b>Settings » Billing » Default Terms</b>.</li> </ul> <p>You can enter the default invoice approval settings to use for new projects through these fields, but can still be overridden on a project-by-project basis in a project's billing terms.</p> <p>For projects that are set up before the Invoice Approval feature is enabled, you enter invoice approval settings in a project's billing terms. You can also use the use Search and Replace utility to enter the appropriate approval process for a group of projects.</p> <p>If you track multiple companies in Vantagepoint, you enable invoice approvals for each company.</p>
<b>Default Invoice Approval Process</b>	<p>Select the invoice approval process to use for projects that require invoice approvals when the <b>Approval Process</b> field on the Summary pane in the Billing Terms form in <b>Hubs » Projects » Billing Terms</b> for a project is not defined.</p> <p>Although this default approval process is used when no approval process is entered for a project in Billing Terms, it does not prefill in the <b>Approval Process</b> field in a project's billing terms.</p> <p>The default approval process that you enter on the Summary pane of the Default Terms form in <b>Settings » Billing » Default Terms</b> prefills in the billing terms for new projects that you create.</p>
<b>Print Invoice Number on Draft Invoice</b>	<p>Use this option to specify whether or not you want assigned invoice numbers to print on draft invoices in Interactive or Batch Billing. The invoice number that you enter in the Assign Invoice Number form in Interactive Billing prints on the first page of the invoice, in the header on subsequent invoice pages, and on the Billing Backup report when you generate draft invoices. <b>&lt;Draft&gt;</b> also prints below the assigned invoice number on the first page of the invoice.</p> <p>In Interactive Billing, the assigned invoice number also displays when you select <b>Invoice, Edit</b> to edit an invoice in a third-party software application. For an invoice edited outside of Vantagepoint, you must manually delete <b>&lt;Draft&gt;</b> before printing final invoices.</p>
<b>Use Pre-Invoices</b>	<p>Use this option to enable or disable the Pre-Invoices feature for the active company. This feature allows you to produce a "request for payment" invoice that is not recorded in the general ledger.</p> <p>When you select this check box, the following are enabled:</p> <ul style="list-style-type: none"> <li>A Pre-Invoice tab displays in the Billing Terms form in <b>Hubs » Projects » Billing Terms</b>. Use it to toggle between generating pre-invoices and regular invoices for a project in Interactive Billing and Batch Billing and to enter other pre-invoice settings for a project.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>A <b>Pre-Invoice</b> item displays in the Section Order section of the Sections tab in <b>Settings » Billing » Invoice Template Editor</b>, in the desktop application. This allows you to add a pre-invoice section to an invoice template and select other options for the section.</li> <li>A <b>Pre-Invoice</b> column displays in the grid for cash receipts entry in <b>Transaction Center » Transaction Entry » Cash Receipts</b>, to allow you to apply cash receipts to a pre-invoice.</li> <li>A <b>Pre-Invoice</b> column displays on the Invoice History tab in the Interactive Billing form in <b>Billing » Interactive Billing</b>. These allow you to preview pre-invoices and manually cancel unpaid pre-invoices.</li> <li>An <b>Include Pre-Invoices</b> check box displays on the Options tab for the AR Aged report.</li> </ul>
<b>Pre-Invoice Receipt Offset</b>	This field is enabled when you select the <b>Enable Pre-Invoices</b> . Enter or select the general ledger account to credit when cash receipts are posted to pre-invoices. This account must be set up as a balance sheet account or an Other Charges account (type of account). This account is typically a liability account.

### Interactive Billing Session Options

Field	Description
<b>Default to Show Non-billables</b>	<p>Specify whether or not to include all non-billable transactions by default on the Labor and Expenses detail tabs in Interactive Billing. Vantagepoint does not display these items on the invoice.</p> <p>By default, the detail tabs will show all expense/unit charges (units billed as expenses) posted to reimbursable expense accounts and labor charges posted to any labor code except the non-billable labor code. This feature is useful to find items that may have been posted to the wrong account or labor code.</p> <p>If you select this option, the following transactions appear on the detail tabs in Interactive Billing:</p> <ul style="list-style-type: none"> <li>Any labor posted to the non-billable labor code on the Labor detail tab.</li> <li>Any expenses posted to direct expense accounts on the Expenses detail tab.</li> </ul> <p>Typically, this feature can be used with fee jobs. By displaying non-billable transactions, you can better estimate the fee amount or the fee percent complete. This flag may also help you catch any item that was incorrectly posted for a non-fee project. Deltek suggests enabling this feature.</p>
<b>Allow Changes to Show Non-billables</b>	Select this check box if you want users to have the ability to change the <b>Show non-billables on detail tabs</b> option on the Billing Session Options dialog box during Interactive Billing.

Field	Description
<b>Default to Disable Upset Limits</b>	Use this option to specify that you want Vantagepoint to calculate final invoices by default in Interactive and/or Batch Billing without applying any upset limits. This feature is useful if you are using upset limits to budget your projects, but do not bill them in this way.
<b>Allow Changes to Disable Upset Limits</b>	Use this option to specify that you want users to have the ability to change the <b>Disable Upset Limits</b> option on the Billing Session Options dialog box. Use the <b>Disable Upset Limits</b> option if you want to calculate final invoices in Interactive and/or Batch Billing without applying upset limits. This feature is useful if you are using upset limits to budget your projects, but are not required to bill them in this way.

### Batch Billing Options

Field	Description
<b>Print Invoices with only AR</b>	Select this option to print an invoice if there are outstanding accounts receivable on file for the project (and no billable detail), and one or more of the <b>Print AR</b> options in the project's billing terms is selected. This feature is used only with Batch Billing (both draft and final).

### Detailed Transactions

Field	Description
<b>Release Holds Automatically</b>	Use this option to specify that you want all Held (H) detail items for a project to be changed automatically to Billable (B) when you accept an invoice.
<b>Non-billable Labor Code</b>	Enter the labor code (for example, A009) or labor code mask (for example, ___9) or use the lookup to specify a labor code that you want Vantagepoint to treat as non-billable. If employees enter this labor code combination on their timesheets, the billing rate for the timesheet line item is 0.
<b>Enable Effective Dates for Labor Billing Rates</b>	Use this field to establish multiple billing rates that each apply based on a different effective date. This is helpful if you have escalating billing rates that span multiple years for projects. Select <b>Yes</b> to add an <b>Effective Date</b> field to the following billing rate tables in <b>Settings » Rate Tables</b> : Billing Labor Rate Tables, Billing Labor Category Tables, and Billing Labor Override Tables. When you select this check box, the following apply: <ul style="list-style-type: none"> <li>You enter a date in the <b>Effective Date</b> column in the billing rate tables, although an entry in the field is not required.</li> <li>You use effective dates in conjunction with the Date Based Rates feature.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Revenue Generation honors effective dates for billing labor rate tables, labor category tables, and labor code tables when calculating rates and extensions.</li> <li>The Refresh Billing Extensions utility in <b>Utilities » Updates » Refresh Billing Extensions</b> honors the effective dates for billing labor rate tables, labor category tables, and labor code tables when recalculating billing extensions for transactions.</li> <li>The <b>Use Rate Tables with Effective Dates</b> option becomes available on the Rates tab of Resource Planning Settings.</li> </ul> <p>After you enable this feature and create rate tables with effective dates, you cannot turn off effective dates for rate tables until you delete all effective dates from existing rate tables. However, it is probably rare that this feature will ever be turned off once turned on.</p>
<b>Include Add-ons When Reporting at Billing Rates</b>	Select <b>Yes</b> to include add-on fee charges when billing extensions are calculated for project reports at billing rates. This setting lets you include add-ons in the billing extension calculation in postings and in the Refresh Billing Extensions utility.
<b>Save</b>	Click this button to save changes on the form.

## Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

## Pre-Invoices

Use the Pre-Invoices feature to produce billing invoices that are "requests for payment," which are not recorded in the general ledger.

### Enabling the Pre-Invoices Feature

To use this feature, turn it on in **Settings » Billing » Options**. In the company-specific section of the Options form, set the **Use Pre-Invoices** option to **Yes**.

### Pre-Invoice Templates

Use the Invoice Template Editor to create a different invoice template for each of the following: pre-invoices, pre-invoice cancellations, and regular invoices (final or draft). The invoice template for each of these invoice types has a Pre-Invoice section, which lists the pre-invoices and identifies the fee amounts that have been paid, cancelled, and applied to a regular invoice.



## Billing Terms

For each project that you plan to pre-invoice, you must update the project's billing terms to specify:

- The default pre-invoice and cancellation invoice template to use for the project.
- Pre-invoice notes that display in the **Note** column in the Pre-Invoice section of the invoice.
- A phase and task for cash receipts that are posted to pre-invoices (if you use phases and/or tasks).

## Processing Pre-Invoices

Each time that you generate a pre-invoice in Interactive Billing or Batch Billing, you must complete the following actions in the project's billing terms in **Hubs » Projects » Billing Terms**:

- On the Fees tab, set the **Fee Method** option to **Current Unit or Fee**.
- On the Pre-Invoice tab, select the **Process Pre-Invoice** check box. This check box is a toggle that enables and disables pre-invoice processing in Interactive Billing and Batch Billing for a project. Before you produce invoices, be sure that this check box is appropriately set for a project:
  - When the check box is selected, Interactive Billing and Batch Billing produce pre-invoices instead of regular invoices for a project.
  - When the check box is cleared, Interactive Billing and Batch Billing produce regular invoices.
- Enter billing information and the fee amount for the pre-invoice on the Billing Terms form.

## Cash Receipts for Pre-Invoices

When you receive payments for pre-invoices, you apply the cash receipts to the pre-invoices in **Transaction Center » Transaction Entry » Cash Receipts**. Specify the default general ledger account to credit for pre-invoice cash receipts in the **Pre-Invoice Receipt Offset** field on the Options form in **Settings » Billing » Options**. This is typically a liability account.

## Regular Invoices

### Paid Pre-Invoices

The fee amount from paid pre-invoices is applied automatically to the next regular invoice (final or draft) that you generate for a project. It reduces the total billed amount on the regular invoice. The paid pre-invoices display in the Pre-Invoice section of a regular invoice.

### Canceled Pre-Invoices

When you create a regular invoice (draft or final) in Interactive Billing or Batch Billing for projects with pre-invoices, all unpaid pre-invoices are canceled automatically. You can add the unpaid pre-invoice fee amounts to a regular invoice by entering them in the **Fee** field on the Fees tab in Billing Terms (in the Projects hub). The unpaid pre-invoices display in the Pre-Invoice section of a regular invoice as canceled.

### Invoice History

On the Invoice History tab of the Interactive Billing form, you can see all pre-invoices that are created for a project and print or preview them. You can also manually cancel any unpaid pre-invoices on this tab.

### Reports

You can include unpaid pre-invoices on the AR Aged report under the Accounts Receivable report type in Reporting.

Other accounts receivable and project reports do not include pre-invoices. Job-to-date billing and job-to-date receipt amounts on reports do not include pre-invoices or any cash receipts applied to them. Tax reports do not include pre-invoice tax amounts until they are paid.

## Billing Invoice Accounts Settings

Identify the default accounts used for the billing categories in billing invoices.

### Invoice Accounts Form

Use the Invoice Accounts form to specify the default revenue accounts to be used for billing categories, such as Fee, Labor, and Consultants. During final invoice processing, Vantagepoint automatically creates invoice transaction records charged to these accounts.

### Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

### Display the Invoice Accounts Form

You display the Invoice Accounts form in Billing Settings.

In the Navigation pane, select **Settings » Billing » Invoice Accounts**.

### Contents of the Invoice Accounts Form

Use the fields to specify the invoice accounts to be used for billing categories, along with the label that appears on the invoice. However, any or all of these accounts can be overridden on the Misc tab of Billing Terms for individual projects.

**Video:** [See related video below](#)

For any account, you can enter an account in the field or click **Q** and select an account from the Account lookup.

## &lt;Company Name&gt;

The heading changes to reflect the current company for which you want to configure the invoicing options.

Field	Description
<b>Fee</b>	In the <b>Invoice Account</b> column, enter the revenue account number for fee billings. In the <b>Label on Invoice</b> column, enter the label used for the fee section in the <b>Billing to Date</b> section on invoices.
<b>Labor</b>	In the <b>Invoice Account</b> column, enter the revenue account number for labor billings. In the <b>Label on Invoice</b> column, enter the label used for the labor section in the <b>Billing to Date</b> section on invoices.
<b>Consultant</b>	In the <b>Invoice Account</b> column, enter the revenue account number for consultant expense billings. In the <b>Label on Invoice</b> column, enter the label used for the consultant section in the <b>Billing to Date</b> section on invoices.
<b>Expense</b>	In the <b>Invoice Account</b> column, enter the revenue account number for reimbursable expense billings. In the <b>Label on Invoice</b> column, enter the label used for the expense section in the <b>Billing to Date</b> section on invoices.
<b>Unit</b>	In the <b>Invoice Account</b> column, enter the revenue account number for unit billings. In the <b>Label on Invoice</b> column, enter the label used for the unit section in the <b>Billing to Date</b> section on invoices.
<b>Add-on</b>	In the <b>Invoice Account</b> column, enter the revenue account for add-on fees. In the <b>Label on Invoice</b> column, enter the label used for the add-on section in the <b>Billing to Date</b> section on invoices.
<b>Tax</b>	In the <b>Label on Invoice</b> column, enter the label used for the tax section in the <b>Billing to Date</b> section on invoices.
<b>Interest</b>	In the <b>Label on Invoice</b> column, enter the label used for the interest section in the <b>Billing to Date</b> section on invoices.
<b>Save</b>	Click this button to save changes on the form.

## Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

## Billing Fee Settings

Use the options in Billing Fee settings to enable or disable fee-related settings for billing invoices.

## Fee Options Form

Use the Fee Options form to specify billing options for fees. For example, you can set up fee-based contracts so that invoices are automatically generated, enable fee billing by category, or allocate fee revenue based on the detailed transactions associated with the invoice.

### Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

### Display the Fee Options Form

You display the Fee Options form in Billing Settings.

In the Navigation pane, select **Settings » Billing » Fee**.

### Contents of the Fee Options Form

Use the fields and options to specify options for fee billing.

**Video:** [See related video below](#)

When you select either **Enable Fee Entry by Billing Category** or **Enable Fee Billed Allocation Based on Transaction Detail**, the change does not update the billing terms for existing projects. If you want to apply these options to existing projects, and you do not want to update the billing terms for each of those projects individually, you can use the Search and Replace utility to set the value of the **BT.FeeByDetailEnabled** field to **Y** for multiple projects.

### <Company Name>

The heading changes to reflect the current company for which you want to configure the fee billing options. This section displays only if you are using multiple companies.

Field	Description
<b>Use Scheduled Billing</b>	<p>Select <b>Yes</b> or <b>No</b> to enable/disable the Scheduled Billing feature. Use this feature to set up fee-based contracts so that invoices are automatically generated in Batch Billing and Interactive Billing. Invoices are based on a schedule of invoicing dates and percent complete or milestone amounts entered in the project's billing terms.</p> <p>When you select this check box, the following items display in Vantagepoint:</p> <ul style="list-style-type: none"> <li>A <b>Scheduled Billing</b> check box on the Fees tab of the Billing Terms form in <b>Hubs » Projects » Billing Terms</b>.</li> <li>A <b>Bill Scheduled Invoices Through</b> field on the Billing Session Options dialog box in Interactive Billing and Batch Billing.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>The <b>Exclude Previously Scheduled Billed</b> and <b>Scheduled Billing Date Range</b> fields on the General tab of the Reporting form for the Fee Remaining report.</li> </ul> <p>You can turn the Scheduled Billing feature on or off at any time. If you turn it off after you have turned it on and entered scheduled billing information in Billing Terms, the scheduled billing information in Billing Terms no longer applies. You may need to adjust the billing terms for those projects. If you turn the Scheduled Billing feature back on again, the scheduled billing information previously entered in Billing Terms is available again; you do not have to reenter it.</p> <p>If you have multiple companies, you must turn on and set up the Scheduled Billing feature for each company in your enterprise, as needed. All lower work breakdown structure levels of a project follow the scheduled billing settings for the main project to which they belong.</p> <p>For example, if a main project belongs to a company that has the Scheduled Billing feature enabled and several of the project's phases or tasks belong to a company that does not have the Scheduled Billing feature enabled, you can still set up scheduled billing for the phases or tasks because the main project belongs to a company that has the Scheduled Billing feature enabled.</p> <p>If you use billing groups, all projects in a billing group follow the Scheduled Billing settings for the main project of the group.</p>
<b>Override Prior Fee</b>	Select <b>Yes</b> or <b>No</b> to allow/restrict the manual entry of the prior fee billings-to-date in Billing Terms. If you turn this off, Vantagepoint calculates prior fee billings-to-date based on actual posted invoice amounts.

### Fee Invoice Posting Section

Field	Description
<b>Enable Fee Entry by Billing Category</b>	<p>Select <b>Yes</b> or <b>No</b> to enter separate fee amounts by billing category in Billing Terms. This setting can be overridden in the billing terms for individual projects.</p> <ul style="list-style-type: none"> <li>If <b>Enable Tracking for This Many Revenue Categories</b> is selected on the Revenue settings form in <b>Settings » Accounting » Revenue</b>, you can enter separate fee amounts on the Billing Terms form for each revenue category defined on the Revenue settings form. For projects with phase billing, you can enter fee amounts for those categories for each billing phase. Those fee amounts are posted to the accounts in <b>Fee Invoice Billed</b> on Revenue settings form for each of the revenue categories. After you select this option, go to the Revenue settings form and enter a revenue account in <b>Fee Invoice Billed</b> for each of your revenue categories.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>If <b>Enable Tracking for This Many Revenue Categories</b> is not selected on the Revenue settings form, you can enter separate fee amounts for labor, consultants, and expenses on the Billing Terms form. For projects with phase billing, you can enter these three fee amounts for each billing phase. The fee amounts are posted to fee billed revenue accounts specified for labor, consultants, and expenses, either the default revenue accounts on the Revenue settings form or the override accounts specified on the Billing Terms form for the project.</li> </ul> <p>If you do not select this check box, fee entry by category is not available, and the related fields do not appear on the Billing Terms form.</p> <p>If you enable this option, you cannot also select <b>Enable Fee Billed Allocation Based on Transaction Detail</b>.</p>
<b>Enable Fee Billed Allocation Based on Transaction Detail</b>	<p>Select <b>Yes</b> or <b>No</b> to enable/disable the allocation of fee revenue based on the detailed transactions associated with the invoice. This setting can be overridden in the billing terms for individual projects.</p> <p>If you enable this, the fee amount is allocated to labor, consultants, expenses, and units based on the total amount of transactions for each of these billing categories. Those allocated amounts are posted to fee billed revenue accounts associated with the billing categories, either the default revenue accounts on the Accounts tab of the Billing Setup form or override accounts specified on the Billing Terms form for the project. (For units, you can override the company default account either in the Units hub in the desktop application or on the Billing Terms form for the project.) If you enable this option, you cannot also select <b>Enable Fee Entry by Billing Category</b>.</p> <p>If you disable this, the fee amount is not allocated by billing category. The entire fee amount is posted to the billed revenue account for fees specified on the Accounts tab of the Billing Setup form.</p>

The following options and fields display when you select **Yes** for **Enable Fee Billed Allocation Based on Transaction Detail**:

Field	Description
<b>Calculate Transaction Values At</b>	<p>Indicate in this field if you want Vantagepoint to calculate the value of transactions based on their billing value or their cost amounts.</p> <p>If you select <b>Billing</b>, Vantagepoint allocates fee revenue to each billing category equal to the total billing value of the transactions for that category that are associated with the invoice.</p> <ul style="list-style-type: none"> <li>Because the billing amounts of transactions included in fee billing are 0, Vantagepoint uses the current project billing terms to calculate the transaction billing values, not the billing information from the transactions themselves. If the project does not have applicable billing</li> </ul>

Field	Description
	<p>terms for a transaction (no labor billing terms, for example), Vantagepoint uses the reporting default billing terms to calculate the billing value.</p> <ul style="list-style-type: none"> <li>The transaction billing totals include non-billable charges (expenses posted to direct expense accounts, for example) in addition to the billable charges (those with Bill status).</li> <li>The billing value for a direct expense is its cost, unless another value is specified in an applicable billing rate table.</li> <li>Labor transactions with a non billable labor code have a 0.00 billing value.</li> <li>Held, written off, deleted, and Suppress Bill charges are not included in the calculation of the total billing values.</li> </ul> <p>If you select <b>Cost</b>, Vantagepoint allocates fee revenue to each billing category equal to the total cost amount of the transactions for that category that are associated with the invoice.</p> <ul style="list-style-type: none"> <li>Costs for written off and deleted charges are included along with those for billable charges.</li> <li>Costs for held and Suppress Bill charges are not included.</li> </ul> <p>Any difference between the fee amount for the invoice and the sum of allocated fee revenue amounts is posted to the account you specify in the <b>Over/Under Billed Account</b> field.</p>
<b>Over/Under Billed Account</b>	<p>Use the Account lookup to specify the revenue account to which you want Vantagepoint to post the difference between the fee amount and the sum of fee revenue amounts calculated from transaction detail. Most companies use a labor billed revenue account.</p> <p><b>Example:</b> If the fee amount for the invoice is 10,000, and the total allocated revenue calculated from transaction detail is 9,000, Vantagepoint posts the remaining 1,000 of revenue to this account.</p> <p>This account must be mapped in the Invoice Mapping Accounts grid of the Accounts Receivable settings form in <b>Settings » Billing » Accounts Receivable</b>.</p> <p>If your firm has multiple companies, you specify an over/under billed account for each of your companies. Vantagepoint always uses the account defined for the company associated with the fee. For example, if a project has phases that belong to a different company than the project and you set up a fee for a phase, Vantagepoint posts the variance amount for that fee to the over/under billed account specified for the company that is associated with the phase for which you billed the fee.</p>
<b>Include Transactions From</b>	<p>The transaction types that you determine the transactions included in the calculation of the fee billed revenue amounts for billing categories. These selections apply to all projects for which fee revenue is allocated based on transaction detail.</p>

Field	Description
	<p>For example, if you select only Labor and Consultant - Direct, Vantagepoint only calculates fee revenue for those billing categories and only includes transactions for those categories in the calculation. Transactions for the other billing categories are ignored, and no fee revenue is posted to the revenue accounts associated with them.</p> <ul style="list-style-type: none"> <li> <b>Labor:</b> Select this check box to include labor transactions in the calculation of fee revenue allocations.  If you select <b>Billing</b> in <b>Calculate Transaction Values At</b>: <ul style="list-style-type: none"> <li>Billable labor charges are included.</li> <li>All other labor charges are excluded.</li> </ul> If you select <b>Cost</b> in <b>Calculate Transaction Values At</b>: <ul style="list-style-type: none"> <li>Billable, written off, deleted, and non-billable labor charges (charges with non-billable labor codes) are included.</li> <li>Held and Suppress Bill labor charges are excluded.</li> </ul> </li> <li> <b>Direct Consultant:</b> Select this check box to include direct consultant expense transactions in the calculation of fee revenue allocations. </li> <li> <b>Reimbursable Consultant:</b> Select this check box to include reimbursable consultant expense transactions in the calculation of fee revenue allocations. </li> <li> <b>Direct Expense:</b> Select this check box to include direct expense transactions in the calculation of fee revenue allocations. </li> <li> <b>Reimbursable Expense:</b> Select this check box to include reimbursable expense transactions in the calculation of fee revenue allocations. </li> </ul> <p>For Consultants and Expenses, these options enable you to allocate fee revenue correctly when, for example, you include direct expense and direct consultant transactions in the fee but bill reimbursable expense and reimbursable consultant transactions separately.</p> <p>If you select <b>Billing</b> in <b>Calculate Transaction Values At</b></p> <ul style="list-style-type: none"> <li>Billable and non-billable charges of the designated type are included.</li> <li>Held, written off, deleted, and Suppress Bill charges are excluded.</li> </ul> <p>If you select <b>Cost</b> in <b>Calculate Transaction Values At</b></p> <ul style="list-style-type: none"> <li>Billable, written off, deleted, and non-billable charges are included.</li> <li>Held and Suppress Bill charges are excluded.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Direct Unit:</b> Select this check box to include unit transactions posted to direct expense accounts in the calculation of fee revenue allocations.</li> <li>▪ <b>Reimbursable Unit:</b> Select this check box to include unit transactions posted to reimbursable expense accounts in the calculation of fee revenue allocations. These options enable you to allocate fee revenue correctly when, for example, you include direct unit transactions in the fee but bill reimbursable unit transactions separately. Whether or not the unit is billed as an expense or has a billing amount defined does not matter.</li> </ul>

## Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

Learn More About...(Billing Fee Settings)

Learn more about ways to use Billing Fee settings.

## Allocating Fee Revenue Based on Transaction Detail

An alternative to posting all fee billed revenue to a single account is to have Vantagepoint post to multiple accounts based on the transaction detail that underlies the fee.

For example, if your fee contracts commonly include labor, direct consultants, and direct expenses in the fee, you can set up Vantagepoint to automatically calculate revenue amounts for each of those types of charges, based on either their total billing value or total cost, and post those amounts to three separate revenue accounts.

Any difference between the actual fee amount and the sum of the revenue amounts calculated from transaction detail is posted to a revenue account that you specify (usually a labor billed revenue account).

For projects with lower WBS levels, Vantagepoint posts the revenue to those levels based on the transaction detail and also allocates the over/under billed amount based on each lower level WBS component's proportion of the total amount for labor transactions.

Using this option for allocating fee billed revenue to revenue accounts does not affect the appearance of the invoice itself. Vantagepoint calculates and displays fee billed amounts, percent completes, prior billing totals, and so on, in exactly the same way on invoices, whether or not you select this option.

The option to post to multiple accounts based on the transaction detail works best if your fee billing amounts tend to closely approximate the actual billing value or cost of the transactions associated with each invoice.

### Example: When You Bill

Assume that the following are true for your company:

- The default fee billed revenue accounts on the Accounts tab of Billing Setup are 401.00 for labor and 421.00 for consultants.
- On the Fee settings form in **Settings » Billing » Fee**, you select **Enable Allocation of Billed Revenue on Fee Invoices Based on Transactions Detail** and specify these settings:
  - **Calculate Transaction Values At:** Billing
  - **Over/Under Billed Account:** 409.00
  - **Include Transactions From:** Labor and Consultant – Direct

You set up a new project with fee billing terms at the project level and select **Allocate Billed Revenue on Fee Invoices Based on Transactions**. The project has two WBS levels, project and phase. You do not enable posting by billing phase, and you do not override the default fee billed revenue accounts.

When you generate an invoice with a \$10,000 fee billing amount, Vantagepoint calculates transaction amounts as follows:

- Total billing value of the labor transactions = \$5,000: \$2,000 for Phase 1 and \$3,000 for Phase 2.
- Total billing value of the direct consultant transactions = \$4,000: \$1000 for Phase 1 and \$3000 for Phase 2.
- Difference between the actual fee billing amount (\$10,000) and the sum of the included labor and direct consultant transactions (\$9,000): \$1000

Based on these calculations, Vantagepoint posts to accounts as follows:

- \$5,000 to account 401.00 based on the labor transactions
- \$4,000 to account 421.00 based on the direct consultant transactions
- \$1,000 to account 409.00 for the over/under billed amount

These posted amounts are further broken down by phase:

- Labor: \$2,000 to Phase 1, \$3,000 to Phase 2
- Direct consultants: \$1000 to Phase 1, \$3000 to Phase 2
- Over/under billed (based on percentage of the total billing value of labor transactions):
  - \$400 to Phase 1:  $(2,000 / 5,000) \times 1,000$  over-billed amount
  - \$600 to Phase 2:  $(3,000 / 5,000) \times 1,000$  over-billed amount

When you display the invoice information in the Invoice Accept dialog box, the grid displays these allocations by account and phase, all with **Fee** in the **Invoice Section** column of the grid.

### Invoice Transaction Detail Report

The Invoice Transaction Detail report is designed to support the option to post fee invoice revenue based on transaction detail. Use that report to review the transaction detail that Vantagepoint uses to allocate and post fee billed revenue amounts for invoices to revenue accounts and WBS levels.

For each invoice, the report provides complete transaction detail, grouped and subtotaled by general transaction type (labor, consultant, and expenses). You have the option to also display the invoice total amount and totals for each of the invoice sections: fees, labor, reimbursable expenses, and so on.

In addition to posted transactions, the report includes any billing-only transactions created in Interactive Billing. The detail on this report matches the detail displayed in Interactive Billing when the invoice is posted.

### Multiple Companies

If you have multiple companies:

- If you have projects for which some lower WBS levels belong to other companies, the company for the top WBS level determines whether the option to post fee billed revenue based on transactions is available at any level of the project, whether or not the option is enabled for the company of a lower WBS level component.
- If you have projects for which some lower WBS levels belong to other companies, the company for the top WBS level determines whether the option to post fee billed revenue based on transactions is available at any level of the project, whether or not the option is enabled for the company of a lower WBS level component.
- If you have projects for which a fee is specified at the project level but some lower WBS levels belong to other companies, it is recommended that you select the same option, **Cost** or **Billing**, in **Calculate Transaction Values At** for all companies.
- You specify an over/under billed account for each of your companies. Vantagepoint always uses the account defined for the company associated with the fee. For example, if a project has phases that belong to a different company than the project and you set up a fee for a phase, Vantagepoint posts the variance amount for that fee to the over/under billed account specified for the company that is associated with the phase for which you billed the fee.

### Multiple Currencies

If you use multiple currencies, both billing and cost amounts are calculated in the billing currency.

### If No Transaction Detail Exists

If an invoice has a fee amount but no associated transaction detail, the full fee amount is allocated and posted to the over/under billed account. Even if the project has more than one WBS level, only one WBS component receives the full fee amount.

### If You Consolidate Posting

If you select **Consolidate All Posting** on the Sub-Level Terms tab of the Billing Terms form, Vantagepoint allocates fee billed revenue to the applicable revenue accounts based on transaction detail. However, rather than allocating the fee to WBS components based on

transactions, Vantagepoint posts the entire fee amount for the invoice to the phase specified in **Phase to Post** (or to the phase in **Phase to Post** and the task in **Task to Post**, if the project has three WBS levels).

### If You Enable Posting by Billing Phase

If you enable posting by billing phase for a fee, Vantagepoint determines allocations for each billing phase separately. For example, if the Schematic Design billing phase is set up to post to phase 01, Vantagepoint only considers transactions for phase 01 when determining how to allocate the fee billed revenue for the Schematic Design billing phase to labor, consultant, expenses, and unit.

### Fees for Multiple WBS Levels

Deltek recommends that you do not set up fees at more than one WBS level for the same project (for example, a fee at the project level and another fee at the phase level). The fee billed revenue allocations would probably not be correct in that case.

### Fee Billed Revenue Posting Options

As part of configuring Billing, you should consider how you want to post fee billed revenue to the general ledger.

By default, when you generate a final invoice, all fee billed revenue is posted to a single account, either a company-level default account specified on the Invoice Accounts form in Billing Settings (**Settings » Billing » Invoice Accounts**), or an override account entered for the individual project on the Misc tab of the Billing Terms form.

If the project has work breakdown structure (WBS) levels below the level at which the fee is billed, Vantagepoint does not distribute fee billed revenue to those lower levels.

### Alternative Approaches

For many firms, this approach is adequate. However, Vantagepoint offers two alternatives that offer a more detailed breakdown of fee billed revenue:

- Post fee billed revenue to separate revenue accounts for labor, consultants, expenses, and units, based on the transaction detail associated with the invoice.
- Post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

Firms that implement one of these alternatives generally do so for these reasons:

- They want to match up income with related expenses on their financial statements.
- They want improved alignment of fee income with expenses on project reports such as the Project Earnings report.
- They want a more accurate distribution of fee income to phases and tasks.
- They want more precise employee realization data.

### Allocating Fee Revenue by Billing Category

An alternative to posting all fee billed revenue to a single account is to have Vantagepoint post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

Vantagepoint allocates revenue to the accounts linked to billing categories based on information you enter in individual billing terms prior to generating the invoice. The disadvantage of this option is that it requires more data entry than posting revenue based on transaction detail, but one advantage is that you have more control over the allocated amounts because they are not tied to the associated transactions.

This option works best if you bill ahead or if, for other reasons, your fee billing amounts are not directly linked to the actual billing value or cost of the transactions associated with each invoice.

If your company uses revenue categories in Vantagepoint, you can set up billing terms to calculate revenue amounts for any of your revenue categories. If you do not use revenue categories, you can set up the billing terms to calculate revenue amounts for any combination of labor, consultants, and expenses.

For projects for which you bill by billing phase, you can enter fee information by category for each billing phase.

#### Example: When You Bill

Assume that the following are true for your company:

- Your company is not using revenue categories.
- The default revenue accounts on the Accounts tab of Billing Setup are 401.00 for labor and 421.00 for consultants.
- In the Fee Invoice Posting section of the Fee settings form in **Settings » Billing » Fee**, you select **Enable Fee Entry by Billing Category**.

Your firm negotiates a contract that calls for a \$40,000 fee billed as a lump sum based on overall percent complete. When you create the billing terms for the project, **Allocate Billed Revenue on Fee Invoices Based on Transactions** is selected by default on the Fees tab of the Billing Terms form. You then make these additional entries:

- **Fee Method:** Overall Percent Complete
- **Fee Basis:** Lump Sum
- **Fee Billing:**

	Fee	Pct Compl	Fee to Date	Prior Fee Billing
<b>Labor</b>	25,000.00			
<b>Consultant</b>	15,000.00			

In preparation for the first invoice for the project, you enter a percent complete for each of the categories on the Fees tab of the Billing Terms form, and Vantagepoint calculates the fee-to-date amounts:

	Fee	Pct Compl	Fee to Date	Prior Fee Billing
<b>Labor</b>	25,000.00	20.0000	5,000.00	
<b>Consultant</b>	15,000.00	10.0000	1,500.00	

Because there has been no prior fee billing, the fee amount to be billed on the invoice is \$6,500. The overall percent complete displayed on the invoice is 16.2500:  $(6,500 / 40,000) \times 100$ .

When you generate the invoice, Vantagepoint does the following:

- Allocates \$5,000 to account 401.00 based on the fee information entered for the labor category
- Allocates \$1,500 to account 421.00 based on the fee information entered for the consultant category

When you display the invoice information in the Invoice Accept dialog box, the grid displays those two revenue account distributions for the Fee invoice section.

The revenue posted to each of the accounts is calculated as **Fee to Date – Prior Fee Billing**. For subsequent invoices, the posted amounts will be less than the amounts in **Fee to Date** because the prior fee billing amounts will no longer be 0.00.

### Billing Phase Fee Calculation for the Percent Complete by Phase, as Percent of Fee Method

If you select **Percent Complete by Phase, as Percent of Fee** as the **Fee Method** on the Billing Terms form, Vantagepoint calculates the current fee for a billing phase/billing category combination based on the overall category fees.

For example, assume that the total fee for labor for the project is \$80,000 (80% of the overall fee) and the total fee for consultants is \$20,000 (20% of the overall fee). If the total billing phase fee for an invoice is \$10,000, Vantagepoint allocates \$8,000 (80%) of that phase fee to the labor category and \$2,000 (20%) to the consultants category.

### Setting Up Allocation of Fee Revenue by Billing Category

As part of setting up Billing, you may decide to post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

### Enable the Option in Billing Setup

To enable this option for your company, select **Yes** in **Enable Fee Entry by Billing Category** of the Fee Invoice Posting section of on the Fee settings form in **Settings » Billing » Fee**.

If your company is using revenue categories, go to the Revenue settings form in **Settings » Accounting » Revenue** and select fee billed revenue accounts for each of your revenue categories.

When you enable this option, existing projects are not affected. If you want to implement this option for an existing project, display that project's billing terms, activate the feature on the Fees tab, and enter the fee information for the applicable billing categories.

### Set Up the Option in Billing Terms (in the Projects hub)

If you enable the option to enter fee information by billing category, the **Allocate Billed Revenue on Fee Invoices Based on Category** check box on the Fees tab of the Billing Terms form is selected by default when you set up new billing terms.

If entering fee information by category is not appropriate for the project, you can clear the check box. In that case, Vantagepoint posts fee billed revenue to a single account. (You cannot select **Allocate Billed Revenue on Fee Invoices Based on Category** for billing terms for which you select **Unit Based** in **Fee Basis**, or for billing terms with both **Percent Complete by Phase**, as **Fixed Amount** in **Fee Method** and scheduled billing enabled.)

If the option is appropriate for the project but you want to post revenue to accounts other than the default accounts, you can specify alternate accounts under **Invoice Override Accounts** on the Misc tab of the Billing Terms form.

When you select a fee method and fee basis on the Fees tab of the Billing Terms form, Vantagepoint displays the fields you use to enter fee information by category. Those fields vary based on the fee method and basis. For example, when you set up new billing terms for a fee with **Overall Percent Complete** in **Fee Method** and **Lump Sum** in **Fee Basis**, you enter the amount that each category will contribute to the total fee over the life of the project. The sum of those amounts is the total fee. In preparation for billing, instead of entering a single percent complete, you enter a percent complete for each category included in the fee, and Vantagepoint uses that to calculate the fee amount earned to date for each category. Alternatively, you can enter fee-to-date amounts for each category, and let Vantagepoint calculate the percent of completion.

For projects for which you bill by billing phase, you can enter fee information by category for each billing phase.

Using this option for allocating fee billed revenue to revenue accounts does not affect the appearance of the invoice itself. Vantagepoint calculates and displays fee billed amounts, percents complete, prior billing totals, and so on, exactly the same on the invoices whether or not **Allocate Billed Revenue on Fee Invoices Based on Category** is selected.

### Setting Up Allocation of Fee Revenue Based on Transaction Detail

As part of setting up Billing, you may decide to post fee billed revenue to separate revenue accounts for labor, consultants, expenses, and units, based on the transaction detail associated with the invoice.

### Enable the Option in Billing Setup

To enable this option for your company, go to **Settings » Billing » Fee**:

1. In the Fee Invoice Posting section, select **Yes** in **Enable Fee Billed Allocation Based on Transaction Detail**.
2. In **Calculate Transaction Values At**, indicate if you want Vantagepoint to calculate the value of transactions based on their billing values or their cost amounts.
3. In **Over/Under Billed Account**, enter the revenue account to which you want Vantagepoint to post the difference between the actual fee amount and the sum of fee billed revenue amounts calculated from transaction detail. Most companies use a labor billed revenue account.

4. Under **Include Transactions From**, select the transaction types you want to include in the calculation of fee revenue amounts.

For example, if you select only **Labor** and **Consultant - Direct**, Vantagepoint only calculates fee revenue for labor and direct consultant expense, and only includes transactions for those two categories in the calculation. Transactions for the other billing categories are ignored, and no fee revenue is posted to the revenue accounts associated with them.

For more details, see the [Contents of the Fee Options Form](#).

### Apply to Existing Projects

When you enable this option, existing projects are not affected. If you want to implement this option for existing projects, do either of the following:

- Display each project's billing terms in **Hubs » Projects » Billing Terms** and select **Allocate Billed Revenue on Fee Invoices Based on Transactions** on the Fees tab.
- Use the Search and Replace utility (**Utilities » Updates » Search and Replace**) to select **Allocate Billed Revenue on Fee Invoices Based on Transactions** for multiple projects with a single update process.

### Select the Option in Billing Terms (in the Projects hub)

If you enable the option to post fee billed revenue based on transaction detail, the **Allocate Billed Revenue on Fee Invoices Based on Transactions** check box on the Fees tab of the Billing Terms form is selected by default when you set up new billing terms in **Hubs » Projects » Billing Terms**.

If posting revenue based on transaction detail is not appropriate for the project, you can clear that check box. In that case, Vantagepoint posts fee billed revenue to a single account.

If the option is appropriate for the project but you want to post revenue to accounts other than the default accounts, you can specify alternate accounts under **Invoice Override Accounts** on the Misc tab of the Billing Terms form. The default accounts that you can override include the account entered in **Over/Under Billed Account** on the Fees tab of Billing Setup.

If you select a fee method other than No Fee Billing, you can select **Allocate Billed Revenue on Fee Invoices Based on Transactions** at any level of the WBS at which you can set up fee billing.

## Billing Invoice Format Settings

Configure the format for billing invoices.



## Invoice Format Form

Use the Invoice Format form to specify the details that you want to include in invoices.

### Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

### Display the Invoice Format Form

You display the Invoice Format form in Billing Settings.

In the Navigation pane, select **Settings » Billing » Invoice Format**.

### Contents of the Invoice Format Form

Use the fields and options to specify the format and details that you want to include in invoices.

**Video:** [See related video below](#)

### <Company Name>

The heading changes to reflect the current company for which you want to configure the invoice format.

Field	Description
<b>Invoice Addressee</b>	Use this option to select the line of text, such as <b>Name of Billing Client</b> or <b>Name of Billing Contact</b> , that is used for the first line of the client's address on invoices. The address that you enter will be the default addressee for session options in Interactive Billing and Batch Billing. You establish available lines of text in the Projects hub.  Depending on the option that you select, additional print options for contact details display on this form. Select <b>Yes</b> or <b>No</b> for each option.
<b>Address Start</b>	Enter the number of inches or millimeters below the standard address placement for the address to start printing. The units in which you enter the measurement should match the type of units currently selected in the <b>Unit of Measure</b> field in this form.  If you enter zero, Vantagepoint does not change the standard address placement.
<b>Page 2 Start</b>	Enter the number of inches or millimeters below the standard page two start placement for the first line on the second (and subsequent) pages of your invoices to start printing. This dimension is used for invoices if no dimension is entered in <b>2nd Page Top</b> for the invoice template. The units in which you enter the measurement should match the type of units currently selected in the

Field	Description
	<p><b>Unit of Measure</b> field in this form. You cannot enter a negative number in this field.</p> <p>If this field value is used for an invoice, white space equal to the sum of this dimension and <b>2nd Page Header Height</b> in the invoice template will also appear on the first page of the invoice, though the second page header itself is not displayed on the first page. Microsoft SQL Server Reporting Services 2008 R2 and later versions were intentionally designed to insert this white space when suppressing the header on the first page.</p>
<b>Unit of Measure</b>	<p>Select <b>Inches</b> or <b>Millimeter</b> to determine the unit of measure used in the Address Start and Page 2 Start fields. When you switch from one unit of measure to the other, the measurements automatically convert to the new unit of measure.</p> <p>(1 inch = 25.4 millimeter)</p>
<b>Overtime Indicator</b>	<p>This field defaults to display <b>Ovt</b> as the indicator for overtime amounts on Invoice reports. You can change this indicator to any three-digit alphanumeric indicator to support your business requirements. For example, the Dutch indicator for overtime is <b>Ovw</b> for "Overwerk."</p>
<b>Print Contact Prefix</b>	<p>This option displays only when you select <b>Name of Billing Client</b>, <b>Name of Billing Contact</b>, <b>Name of Billing Contact/Client</b>, or <b>Name of Billing Client/Contact</b> in the <b>Invoice Addressee</b> field. Select <b>Yes</b> or <b>No</b> if you want to include the contact prefix on the invoice.</p>
<b>Print Contact Middle Name</b>	<p>This option displays only when you select <b>Name of Billing Client</b>, <b>Name of Billing Contact</b>, <b>Name of Billing Contact/Client</b>, or <b>Name of Billing Client/Contact</b> in the <b>Invoice Addressee</b> field. Select <b>Yes</b> or <b>No</b> if you want to include the contact middle name on the invoice.</p>
<b>Print Contact Title</b>	<p>This option displays only when you select <b>Name of Billing Client</b>, <b>Name of Billing Contact</b>, <b>Name of Billing Contact/Client</b>, or <b>Name of Billing Client/Contact</b> in the <b>Invoice Addressee</b> field. Select <b>Yes</b> or <b>No</b> if you want to include the contact title on the invoice.</p>
<b>Print Contact Preferred Name</b>	<p>This option displays only when you select <b>Name of Billing Client</b>, <b>Name of Billing Contact</b>, <b>Name of Billing Contact/Client</b>, or <b>Name of Billing Client/Contact</b> in the <b>Invoice Addressee</b> field. Select <b>Yes</b> or <b>No</b> if you want to include the contact preferred name on the invoice.</p>
<b>Print Contact Last Name</b>	<p>This option displays only when you select <b>Name of Billing Client</b>, <b>Name of Billing Contact</b>, <b>Name of Billing Contact/Client</b>, or <b>Name of Billing Client/Contact</b> in the <b>Invoice Addressee</b> field. Select <b>Yes</b> or <b>No</b> if you want to include the contact last name on the invoice.</p>
<b>Print Contact First Name</b>	<p>This option displays only when you select <b>Name of Billing Client</b>, <b>Name of Billing Contact</b>, <b>Name of Billing Contact/Client</b>, or <b>Name of Billing Client/Contact</b> in the <b>Invoice Addressee</b> field. Select <b>Yes</b> or <b>No</b> if you want to include the contact first name on the invoice.</p>

Field	Description
<b>Print Contact Suffix</b>	This option displays only when you select <b>Name of Billing Client</b> , <b>Name of Billing Contact</b> , <b>Name of Billing Contact/Client</b> , or <b>Name of Billing Client/Contact</b> in the <b>Invoice Addressee</b> field. Select <b>Yes</b> or <b>No</b> if you want to include the contact suffix on the invoice.
<b>Invoice Footer</b>	<p>Enter a default footer message to print at the end of the invoice. Vantagepoint automatically wraps to a second footer line when you enter more than 70 characters. You do not have to enter a carriage return to get a second line. To create more than two footer lines, however, set the insertion point where you want each line to break and press ENTER.</p> <p>If you are using SQL Server 2005 Reporting Services and you press ENTER to break a footer line, "garbage" characters appear in the footer if you export the invoice to the RTF file format or to Microsoft Word. This is due to a limitation of SQL Server 2005 Reporting Services. If that occurs, you can edit the RTF or DOC file to clean up the footer text.</p>

#### Default Invoice Format

Field	Description
<b>Print Total Now Due</b>	<p>Select <b>Yes</b> or <b>No</b> to display the Total Now Due amount after the Outstanding Invoices section of the invoice. This amount represents the amount currently outstanding plus the Total This Invoice amount from the current invoice. This option applies to projects that use the default invoice template.</p> <p>If you do not have one or more of the Print AR options selected in the project's billing terms, this amount does not appear on the project's invoice.</p> <p>If you display outstanding accounts receivable by phase or task, the total now due is listed for each phase or task, not for the total invoice. If you display outstanding accounts receivable by project, the total now due is for the entire invoice.</p> <p>If the billing terms use a custom invoice template, you must select the <b>Print Total Now Due</b> option on the General tab of the Invoice Template Editor (in <b>Settings » Billing » Invoice Template Editor</b>, in the desktop application) for that template, in addition to selecting the option here, for this feature to be enabled.</p>
<b>Company Address</b>	This field shows the address of the company that is currently selected.

#### Show On Invoice

Field	Description
<b>Company Name</b>	Select this option to print your firm's name on your invoices. This option applies to projects using the default invoice template. Do not select this option if your invoices print on letterhead or stationery that already has your firm's name.

Field	Description
<b>Company Byline</b>	Select this option to print your firm's byline. This option applies to projects using the default invoice template.
<b>Company Address</b>	Select this option to print your firm's address on the first page of your invoices. This option applies to projects using the default invoice template.
<b>Project Name</b>	Select this option to print the project name on your invoices. This option applies to projects using the default invoice template.
<b>Project Number</b>	Select this option to print the project number on your invoices. This option applies to projects using the default invoice template.
<b>Invoice Number</b>	Select this option to print the invoice number on your invoices. This option applies to projects using the default invoice template.
<b>Combine Project Number and Invoice Number</b>	Select this option to print the project and invoice number together. For example, assume that you print an invoice for project 92005.00 and the next invoice number is 0000222; Vantagepoint prints 92005.00-0000222. This option applies to projects using the default invoice template.
<b>Save</b>	Click this button to save changes on the form.

## Video

Title	Description
<a href="#">Set Up Billing</a>	Learn how to set up Billing, including selecting options for preparing and formatting client invoices and tracking revenue and taxes.

## Invoice Mapping Accounts Setup

Invoice mapping defines the implicit posting of invoices to the appropriate accounts receivable accounts.

Invoice mapping also maps your revenue account postings (entered through Invoice Transaction Entry or Interactive Billing) to report columns on the Office Earnings report and/or Accounts Receivable Ledger.

## How Vantagepoint Matches Accounts

Vantagepoint matches the revenue account (for invoices specified in Invoice Transaction Entry) and/or posting account (for units, specified in Unit Transaction Entry) to an entry in this list.

If it finds a match, Vantagepoint directs the accounts receivable posting to the correct account and also places the amount in the appropriate column on the Office Earnings report and Accounts Receivable Ledger.

If it finds no match, Vantagepoint uses the accounts receivable account specified on the Posting Accounts settings form in **Settings » Accounting » Posting Accounts** and places the amount in the **Other** column of the Accounts Receivable Ledger and/or the **Other Billed** column of the Office Earnings report.

## Billing Default Billing Terms Settings

Default billing terms can help you save time setting up billing terms for each new project.

You define default billing terms in **Settings » Billing » Default Terms**. For example, if your company performs mostly time and materials projects, you can establish default billing terms that reflect your time and materials billing practices.

After you define default billing terms, when you set up billing terms for a new project on the Billing Terms form in **Hubs » Projects » Billing Terms**, the form prefills with the default billing terms from Billing Settings. You can change the prefilled billing terms as needed for a project.

When you define default billing terms, you cannot specify client name or address information or phase or task billing terms. These billing terms are defined on a project-by-project basis.

Changes made to in Default Billing Terms does not affect the billing terms of projects whose billing terms are already defined. Changes are used as default entries going forward for new projects that are created after the changes are made.

### Multiple Companies

If you use multiple companies, you must set up default billing terms for each company.

### Default Billing Terms Form

Use this form to set up default billing terms to help you save time when you enter billing terms for projects.

The billing terms that you enter on this form prefill on the Billing Terms form that you use to enter billing terms for projects in **Hubs » Projects » Billing Terms**.

You can change the prefilled entries on the Billing Terms form as needed.

### Display the Default Billing Terms Form

You display the Default Billing Terms form in Settings.

In the Navigation pane, select **Settings » Billing » Default Terms**.

### Header Fields of the Default Billing Terms Settings Form

The fields and options in the header area of the form above the tabs are always available, regardless of the currently selected tab.

### Contents

If you are using multiple companies, the name of the active company displays below the name of the record.

Field	Description
◀and ▶	Click ◀ to the left of the record name to collapse the Summary pane and expand the main part of the form. When the pane is collapsed, click ▶ to open the Summary pane.

### Summary Pane of the Default Billing Terms Form

Use the Summary pane of the Billing Terms form to enter default generic notes and invoice approval settings.

### Contents

Field	Description
<b>Notes</b>	<p>Enter internal notes for project billing; for example, "Backup needed for invoice use." These notes are helpful if someone is creating an invoice for the project other than the person who usually processes bills for the project.</p> <p>You may want to enter the following type of information in this field:</p> <ul style="list-style-type: none"> <li>■ The backup that accompanies the invoice.</li> <li>■ The billable/non-billable expenses.</li> <li>■ The reports that the project manager likes to receive with draft invoices.</li> <li>■ The frequency with which invoices are sent out (for example, bi-monthly, monthly).</li> </ul> <p>Notes are for internal reference only and do not display on the invoice. The notes do display in the <b>Notes</b> field on the Interactive Billing form.</p>
<b>Invoice Approvals</b>	<p>Click ✎ to enable or disable the online invoice approval process for the project. This check box is only available if both of the following are true:</p> <ul style="list-style-type: none"> <li>■ You select the <b>Use Invoice Approvals</b> option in <b>Settings » Billing » Options</b>.</li> <li>■ The billing terms are for the top level of the work breakdown structure.</li> </ul> <p>For billing groups, Vantagepoint only looks at this option for the main project in the billing group. How you set this option for other projects in the billing group has no effect.</p>
<b>Approval Process</b>	<p>If you enable billing invoice approvals, use this field to select the approval process to use for the project's billing invoices. The approval processes in the list in this field are set up in <b>Settings » Billing » Invoice Approval Process</b>. If you enable invoice approvals but do not select an approval process in this field, the default invoice approval process specified in <b>Settings » Billing » Options</b> is used for the project.</p> <p>The <b>Approval Process</b> field is available only if all of the following are true:</p> <ul style="list-style-type: none"> <li>■ You enable invoice approvals by selecting <b>Yes</b> for <b>Use Invoice Approvals</b> in <b>Settings » Billing » Options</b>.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>The billing terms for the project are for the top level of the work breakdown structure.</li> <li>The project's charge type is Regular (on the Accounting tab in the Projects hub). The invoice approval process does not apply for projects with an Overhead or Promotional charge type.</li> </ul> <p>For billing groups, Vantagepoint only looks at this field for the main project in the billing group. What you enter for other projects in the billing group has no effect.</p>
<b>Next Invoice Number</b>	<p>This field displays at the Billing Terms project level only. This field displays the next invoice number to be assigned for a project when the <b>Invoice Numbering</b> option in Billing Settings Options (<b>Settings » Billing » Options</b>) is set to <b>Project</b>. This field does not display if either of the following is true:</p> <ul style="list-style-type: none"> <li>The <b>Invoice Numbering</b> option in Billing Settings Options is set to <b>Companywide</b>.</li> <li>The <b>Use Pre-Invoices</b> option is selected in Billing Settings Options and the <b>Process Pre-Invoice</b> check box is selected for the project on the Pre-Invoice tab in <b>Hubs » Projects » Billing Terms</b>.</li> </ul>

#### Actions Bar of the Default Billing Terms Form

Use the Actions bar on the Default Billing Terms form as a shortcut to edit information.

#### Commonly Used Action

Field	Description
<b>Edit</b>	Click this option to switch the form to Edit mode so you can make changes to the default billing terms information.

#### Rates Tab of the Default Billing Terms Form

Use this tab enter the default labor method, invoice detail, and reporting default terms options to use when billing.

#### Contents

##### Labor

Field	Description
<b>Method</b>	<p>Select the labor method to determine how labor charges are extended on an invoice from the following options:</p> <ul style="list-style-type: none"> <li><b>No labor billing:</b> Select this option to exclude labor charges from the invoice.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Rate times multiplier:</b> Select this option to calculate labor billings based on the employee 's job cost rate (specified on the Accounting tab of the Employees hub). You can apply up to three multipliers to the job cost rate.</li> <li>▪ <b>Rate table:</b> Select this option to calculate labor billings using employee - specific billing rates for a single project or class of projects . The rate in the rate table or override table is typically the full billing rate. However, you can apply up to three multipliers to the rate.</li> <li>▪ <b>By category:</b> Select this option to calculate labor billings based on categories and rates defined in labor category tables, which are assigned to employees through the Employees hub.</li> <li>▪ <b>By labor code:</b> Select this option to calculate labor billings based on the labor code used to charge labor to a project . You assign billing rates to labor codes in a labor code table.</li> </ul> <p>For more information on each labor method, go to <a href="#">Labor Methods</a>.</p>
<b>Rate Table</b>	<p>This mandatory field appears only when you select <b>Rate table</b>, <b>By Category</b>, or <b>By Labor Code</b> in the <b>Method</b> field. Select the rate table that contains the employee rates to use when generating the invoice for the project.</p> <p>You can enter the full name or choose a rate table from the options in the drop-down list.</p> <p>If you use multiple currencies, the list of available rate tables is limited to those with a currency matching the billing currency of the project (as shown in the <b>Billing Currency</b> field on the Summary pane of the Billing Terms form). If the drop-down list is blank, you must set up a rate table with the same currency as the project's billing currency.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your system administrator.</p>
<b>Multipliers</b>	<p>Enter the multipliers to apply to the labor billing amount. You can specify up to three multipliers. If you choose to show these multipliers, the first multiplier is included in the rate for the employee (not shown on the invoice). The other two multipliers appear on the invoice at the end of the labor section. Labor multipliers are cumulative. Vantagepoint applies the first multiplier, then applies the second multiplier to the result, and so on.</p>
<b>Overtime Method</b>	<p>Select the method to use when extending overtime charges for labor charged to the project. There are three overtime methods:</p> <ul style="list-style-type: none"> <li>▪ <b>Bill ovt premium as cost:</b> Bills the premium part of overtime at the end of the labor billing section, as if it were a cost.</li> </ul> <p>The premium is the portion of overtime pay that is greater than straight time pay. To generate an overtime premium, at the time of labor costing, the employee must have an overtime markup greater than 100%. The</p>



Field	Description								
	<p>standard overtime markup is specified in the Job Cost <b>Ovt Pct</b> field on the Accounting tab of the Employees hub. Secondary overtime markup is specified in the Job Cost <b>Ovt-2 Pct</b> field.</p> <p>For standard overtime hours, you can apply a multiplier to the premium by entering one of the following in the <b>Ovt Multiplier</b> field:</p> <table> <tr> <th>Overtime Multiplier</th><th>Result</th></tr> <tr> <td>1.0</td><td>Bills the premium at cost.</td></tr> <tr> <td>Greater than 1.0</td><td>Marks up the premium.</td></tr> <tr> <td>0.0</td><td>Prevents the premium cost from being billed.</td></tr> </table> <p>If you track secondary overtime hours, you can enter a separate multiplier, just for secondary overtime hours, in the <b>Ovt-2 Multiplier</b> field.</p> <ul style="list-style-type: none"> <li>▪ <b>Sep ovt with employee percent:</b> Bills hours at a multiple of the employee's billing rate (set in Employees hub) and separates standard and secondary overtime hours from regular hours on the invoice. Use this method to control labor billing markups by employee.</li> <li>▪ <b>Sep ovt with project multiplier:</b> Bills hours using a project multiplier (set on the Labor tab of Billing Terms) and separates standard and secondary overtime hours from regular hours on the invoice. Use this method to establish the same labor billing markup for all employees working on the project.</li> </ul>	Overtime Multiplier	Result	1.0	Bills the premium at cost.	Greater than 1.0	Marks up the premium.	0.0	Prevents the premium cost from being billed.
Overtime Multiplier	Result								
1.0	Bills the premium at cost.								
Greater than 1.0	Marks up the premium.								
0.0	Prevents the premium cost from being billed.								
<b>Overtime Multiplier</b>	<p>Enter an overtime multiplier to use with employees who receive a premium rate on overtime hours, rather than a straight time rate. For example, if you want to bill at the regular overtime rate, as specified on the Accounting tab of the Employees hub, enter <b>1</b> here. If you want to bill the employee's overtime hours using the straight time rate, enter <b>0</b>.</p> <p>The employee must designate hours worked as overtime on their timesheet for this multiplier to be applied to overtime hours.</p>								
<b>Overtime - 2</b>	<p>Enter a percentage by which to multiply secondary overtime hours. Secondary overtime is overtime costed at a higher or lower rate than standard overtime (often at 200% of the employee's job cost rate). Vantagepoint applies the Overtime-2 Percentage that you enter in the <b>Ovt-2 Multiplier</b> field to hours entered in the <b>Overtime-2</b> fields on the timesheet and labor adjustment transaction entry forms.</p> <p>Use this field in addition to the <b>Ovt-2 Pct</b> field on the Accounting tab of the Employees hub if you want to track secondary overtime in addition to standard overtime.</p> <p>This field is available only if the secondary overtime feature is enabled in the Global Labor Options form (<b>Settings » Accounting » Labor Options</b>).</p>								

Field	Description
<b>Override Table</b>	Select the labor override table to use (if any) when calculating labor on the invoice. The override table stores exceptions to the employee's usual rate. You can specify an override table if you are using the <b>Rate Table</b> , <b>Rate times multiplier</b> , <b>By Category</b> , or <b>By Labor Code</b> method for billing labor charges.
<b>Rates for Reporting (Not Invoicing)</b>	<p>Select this check box to use the labor terms for project reporting and revenue generation purposes only. When you select this check box, Vantagepoint uses the specified labor terms for the following:</p> <ul style="list-style-type: none"> <li>On project reports that report at billing rates. You specify whether to base a report on cost or billing rates from the <b>Report at</b> option on the General tab of the project's options form.</li> <li>On the Unbilled Detail and Aging or Unbilled Summary reports, if the <b>Use Reporting Default Terms</b> option is selected on the Options tab. If the <b>Use Reporting Default Terms</b> option is not selected, Vantagepoint uses each project's individual terms, and does not generate report information for projects without terms defined.</li> </ul> <p>When you select this check box, Vantagepoint does not use the specified labor terms on invoices.</p> <p>This check box displays only if <b>Use Reporting Default Terms for All Projects</b> is set to <b>No</b> on the Labor Options form in <b>Settings » Accounting » Labor Options</b>.</p>

### Expense

Field	Description
<b>Method</b>	Select the expense method to determine how Vantagepoint extends reimbursable expense charges on the invoice.
<b>Rate Table</b>	<p>This mandatory field appears only when you select <b>By account</b>, <b>By category</b>, or <b>By vendor</b> in the <b>Method</b> field. Select the expense table that stores the multipliers for the accounts/vendors/categories that should be billed for this project.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your system administrator.</p>
<b>Multiplier</b>	<p>Enter the multiplier to apply to expenses charged to the project. If you bill expenses, Vantagepoint determines the multiplier to apply to the expense charges as follows:</p> <ul style="list-style-type: none"> <li>If an expense table is specified in the <b>Rate Table</b> field, Vantagepoint looks in the selected table to find the multiplier to apply to the account.</li> <li>If no expense table is specified in the <b>Rate Table</b> field, or if the account is not listed in the selected table, Vantagepoint applies the multiplier specified in the <b>Multiplier</b> field on the Expenses/Units tab.</li> </ul>

Field	Description
<b>Rates for Reporting (Not Invoicing)</b>	<p>Select this check box to use the expense terms for project reporting and revenue generation purposes only. When you select this check box, Vantagepoint uses the specified Expense terms in the following ways:</p> <ul style="list-style-type: none"> <li>On project reports that report at billing rates. You specify whether to base a report on cost or billing rates from the <b>Report at</b> option on the General tab of the project's options form.</li> <li>On the Unbilled Detail and Aging or Unbilled Summary reports, if the <b>Use Reporting Default Terms</b> option is selected on the Options tab. If the <b>Use Reporting Default Terms</b> option is not selected, Vantagepoint uses each project's individual terms, and does not generate report information for projects without terms defined.</li> </ul> <p>When you select this check box, Vantagepoint does not use the specified expense terms on invoices.</p> <p>This check box displays only if <b>Use Reporting Default Terms for All Projects</b> is set to <b>No</b> on the Labor Options form in <b>Settings » Accounting » Labor Options</b>.</p>

## Consultants

Field	Description
<b>Method</b>	<p>Select the consultant expense method to determine how Vantagepoint extends consultant expense charges on the invoice. Choose from the following options:</p> <ul style="list-style-type: none"> <li><b>No Unit Billing:</b> Units are not billed</li> <li><b>Bill Units:</b> Units are included on invoices</li> </ul>
<b>Rate Table</b>	<p>This mandatory field appears only when you select <b>By account</b>, <b>By category</b>, or <b>By vendor</b> in the <b>Method</b> field. Select the expense table that stores the multipliers for the accounts/vendors/categories that should be billed for this project.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your system administrator.</p>
<b>Multiplier</b>	<p>Enter the multiplier to apply to consultant expenses charged to the project. If you bill consultant expenses for a project, Vantagepoint determines the multiplier to apply to the consultant expense charges as follows:</p> <ul style="list-style-type: none"> <li>If an expense table is specified in the <b>Rate Table</b> field, Vantagepoint looks in the selected table to find the multiplier to apply to the account.</li> <li>If no expense table is specified in the <b>Rate Table</b> field, or if the account is not listed in the selected table, Vantagepoint applies the multiplier specified in the <b>Multiplier</b> field on the Expenses/Units tab.</li> </ul>
<b>Rates for Reporting</b>	<p>Select this check box to use the consultant terms for project reporting and revenue generation purposes only. When you select this check box, Vantagepoint uses the specified consultant terms in the following ways:</p>

Field	Description
<b>(Not Invoicing)</b>	<ul style="list-style-type: none"> <li>On project reports that report at billing rates. You specify whether to base a report on cost or billing rates from the <b>Report at</b> option on the General tab of the project's options form.</li> <li>On the Unbilled Detail and Aging or Unbilled Summary reports, if the <b>Use Reporting Default Terms</b> option is selected on the Options tab. If the <b>Use Reporting Default Terms</b> option is not selected, Vantagepoint uses each project's individual terms, and does not generate report information for projects without terms defined.</li> </ul> <p>When you select this check box, Vantagepoint does not use the specified consultant terms on invoices.</p> <p>This check box displays only if <b>Use Reporting Default Terms for All Projects</b> is set to <b>No</b> on the Labor Options form in <b>Settings » Accounting » Labor Options</b>.</p>

## Units



Field	Description
<b>Method</b>	The unit expense method determines how Vantagepoint extends unit expense charges on the invoice.
<b>Multiplier</b>	Enter a single multiplier to apply to the unit transactions. Vantagepoint applies this multiplier after the unit quantity is multiplied by the billing rate per unit. If you want to bill units at their billing rate, enter <b>1.0</b> in this field.
<b>Rates for Reporting (Not Invoicing)</b>	<p>Select this check box to use the unit terms for project reporting and revenue generation purposes only. When you select this check box, Vantagepoint uses the specified unit terms in the following ways:</p> <ul style="list-style-type: none"> <li>On project reports that report at billing rates. You specify whether to base a report on cost or billing rates from the <b>Report at</b> option on the General tab of the project's options form.</li> <li>On the Unbilled Detail and Aging or Unbilled Summary reports, if the <b>Use Reporting Default Terms</b> option is selected on the Options tab. If the <b>Use Reporting Default Terms</b> option is not selected, Vantagepoint uses each project's individual terms, and does not generate report information for projects without terms defined.</li> </ul> <p>When you select this check box, Vantagepoint does not use the specified unit terms on invoices.</p> <p>This check box displays only if <b>Use Reporting Default Terms for All Projects</b> is set to <b>No</b> on the Labor Options form in <b>Settings » Accounting » Labor Options</b>.</p>

### Format Tab of the Default Billing Terms Form

Use the Format tab to enter the default template header and footer text, and the information that appear on invoices.

#### Text on Invoice

Most formatting that you add with the text editor, including the table format, does not display on invoices that you print. However, the formatting does display when you preview or download the invoices. This is due to limitations in Microsoft SQL Server Reporting Services. By default, a default invoice template will be shown with HTML formatting in this field.

Field	Description
<b>Description</b>	Click  to enter information that describes the billing terms, such as a purchase order reference. If you enter a description here, it displays in the header section of the invoice, below the project number and project name.
<b>Invoice Footer</b>	Click  to enter information that appears in the footer of invoices.

#### Invoice Templates

Field	Description
<b>Invoice Template</b>	<p>From the drop-down list, select the invoice template to use when an invoice is created for the project. The list can include default templates provided by Deltek and custom templates that you create with the Invoice Template Editor.</p> <p>If your firm sets up record level view access for invoice templates, you may be limited to only those templates selected by your system administrator. You specify record level view settings on the Record Access tab in <b>Settings » Security » Roles</b>.</p>
<b>Credit Template</b>	<p>From the drop-down list, select the credit template to use when credit memos are created in Interactive Billing for an invoice for the project.</p> <p>The drop-down list in the <b>Credit Template</b> field includes the Deltek-provided <b>Default</b> template and any custom invoice templates that are created using the Invoice Template Editor. These are the same templates that are included in the <b>Invoice Template</b> drop-down list. When you use the <b>Default</b> template for credit memos, the credit memo displays a Credit Memo box at the top, instead of an Invoice Box.</p> <p>If your firm sets up record level view access for invoice templates, these settings also apply to the credit template. This affects whether or not you can select templates in this field. You specify record level view settings on the Record Access tab in <b>Settings » Security » Roles</b>.</p>

## Labor Display

### Labor Sorting

Field	Description
<b>Primary</b>	<p>From the drop-down list in this field, select one of the following options to sort and group labor charges on invoices:</p> <ul style="list-style-type: none"> <li>■ <b>None</b></li> <li>■ <b>By name</b></li> <li>■ <b>By employee type</b></li> <li>■ <b>By category:</b> When you select this option, you must select a rate table in the <b>Table</b> field below the <b>Primary</b> field.</li> <li>■ <b>By labor code:</b> When you select this option, you must select a rate table in the <b>Table</b> field below the <b>Primary</b> field.</li> </ul>
<b>Primary Sort Table</b>	<p>This field is enabled when you select <b>By category</b> or <b>By labor code</b> in the <b>Primary</b> field.</p> <p>From the drop-down list in this field, select a rate table from the Billing Rate Table Lookup to use to retrieve information such as the rate established for an employee. You can use the same category or labor code table for sorting that you used to determine the rates.</p>
<b>Secondary</b>	<p>From the drop-down list in this field, select one of the following options as the secondary sort that is used after the primary sort to sort and group labor charges on an invoice.</p>
<b>Secondary Sort Table</b>	<ul style="list-style-type: none"> <li>■ <b>None</b></li> <li>■ <b>By name</b></li> <li>■ <b>By employee type</b></li> <li>■ <b>By category:</b> When you select this option, you must select a rate table in the <b>Table</b> field below the <b>Primary</b> field.</li> <li>■ <b>By labor code:</b> When you select this option, you must select a rate table in the <b>Table</b> field below the <b>Primary</b> field.</li> </ul> <p>This field is enabled when you select <b>By category</b> or <b>By labor code</b> in the <b>Secondary</b> field.</p> <p>From the drop-down list in this field, select a rate table from the Billing Rate Table Lookup to use to retrieve information such as the rate established for an employee. You can use the same category or labor code table for sorting that you used to determine the rates.</p>

## Timesheet Details

Field	Description
<b>Timesheet Detail</b>	<p>Select this check box to include timesheet details on the project's invoice and enable the fields that allow you to choose the timesheet details to display on a project's billing invoices. If you do <b>not</b> select this option, a summary of the total labor prints on the invoices.</p> <p>The summary is sorted and summarized based on the primary and secondary sort that you enter in the <b>Primary</b> and <b>Secondary</b> fields in the Labor Sorting section on this tab. If you do not enter primary or secondary labor sorting, a one-line summary of total labor displays on invoices.</p>
<b>Show Comments</b>	<p>Select this check box to show comments on the invoice. Vantagepoint prints one line for each employee, including the employee name, hours, rate (if the <b>Show Rates</b> option is selected), and the extended amount. The comments print on an additional line beneath the employee name.</p> <p>If the same comment is entered on multiple lines for an employee, the comments are consolidated into one line on the invoice. Timesheet lines with different comments display as separate lines on the invoice. Therefore, an employee may appear several times on the invoice.</p> <p>If you are using the <b>By Labor Code</b> method, one line appears for each employee/comment/labor code combination for which the employee has posted time.</p>
<b>Show Dates</b>	<p>Select this check box to print timesheet dates. Vantagepoint prints one line for each employee, including the employee name, timesheet date, hours, rate (if the <b>Show Rates</b> option is selected), and the extended amount.</p>
<b>Show Employee As</b>	<p>From the drop-down list in this field, select one of the following options to specify how to identify the timesheet labor detail on a project's billing invoice.</p> <ul style="list-style-type: none"> <li>▪ <b>Employee Name:</b> Select this option to show only the employee's name to identify a timesheet line item on a project's invoices.</li> <li>▪ <b>Employee Title:</b> Select this option to show only the employee's title to identify a timesheet line item on a project's invoices.</li> <li>▪ <b>Labor Category Description:</b> Select this option to show only the labor category description to identify a timesheet line item on a project's invoices. This is useful when you want to show the role or category for the timesheet line without displaying the employee's name. When you select this option, you also select a billing rate table in the <b>Table</b> field. Vantagepoint uses this table to determine the labor category description.</li> <li>▪ <b>Labor Code Description:</b> Select this option to show only the labor code description to identify a timesheet line item on a project's invoices. This option is useful when you want to show the labor code for a timesheet line item without displaying the employee's name. When you select this option, you also select a billing rate table in the <b>Table</b> field. Vantagepoint uses this table to determine the labor code description.</li> </ul>

Field	Description
<b>Table</b>	This field is enabled if you selected <b>Labor Category Description</b> or <b>Labor Code Description</b> in the <b>Show Employee As</b> field. The table that you enter in this field determines the labor category or labor code description that will show on a project's invoices. From the drop-down list in this field, select a rate table from the Billing Rate Table lookup.

### Rate Display

Field	Description
<b>Show Rates</b>	<p>Select this check box to print the labor rate for each employee, category, or labor code on the invoice. Vantagepoint prints one line, including the employee or category name, rate, and the extended amount for each employee/category. To display additional employee timesheet detail, use the <b>Timesheet Detail</b> options.</p> <p>If you use the <b>By Labor Code</b> method, one line displays for each employee, for each labor code to which the employee has posted time.</p>
<b>Show Multipliers</b>	<p>Select this check box to display the explicit multipliers (multiplier factors 2 and 3) before the <b>Total Labor</b> line on the invoice. If you do not select this check box, Vantagepoint does not display the explicit multipliers. Instead, the amount is included implicitly in the <b>Total Labor</b> line. See the Labor Multiplier help topic for more information.</p> <p>Multiplier factor 1 is automatically built into the cost rate and is included in the employee's rate on the invoice.</p>
<b>Show Overtime Multiplier</b>	<p>Select this check box to display the standard or secondary overtime multiplier, the premium amount prior to markup, and the premium amount after markup before the <b>Total Labor</b> line on the invoice. If you do not select this option, Vantagepoint displays a line for the overtime premium and the fully marked up billing amount, without showing multipliers or premiums.</p> <p>This option is relevant only if you are using the <b>Bill ovt premium as cost</b> overtime method.</p>
<b>Flag Overrides</b>	Select this check box to mark with an asterisk all employee names on the invoice whose billing rates are derived/determined from an override table.

### Expense Display

Field	Description
<b>Show Detail</b>	Select this option to display all reimbursable expense transaction detail (including transaction type, description, transaction date, vendor name, and so on). To show only totals for the account, category, or vendor, clear this option.
<b>Multiplier</b>	Select this option to display the reimbursable expense multiplier on the project's invoice. If you are using the same multiplier for both your reimbursable and consultant expenses, the multiplier prints on the total line. If any of the



Field	Description
	multipliers differ, due to the use of expense tables, Vantagepoint calculates and prints the transactions according to the multiplier.
<b>Purchase Order Line Item Details</b>	<p>Select this check box to display a <b>Quantity</b> and <b>Unit Price</b> field on the Billing Expense Modify dialog box and the Billing Expense Transfer dialog box in Interactive Billing for the project. (In the grid on the Expenses tab in Interactive Billing, you click <b>Modify</b> or <b>Transfer</b> to open these dialog boxes.) This allows you to change, for billing purposes, the quantity of the reimbursable expense items that were generated from vouchers that you created using <b>Transaction Center » Create Voucher from PO</b>. When you change the quantity in Interactive Billing, the billing amount is recalculated, but the accounts payable voucher and purchase order are not impacted. You cannot change the unit price in Interactive Billing.</p> <p>When you select this check box, the quantity and unit price also display on the billing invoice.</p>

### Consultant Display

Field	Description
<b>Show Detail</b>	<p>Select this option to display all consultant expense transaction detail (including transaction type, description, transaction date, vendor name, and so on). To show only totals for the account, category, or vendor, clear this option.</p>
<b>Show Multiplier</b>	<p>Select this option to display the consultant expense multiplier on the project's invoice.</p> <p>If you are using the same multiplier for both your reimbursable and consultant expenses, the multiplier prints on the total line. If any of the multipliers differ, due to the use of expense tables, Vantagepoint calculates and prints the transactions according to the multiplier.</p>
<b>Purchase Order Line Item Details</b>	<p>Select this check box to display a <b>Quantity</b> field and a <b>Unit Price</b> field on the Billing Expense Modify dialog box and the Billing Expense Transfer dialog box in Interactive Billing for the project. (In the grid on the Expenses tab in Interactive Billing, you click <b>Modify</b> or <b>Transfer</b> to open these dialog boxes.) This allows you to change, for billing purposes, the quantity of consultant expense items that were generated from vouchers that you created using <b>Transaction Center » Create Voucher from PO</b>. When you change the quantity in Interactive Billing, the billing amount is recalculated, but the accounts payable voucher and purchase order are not impacted. You cannot change the unit price in Interactive Billing.</p> <p>When you select this check box, the quantity and unit price also display on the billing invoice.</p>

## Unit Display

Field	Description
<b>Show Detail</b>	Select this option to determine the level of unit detail to display for each unit individually. If you select this option, the level and type of detail for each unit is based on the following options in the Unit hub. If you clear this option, all unit billing detail is consolidated into one line on the invoice.
<b>Show Multiplier</b>	Select this option to print the unit multiplier on the invoice. Vantagepoint uses the same multiplier for all of the units; the multiplier is calculated and displayed on the total line.

## Due Date

Field	Description
<b>Days Before Due</b>	Enter the number of days after the invoice date or the period end date that the invoice is due for payment. When you make an entry in this field, Vantagepoint enables the <b>Pay Terms</b> and <b>Display Due Date on Invoice</b> options. Vantagepoint uses these settings to assign due dates to invoices that you generate from Interactive Billing or Batch Billing.
<b>Pay Terms</b>	Choose one of the following options: <ul style="list-style-type: none"> <li>▪ <b>From Invoice Date:</b> Select this option to calculate due dates by adding the number of days in <b>Days Before Due</b> to the invoice date.</li> <li>▪ <b>From Period End Date:</b> Select this option to calculate due dates by adding the number of days in <b>Days Before Due</b> to the period end date.</li> </ul>
<b>Display Due Date on Invoice</b>	Select this check box to include the due date on the invoice.

## AR Printing

Field	Description
<b>Project AR</b>	Select this check box to display a list of outstanding accounts receivable at the project level of the WBS in an additional <b>Outstanding Invoices</b> section on the invoice.
<b>Phase AR</b>	Select this check box to print accounts receivable breakout at the phase level, regardless of whether you have tasks, in an <b>Outstanding Invoices</b> section of an invoice.  This check box is available only if the project is set up with at least two levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b> .
<b>AR Breakout</b>	Select this check box to show accounts receivable at the lowest level of the current project's WBS for a project with three WBS levels. For example, if a project has three phases and phase 1 and 2 have two tasks, but phase 3 has no tasks, Vantagepoint breaks detail out to the task level for phases 1 and 2, and

Field	Description
	<p>breaks detail out to the phase level for phase 3. Vantagepoint prints phase and task detail in the <b>Outstanding Invoices</b> section of an invoice.</p> <p>This check box is available only if the project is set up with three levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b> or <b>Consolidate Printing of Tasks</b>.</p>
<b>AR Phase Totals</b>	<p>Select this option to print accounts receivable subtotals as the last section for the specific phase, calculating totals for each phase by adding the total accounts receivable amounts for each phase's tasks. Vantagepoint calculates and prints an <b>Outstanding Invoices</b> section for each phase that has detail at the task level, adding the total of all task detail to the appropriate phase's <b>Outstanding Invoices</b> section.</p> <p>This option is available only if the project is set up with three levels of WBS. This option is not available if you select <b>Consolidate Printing of Phases</b> or <b>Consolidate Printing of Tasks</b>.</p>

#### Billed-to-Date

Field	Description
<b>Project Billed-to-Date</b>	Select this check box to print the billed-to-date amounts at the project level of the WBS in an additional <b>Billings to Date</b> invoice section on an invoice.
<b>Billed-to-Date Received Total</b>	Select this check box to print the total payments (or amount) that have been received in each project's <b>Billings to Date</b> section.
<b>Billed-to-Date Breakout</b>	<p>Select this check box to show billed-to-date amounts at the lowest level of the current project's WBS for a project with three WBS levels. Vantagepoint prints each project's phase and task detail in a section called <b>Billings to Date</b>.</p> <p>This check box is available only if the project is set up with three levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b> or <b>Consolidate Printing of Tasks</b>.</p>
<b>Phase Billed-to-Date</b>	<p>Select this check box to print the billed-to-date amounts at the phase level, in an invoice section called <b>Billings to Date</b>, for all phases, regardless of whether task detail exists.</p> <p>This check box is available only if the project is set up with at least two levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b>.</p>
<b>Billed-to-Date AR Balance Total</b>	Select this check box to print the total amount of all outstanding invoices for the project in the project's <b>Billings to Date</b> section.

Field	Description
<b>Billed-to-Date Phase Totals</b>	<p>Select this check box to print billed-to-date subtotals for each phase by adding the total billed-to-date amounts for each phase's tasks. Vantagepoint prints the subtotal beneath the task breakout in each project's <b>Billings to Date</b> section.</p> <p>This check box is available only if the project is set up with three levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b> or <b>Consolidate Printing of Tasks</b>.</p>

### Draft Invoices Options

Field	Description
<b>Print Invoices with Zero Amount Due</b>	<p>Select this check box to print an invoice for the project even when there are no current billings as long as the project has fee terms established in its billing terms and/or an outstanding accounts receivable amount. Both draft and final invoices will print in Interactive Billing or Batch Billing when you select this option.</p> <p>Printing invoices with a zero amount due is useful:</p> <ul style="list-style-type: none"> <li>▪ To identify projects for which fee terms have not been properly updated.</li> <li>▪ If you use pre-invoices and you want to send a client a zero-amount invoice when the client has completely paid their pre-invoices, and the amount paid matches the amount of the regular invoice.</li> </ul>

### More Calculations Tab of the Default Billing Terms Form

Use the More Calculations tab to enter any default additional fees or other information applicable to project invoices.

### Invoice Terms Section

Field	Description
<b>Interest</b>	Enter the interest rate charged each period on overdue invoices for the project. Enter it as a percentage. For example, enter 10 percent as <b>10.000</b> .
<b>Grace Period</b>	Enter the number of days after which overdue invoices become subject to interest charges. The end of the grace period is calculated based on the invoice date. If you have due dates for invoices, be sure you allow for the difference between the invoice date and the due date when determining the length of the grace period.

### Taxes Section

In the taxes grid, enter the tax codes to be applied to the various components on a billing invoice. You can enter as many tax codes as you need. The following are the fields in the taxes grid:

Field	Description
<b>Sequence</b>	<p>A sequence number prefills in this field when you insert a tax code in the grid. The sequence number determines the order in which the tax displays on an invoice. You can change the number in this field.</p> <p>If you assign the same sequence number to multiple tax codes, you are warned that the sequence number is already in use. However, you can use the same sequence number for multiple tax codes. The tax codes will be ordered by sequence number, and within the same sequence number, ordered alphabetically or numerically by tax code.</p> <p>When you delete a tax code from the grid, the sequence numbers are not updated automatically. You can manually change them as needed.</p>
<b>Tax Code</b>	<p>From the drop-down list in this field, select a tax code. This list includes only the tax codes that were set up on the Tax Codes form in <b>Settings » Cash Management » Tax Codes</b> with an active status and as an output only tax or as both an output and input tax. (An output only tax code has at least one of the check boxes selected in the Outputs section of the Tax Codes form. An output and input tax code has at least one of the check boxes selected in the Outputs section and a check box selected in the Inputs section of the Tax Codes form).</p> <p><b>If You Use Tax Regions</b></p> <p>If you use tax regions, the <b>Tax Code</b> drop-down list includes only the tax codes that apply for the specific billing address that is entered for the billing client on the General tab in Billing Terms, in the Projects hub. The tax codes that apply are based on the tax country that is entered for the billing client's billing address in the Firms hub and the tax region that is entered for each tax code. You set up tax regions and associate them with countries in the Tax Auditing Feature section of the Options form in <b>Settings » Cash Management » Options</b>. For more information, see the "Tax Regions" topic.</p> <p>When no tax country is entered for a client's address, all tax codes display in the <b>Tax Code</b> drop-down list.</p> <p>When a client's address has a tax country that is not associated with any tax region, then only the tax codes that have no region assigned display in the <b>Tax Code</b> drop-down list.</p>
<b>Description</b>	This field displays the description of the tax code that you entered in the <b>Tax Code</b> field.
<b>x</b>	This icon displays at the end of the row when you click or hover over a grid row. Click this option to remove a tax code from the grid.
<b>+ Add Tax</b>	Click this option to insert a blank row into the grid and add a tax code.

### Invoice Override Accounts Section

Field	Description
<b>Fee Account</b>	The default revenue account for fee billing is defined on the Billing Setup form. If you want to use a different revenue account for fee billing for the project,


Field	Description
	enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the fee section.
<b>Labor Account</b>	The default revenue account for labor billing is defined on the Billing Setup form. If you want to use a different revenue account for labor billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the labor section.
<b>Consultant Account</b>	The default revenue account for consultant expense billing is defined on the Billing Setup form. If you want to use a different revenue account for consultant expense billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the consultant expense section.
<b>Expense Account</b>	The default revenue account for reimbursable expense billing is defined on the Billing Setup form. If you want to use a different revenue account for reimbursable expense billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the reimbursable expense section.
<b>Unit Account</b>	The default revenue account for unit billing is defined on the Billing Setup form. If you want to use a different revenue account for unit billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the unit section.
<b>Add-on</b>	The default revenue account for add-on fee billing is defined on the Billing Setup form. If you want to use a different revenue account for add-on fee billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the add-on fee section.
<b>Over/Under Fee</b>	<p>This field is only available if <b>Enable Fee Billed Allocation Based on Transaction Detail</b> is selected on the Fee settings form in <b>Settings » Billing » Fee</b>. If that option is selected, a default over/under billed fee account is also specified on that tab. That account is the revenue account to which Vantagepoint posts the difference between the billed fee amount and the sum of fee revenue amounts calculated from transaction detail. Most companies use the billed labor revenue account.</p> <p>If you selected <b>Enable Fee Billed Allocation Based on Transaction Detail</b> in Fee settings and you want to use a different revenue account than the default account for billed fee revenue calculation variances, enter or select that account in this field.</p> <p>This field is also available for default billing terms but is not available for reporting default billing terms.</p>

### Billing Backup Tab of the Default Billing Terms Form

Use this tab to define the default labor and expense information that you want to display on the Billing Backup report.

#### Print Supporting Documents

Field	Description
<b>AP Vouchers and Disbursements</b>	<p>Select this check box for the following to occur:</p> <ul style="list-style-type: none"> <li>When a billable AP voucher or AP disbursement transaction is posted and it has a supporting document associated with it, the supporting document automatically prints with the invoice.</li> <li>When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the <b>Print With Invoice</b> column now displays on the dialog box, and the check box is selected for the supporting document for a billable A/P voucher or A/P disbursement transaction.</li> </ul> <p>When the <b>AP Vouchers and Disbursements</b> check box is not selected, but the <b>Print With Invoice</b> check box is selected for the associated supporting document, the documents are not included when the invoice is printed.</p> <p>Whether or not this option is selected, supporting documents for a voucher or disbursement never display or print when you preview or print the credit memo.</p>
<b>Journal Entries</b>	<p>Select this check box for the following to occur:</p> <ul style="list-style-type: none"> <li>When a billable journal entry transaction is posted, and it has a supporting document associated with it, the supporting document automatically prints with the invoice.</li> <li>When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the <b>Print With Invoice</b> column now displays on the dialog box, and the check box is selected for the supporting document for a billable journal entry transaction.</li> </ul>
<b>Expense Reports</b>	<p>Select this check box for the following to occur:</p> <ul style="list-style-type: none"> <li>When a billable expense report transaction is posted, and it has a supporting document associated with it, the supporting document automatically prints with the invoice.</li> <li>When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the <b>Print With Invoice</b> column now displays on the dialog box, and the check box is selected for the supporting document for a billable expense report transaction.</li> </ul>

Field	Description
	When the <b>Expense Reports</b> check box is not selected, but the <b>Print With Invoice</b> option is selected for the associated supporting document, the document is not included when the invoice is printed.
<b>Units</b>	<p>Select this check box for the following to occur:</p> <ul style="list-style-type: none"> <li>When a billable units transaction is posted and it has a supporting document associated with it, the supporting document automatically prints with the invoice.</li> <li>When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the <b>Print With Invoice</b> column now displays on the dialog box, and the check box is selected for the supporting document for a billable units transaction. When the <b>Units</b> check box is not selected, but the <b>Print With Invoice</b> check box is selected for the associated supporting document, the document is not included when the invoice is printed.</li> </ul>
<b>Display Supporting Document Icon in Backup Report</b>	<p>This check box is activated only after you select the <b>AP Vouchers and Disbursements</b> check box, the <b>Expense Reports</b> check box, or both in the Print Supporting Documents section on this tab.</p> <p>Select this check box if you want the  <b>Documents</b> icon to display on the Billing Backup report for billing line items that have supporting documents. This applies only for the type of billable transactions that you selected in the Print Supporting Documents section. The icon lets you know that there is a supporting document associated with a billing line item if the supporting document is set to print with the invoice.</p>

## Backup Report

Field	Description
<b>Print Backup Report</b>	Select this check box to print the Billing Backup report after invoices are generated for the project in Interactive Billing or Batch Billing. When you select this check box, the other check boxes and fields in this section are enabled.
<b>Show Labor</b>	Select this check box to print labor billing detail on the Billing Backup report. You can use the labor related options on this tab to further specify the type of labor detail that prints on the report.
<b>Include Labor for</b>	<p>Select an option from the drop-down list to include labor on the Billing Backup report based on whether or not labor and/or fee billing terms are established for a given project.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li><b>Sections with labor terms:</b> Select this option to include labor on the Billing Backup report for any phase or task that has labor billing terms</li> </ul>



Field	Description
	<p>defined. For example, suppose you have a project established that has two levels of work breakdown structure, and at the second level, the phase level, you have labor billing terms defined. Selecting this option will include this phase-level labor detail on the Billing Backup report.</p> <ul style="list-style-type: none"> <li>▪ <b>Sections with labor or fee terms:</b> Select this option to include labor on the Billing Backup report for any phase or task that has labor and or fee billing terms defined. For example, suppose you have a project established that has three levels of work breakdown structure, and at the second and third levels, the phase and task levels, you have some phases and tasks with labor billing terms defined and some with fee billing terms defined. Selecting this option will include labor for all of these phases and tasks on the Billing Backup report. Labor associated with fee-based billing terms shows hours only, and zero amounts.</li> </ul> <p>Labor or fee billing terms must be defined at the phase or task level for labor to print for these sub-levels, unless the <b>Labor Method</b> (Labor tab) or <b>Fee Method</b> (Fee tab) is established at the project level.</p>
<b>Labor Code</b>	Select this check box to show the labor code that is associated with each employee labor transaction shown on the Billing Backup report. The labor code description does not print. If you would like the labor code description to print, you can sort based on labor code.
<b>Labor Category</b>	Select this check box to show the labor category associated with each employee labor transaction shown on the Billing Backup report. The labor category description does not print. If you would like the labor category description to print, you can sort based on labor category.
<b>Timesheet Comments</b>	Select this check box to display timesheet comments (if any) for labor transactions included on the Billing Backup report. The expanded text content will appear when this option is selected.
<b>Employee Number</b>	Select this check box to show the employee number associated with each employee labor transaction shown on the Billing Backup report.
<b>Show Employee As</b>	<p>From the drop-down list in this field, select one of the following options to specify how to identify the timesheet labor detail on the Billing Backup report.</p> <ul style="list-style-type: none"> <li>▪ <b>Employee Name:</b> Select this option to show only the employee's name to identify a timesheet line item on the Billing Backup report.</li> <li>▪ <b>Employee Title:</b> Select this option to show only the employee's title to identify a timesheet line item on the Billing Backup report.</li> <li>▪ <b>Labor Category Description:</b> Select this option to show only the labor category description to identify a timesheet line item on the</li> </ul>

Field	Description
	<p>Billing Backup report. This is useful when you want to show the role or category for the timesheet line without displaying the employee's name. When you select this option, you also select a billing labor category table in the <b>Backup Employee Title Table</b> field. Vantagepoint uses this table to determine the labor category description.</p> <ul style="list-style-type: none"> <li>▪ <b>Labor Code Description:</b> Select this option to show only the labor code description to identify a timesheet line item on the Billing Backup report. This option is useful when you want to show the labor code for a timesheet line item without displaying the employee's name. When you select this option, you also select a billing labor code table in the <b>Backup Employee Title Table</b> field. Vantagepoint uses this table to determine the labor code description.</li> </ul>
<b>Backup Employee Title Table</b>	<p>This field is enabled if you selected <b>Labor Category Description</b> or <b>Labor Code Description</b> in the <b>Show Employee As</b> field. The table that you enter in this field determines the labor category or labor code description that will show on the Billing Backup report.</p>
<b>Sort Labor</b>	<p>Select a sort method to use in addition to the two sorting methods selected in the Labor Display section on the Format tab of Billing Terms. Options are the following:</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> No additional sort.</li> <li>▪ <b>By labor code:</b> Sort by labor code description. When this option is selected, the Billing Backup report displays the description of the labor code, not the code itself. The labor code description used depends on the labor code table selected from the <b>Rate Table</b> field. Since selecting the option to <b>Print Labor Code</b> displays the labor code and not the description, sorting by labor code allows you to display the description of the labor code on the report, in addition to grouping by labor code.</li> <li>▪ <b>By date:</b> Sort by transaction date.</li> <li>▪ <b>By name:</b> Sort by employee name.</li> <li>▪ <b>By category:</b> Sort by labor category description. When this option is selected, the Billing Backup report displays the description of the labor category, not the number associated with the category. The labor category description used depends on the labor category table selected from the <b>Rate Table</b> field. Sorting by labor category allows you to display the description of the labor category on the report, in addition to grouping by labor category.</li> </ul> <p>The sort that you select here acts as a third sort following the first two sorting options in the Labor Display section on the Format tab of Billing Terms. The sort allows the invoice to include consolidated information only, while including detailed subtotals by a sort on the Billing Backup report. If you select the same sort in this field as the one selected in the two sort fields in</p>

Field	Description
	the Labor Display section on the Format tab of Billing Terms, there will be no impact on sorting.
<b>Rate Table</b>	If you select <b>By Labor Code</b> or <b>By labor category</b> in the <b>Sort Labor</b> field, this field lists the labor code or labor category tables available for selection.
<b>Show Expense/Consultant/Unit</b>	Select this check box to print consultant, expense, and unit expense on the Billing Backup report. You can use the expense-related options on this tab to further specify the type of expense data that prints on the report.
<b>Transaction Type</b>	Select this check box to print the transaction type of each expense transaction on the report.
<b>Vendor Invoice and Date</b>	Select this check box to control the amount of information that appears on the Billing Backup report to describe each accounts payable transaction. The report always includes the voucher number, the date the voucher was recorded, and the vendor name. If you select this option, the report also includes the vendor's invoice number and invoice date, shown on the same line as the other information.
<b>AP Voucher Description</b>	Select this check box to print the AP voucher and AP disbursement descriptions associated with AP transactions on the Billing Backup report.
<b>Employee Expense Description</b>	Select this check box to print employee expense report line item descriptions on the Billing Backup report. The description that prints is the main description entered by an employee on the expense report.
<b>Employee Expense Reason</b>	Select this check box to print the reason for each expense entered on the expense report. This reason is entered by the employee on the expense report. This option is available only if <b>Employee Expense Description</b> check box is enabled and your company uses the Employee Expense application.
<b>Mileage for Employee Expenses</b>	Select this check box to print the mileage amount as calculated on the expense report. This information is retrieved from the employee expense report. This option is available only if <b>Employee Expense Description</b> check box is enabled and your company uses the Employee Expense application.
<b>Sort Exp/Consultant</b>	<p>Select a sort method to use in addition to the invoice sorting method selected on the Rates tab of the Billing Terms form:</p> <ul style="list-style-type: none"> <li>■ <b>None</b></li> <li>■ <b>By vendor</b></li> <li>■ <b>By date</b></li> </ul> <p>The <b>By vendor</b> option is only available if your firm owns Accounting or Planning.</p>

Field	Description
<b>Backup Expense Table</b>	If you select <b>By vendor</b> in the <b>Sort By</b> field, this field lists the Expenses by vendor tables available for selection.
<b>Use Rates for Reporting for Draft Invoices</b>	<p>Select this check box if you want expenses, consultant expenses, and unit expenses to display on the Billing Backup report for <b>draft</b> invoices even when these expenses are not being billed on the final invoice. This may be helpful for your invoice review process for fixed fee invoices, before you generate final invoices.</p> <p>The check box setting that you enter at work breakdown structure level 1 (projects) also applies for work breakdown structure levels 2 and 3 (phase and task).</p> <p>In addition to selecting this check box:</p> <ul style="list-style-type: none"> <li>▪ To determine the expense, consultant expense, and unit expense detail to display on the Billing Backup report: On the Billing Backup tab, select the <b>Show Expenses/ Consultant/Unit</b> check box and any of the check boxes below it, such as <b>Transaction Type, Vendor Invoice and Date</b>, and so on.</li> <li>▪ On the Expenses/Units tab in Billing Terms for a project, in each Expense Terms, Consultant Terms, or Unit Billing Terms section: <ul style="list-style-type: none"> <li>▪ Select the <b>Use as Project Reporting Default Terms Only</b> check box.</li> <li>▪ Enter the billing terms for determining the monetary value for the expense charges, and select other options for showing details and multipliers.</li> </ul> <p>If these billing terms are not defined, the Billing Backup report uses the billing terms that are entered on the Expenses/Units tab in <b>Settings » Billing » Reporting Default Terms</b>.</p> </li> </ul> <p>Direct and reimbursable expenses are included on the Billing Backup report.</p>
<b>Show Additional Fees and Multipliers</b>	Select this check box to print the add-on fees (defined as an add-on percentage or mark up or a specific amount). If there are multiple WBS levels on the invoice, there will be multiple add-on amounts in the report. For example, if an add-on fee is defined in three separate phases, the Billing Backup report also shows the fee amount associated with each phase.
<b>Show Fee Totals</b>	<p>Select this check box to print the fee amount. If there are multiple WBS levels (phases/tasks) displayed on the invoice, the fee prints with each WBS section.</p> <p>The Billing Backup report shows the fee total and not the full fee detail included in the invoice. To see the details of the fee, view the actual invoice.</p>

### Pre-Invoice Tab of the Default Billing Terms Form

Use this tab to specify pre-invoice settings and turn on pre-invoice processing for a project.

This tab displays only if the **Use Pre-Invoices** option is selected for the active company in **Settings » Billing » Options**.

#### Format

Field	Description
<b>Pre-Invoice Note</b>	This field is enabled when you select the <b>Process Pre-Invoice</b> check box on this tab. Enter the text that you want to display in the <b>Note</b> column of the Pre-Invoice section of a pre-invoice, pre-invoice cancellation invoice, or regular invoice associated with pre-invoices.
<b>Pre-Invoice Template</b>	<p>This field is enabled when you select the <b>Process Pre-Invoice</b> check box on this tab. From the drop-down list, select the template to use for pre-invoices. The drop-down list for this field includes default templates provided by Deltek and invoice templates that you create with the Invoice Template Editor.</p> <p>The Deltek-provided <b>Default</b> template prefills in this field. Typically, rather than using the default template, you create your own pre-invoice template in <b>Settings » Billing » Invoice Template Editor</b>, in the desktop application. Your template then also displays in the drop-down list in this field.</p> <p>You create invoice templates to use for pre-invoices that are different from your regular invoice templates. Each displays the appropriate "Invoice" or "Pre-Invoice" label.</p> <p>If your firm sets up <b>Record Level View</b> access for invoice templates, you may be limited to only those templates selected by your system administrator. Record Level View settings are on the Record Access tab in <b>Settings » Security » Roles</b>.</p>
<b>Cancel Template</b>	<p>This field is enabled when you select the <b>Process Pre-Invoice</b> check box on this tab. From the drop-down list, select the template to use for pre-invoice cancellations. You cancel pre-invoices in Invoices on File in Billing. The drop-down list for this field includes default templates provided by Deltek and invoice templates that you create with the Invoice Template Editor.</p> <p>The Deltek-provided <b>Default</b> template prefills in this field. Typically, rather than using the default template, you create your own pre-invoice cancellation template in <b>Settings » Billing » Invoice Template Editor</b>, in the desktop application. Your template then also displays in the drop-down list in this field.</p> <p>If your firm sets up <b>Record Level View</b> access for invoice templates, you may be limited to only those templates selected by your system administrator. Record Level View settings are on the Record Access tab in <b>Settings » Security » Roles</b>.</p>

## Billing Rates For Reporting Settings

Use Reporting Default Terms to define billing terms to use when you generate project reports at billing rates (as opposed to cost rates). You can enter different default billing terms for your regular and overhead projects.

When you define reporting default terms, you cannot specify address information or task billing terms. These billing terms are only allowed on a project-by-project basis. Otherwise, the information that you enter on the Rates for Reporting form is the same information that you enter on the Billing Terms form.

When you enter default reporting terms for regular projects, Vantagepoint displays the project number as <R> and the project name as Regular Projects. These values cannot be modified.

When you run Revenue Generation for projects with any method that contains WIP @ Billing calculations, you should select **Use reporting rates for billing rate based calculations** in the Calculation section of the Revenue Generation form in **Accounting » Revenue Generation**. Vantagepoint uses the default reporting billing terms defined for regular projects (<R> terms) if a project does not have its own billing terms defined. See the Revenue Generation online help for more information.

If you have multiple companies, you must set up reporting default terms for each company.

### Rates for Reporting Form

Use the Rates for Reporting form to set up reporting default terms information for regular and overhead projects. .

#### Display the Rates for Reporting Form

You display the Rates for Reporting form in Billing Settings.

In the Navigation pane, select **Settings » Billing » Reporting Default Terms**.

#### Contents of the Rates for Reporting Form

Use the fields and options to enter the reporting default terms for labor, expense, consultants, and units to use in reporting.

#### Header Fields

Field	Description
<b>Project category record search</b>	<p>Use the field next to the form title to search for and select a project category record to view or edit. Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>Regular Projects:</b> Select this option to view or edit reporting default terms for all regular projects. The form displays this record by default.</li> <li>▪ <b>Overhead Projects:</b> Select this option to view or edit reporting default terms for all overhead projects.</li> </ul>

Field	Description
<b>Project Category Record Name and Company Name</b>	When you select a project category record to view or edit, the names of the project category record and the active company display at the top of the form.

**Actions Bar**

Field	Description
<b>Edit</b>	Click this option to switch the form to Edit mode so you can make changes to project category information.

**Rates Tab****Labor**

Field	Description
<b>Method</b>	<p>Select the labor method to determine how labor charges are extended on an invoice from the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>No labor billing:</b> Select this option to exclude labor charges from the invoice.</li> <li>▪ <b>Rate times multiplier:</b> Select this option to calculate labor billings based on the employee 's job cost rate (specified on the Accounting tab of the Employees hub). You can apply up to three multipliers to the job cost rate.</li> <li>▪ <b>Rate table:</b> Select this option to calculate labor billings using employee - specific billing rates for a single project or class of projects . The rate in the rate table or override table is typically the full billing rate. However, you can apply up to three multipliers to the rate.</li> <li>▪ <b>By category:</b> Select this option to calculate labor billings based on categories and rates defined in labor category tables, which are assigned to employees through the Employees hub.</li> <li>▪ <b>By labor code:</b> Select this option to calculate labor billings based on the labor code used to charge labor to a project . You assign billing rates to labor codes in a labor code table.</li> </ul> <p>For more information on each labor method, go to <a href="#">Labor Methods</a>.</p>
<b>Rate Table</b>	<p>This mandatory field appears only when you select <b>Rate table</b>, <b>By Category</b>, or <b>By Labor Code</b> in the <b>Method</b> field. Select the rate table that contains the employee rates to use when generating the invoice for the project.</p> <p>You can enter the full name or choose a rate table from the options in the drop-down list.</p>

Field	Description								
	<p>If you use multiple currencies, the list of available rate tables is limited to those with a currency matching the billing currency of the project (as shown in the <b>Billing Currency</b> field on the Summary pane of the Billing Terms form). If the drop-down list is blank, you must set up a rate table with the same currency as the project's billing currency.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your system administrator.</p>								
<b>Multipliers</b>	<p>Enter the multipliers to apply to the labor billing amount. You can specify up to three multipliers. If you choose to show these multipliers, the first multiplier is included in the rate for the employee (not shown on the invoice). The other two multipliers appear on the invoice at the end of the labor section. Labor multipliers are cumulative. Vantagepoint applies the first multiplier, then applies the second multiplier to the result, and so on.</p>								
<b>Overtime Method</b>	<p>Select the method to use when extending overtime charges for labor charged to the project. There are three overtime methods:</p> <ul style="list-style-type: none"> <li> <b>Bill ovt premium as cost:</b> Bills the premium part of overtime at the end of the labor billing section, as if it were a cost. <p>The premium is the portion of overtime pay that is greater than straight time pay. To generate an overtime premium, at the time of labor costing, the employee must have an overtime markup greater than 100%. The standard overtime markup is specified in the Job Cost <b>Ovt Pct</b> field on the Accounting tab of the Employees hub. Secondary overtime markup is specified in the Job Cost <b>Ovt-2 Pct</b> field.</p> <p>For standard overtime hours, you can apply a multiplier to the premium by entering one of the following in the <b>Ovt Multiplier</b> field:</p> <table> <tr> <th>Overtime Multiplier</th><th>Result</th></tr> <tr> <td>1.0</td><td>Bills the premium at cost.</td></tr> <tr> <td>Greater than 1.0</td><td>Marks up the premium.</td></tr> <tr> <td>0.0</td><td>Prevents the premium cost from being billed.</td></tr> </table> </li> </ul> <p>If you track secondary overtime hours, you can enter a separate multiplier, just for secondary overtime hours, in the <b>Ovt-2 Multiplier</b> field.</p> <ul style="list-style-type: none"> <li> <b>Sep ovt with employee percent:</b> Bills hours at a multiple of the employee's billing rate (set in Employees hub) and separates standard and secondary overtime hours from regular hours on the invoice. Use this method to control labor billing markups by employee. </li> <li> <b>Sep ovt with project multiplier:</b> Bills hours using a project multiplier (set on the Labor tab of Billing Terms) and separates standard and secondary overtime hours from regular hours on the invoice. Use this method to </li> </ul>	Overtime Multiplier	Result	1.0	Bills the premium at cost.	Greater than 1.0	Marks up the premium.	0.0	Prevents the premium cost from being billed.
Overtime Multiplier	Result								
1.0	Bills the premium at cost.								
Greater than 1.0	Marks up the premium.								
0.0	Prevents the premium cost from being billed.								



Field	Description
	establish the same labor billing markup for all employees working on the project.
<b>Overtime Multiplier</b>	<p>Enter an overtime multiplier to use with employees who receive a premium rate on overtime hours, rather than a straight time rate. For example, if you want to bill at the regular overtime rate, as specified on the Accounting tab of the Employees hub, enter <b>1</b> here. If you want to bill the employee's overtime hours using the straight time rate, enter <b>0</b>.</p> <p>The employee must designate hours worked as overtime on their timesheet for this multiplier to be applied to overtime hours.</p>
<b>Overtime - 2</b>	<p>Enter a percentage by which to multiply secondary overtime hours. Secondary overtime is overtime costed at a higher or lower rate than standard overtime (often at 200% of the employee's job cost rate). Vantagepoint applies the Overtime-2 Percentage that you enter in the <b>Ovt-2 Multiplier</b> field to hours entered in the <b>Overtime-2</b> fields on the timesheet and labor adjustment transaction entry forms.</p> <p>Use this field in addition to the <b>Ovt-2 Pct</b> field on the Accounting tab of the Employees hub if you want to track secondary overtime in addition to standard overtime.</p> <p>This field is available only if the secondary overtime feature is enabled in the Global Labor Options form (<b>Settings » Accounting » Labor Options</b>).</p>
<b>Override Table</b>	<p>Select the labor override table to use (if any) when calculating labor on the invoice. The override table stores exceptions to the employee's usual rate. You can specify an override table if you are using the <b>Rate Table</b>, <b>Rate times multiplier</b>, <b>By Category</b>, or <b>By Labor Code</b> method for billing labor charges.</p>

## Expense

Field	Description
<b>Method</b>	Select the expense method to determine how Vantagepoint extends reimbursable expense charges on the invoice.
<b>Rate Table</b>	<p>This mandatory field appears only when you select <b>By account</b>, <b>By category</b>, or <b>By vendor</b> in the <b>Method</b> field. Select the expense table that stores the multipliers for the accounts/vendors/categories that should be billed for this project.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your system administrator.</p>
<b>Multiplier</b>	<p>Enter the multiplier to apply to expenses charged to the project. If you bill expenses, Vantagepoint determines the multiplier to apply to the expense charges as follows:</p> <ul style="list-style-type: none"> <li>If an expense table is specified in the <b>Rate Table</b> field, Vantagepoint looks in the selected table to find the multiplier to apply to the account.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>If no expense table is specified in the <b>Rate Table</b> field, or if the account is not listed in the selected table, Vantagepoint applies the multiplier specified in the <b>Multiplier</b> field on the Expenses/Units tab.</li> </ul>

### Consultants

Field	Description
<b>Method</b>	<p>Select the consultant expense method to determine how Vantagepoint extends consultant expense charges on the invoice. Choose from the following options:</p> <ul style="list-style-type: none"> <li><b>No Unit Billing:</b> Units are not billed</li> <li><b>Bill Units:</b> Units are included on invoices</li> </ul>
<b>Rate Table</b>	<p>This mandatory field appears only when you select <b>By account</b>, <b>By category</b>, or <b>By vendor</b> in the <b>Method</b> field. Select the expense table that stores the multipliers for the accounts/vendors/categories that should be billed for this project.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your system administrator.</p>
<b>Multiplier</b>	<p>Enter the multiplier to apply to consultant expenses charged to the project. If you bill consultant expenses for a project, Vantagepoint determines the multiplier to apply to the consultant expense charges as follows:</p> <ul style="list-style-type: none"> <li>If an expense table is specified in the <b>Rate Table</b> field, Vantagepoint looks in the selected table to find the multiplier to apply to the account.</li> <li>If no expense table is specified in the <b>Rate Table</b> field, or if the account is not listed in the selected table, Vantagepoint applies the multiplier specified in the <b>Multiplier</b> field on the Expenses/Units tab.</li> </ul>

### Units

Field	Description
<b>Method</b>	The unit expense method determines how Vantagepoint extends unit expense charges on the invoice.
<b>Multiplier</b>	Enter a single multiplier to apply to the unit transactions. Vantagepoint applies this multiplier after the unit quantity is multiplied by the billing rate per unit. If you want to bill units at their billing rate, enter <b>1.0</b> in this field.

## Billing Accounts Receivable Settings

Configure AR ledger headings, invoice mapping accounts, and AR mapping accounts.

## Accounts Receivable Settings Form

Use the Accounts Receivable Settings form to specify AR ledger headings, invoice mapping accounts, and accounts receivable mapping accounts.

### Display the Accounts Receivable Settings Form

Display the Accounts Receivable Settings form in Billing Settings.

In the Navigation pane, select .

### Contents of the Accounts Receivable Settings Form

Use the fields and options to define AR Ledger Headings and map accounts for invoices and cash receipts.

#### Contents

Field	Description
<b>Save</b>	Click this button to save your changes.

#### Global AR Options

This heading indicates that the settings for AR Ledger Headings are available for the whole system. This displays only if you are using multiple companies.

#### AR Ledger Headings Grid

Use this grid to specify the column headings for each user-defined column on the Accounts Receivable Ledger Report. You can specify up to eight different column headings.

Field	Description
<b>Report Column</b>	Enter the report column number for which to enter a heading.
<b>Heading</b>	Enter a descriptive label for this column such as Fees, Labor, or Interest.
<b>x</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
<b>+ Add Heading</b>	Click this option to enter a new ledger heading entry. Enter a report column number and heading. Press ENTER or click outside the row to add the new entry.

#### <Company Name>

This heading changes to reflect the current company selected for which you want to set up mapping accounts. This displays only if you are using multiple companies.

### Invoice Mapping Accounts Grid

Use this grid to define the implicit posting of invoices to the appropriate accounts receivable accounts and map revenue account postings to report columns on the Office Earnings report and Accounts Receivable Ledger.

Field	Description
<b>Invoice Account</b>	Enter the account to map or select an account on the Account lookup. The account can be a balance sheet account or a revenue account.
<b>AR Account</b>	<p>Enter the accounts receivable account to be debited when invoices are posted to this revenue account. You can enter an account or select an account on the Account lookup.</p> <p>If you do not enter an account number, Vantagepoint uses the account specified in the <b>Accounts Receivable</b> field in the Company Accounts grid in <b>Settings » Accounting » Posting Accounts</b>.</p>
<b>Retainage Account</b>	<p>Enter the deferred retainage account to use for retainage posting. You can enter an account or select an account on the Account lookup.</p> <p>This is a temporary holding account for accruing retainage amounts for a project. When you bill retainage for a project, the amount is moved from this account to the account specified in the <b>Accounts Receivable</b> field in the Company Accounts grid in <b>Settings » Accounting » Posting Accounts</b>.</p> <p>This column is available only if you set <b>Use Retainage</b> to <b>Yes</b> in <b>Settings » Billing » Options</b>.</p>
<b>Revenue Category</b>	<p>If you use revenue categories to track multiple unbilled accounts, a <b>Revenue Category</b> column displays in this grid.</p> <p>Enter a revenue category for each billed revenue account. These accounts are used in the Revenue Generation calculation and the invoice posting of unbilled amounts.</p> <p>Records for retainers and taxes do not require a revenue category because they most likely do not post to a revenue account.</p> <p>If you modify the revenue category for these accounts after you run the Revenue Generation process, unexpected results can occur.</p> <p>When you use revenue categories, we recommend that the entries you make in the <b>Revenue Category</b> field and the <b>Project Column</b> in this grid match each other. For example, if you have revenue categories for labor, consultants, and expenses, you should define project columns for only labor, consultants, and expenses. If you have other project columns (such as for add-ons or units) that do not have a corresponding revenue code, the unbilled revenue amount on the Office Earnings and Project Summary reports will be incorrect.</p>
<b>AR Column</b>	<p>Enter the column number on the Accounts Receivable Ledger to which postings to this revenue account are mapped when the report is printed.</p> <p>If a revenue account is not mapped to one of these columns, the amount prints in the <b>Other</b> column of the Accounts Receivable Ledger.</p> <p>You can modify a column number at any time. Modifications are reflected the next time you generate the report.</p>

Field	Description
<b>Project Column</b>	Enter the column number on the Office Earnings report to which postings to this revenue account are mapped when the report is printed. If the revenue account is not mapped to one of these columns, the amount prints in the <b>Other Billed</b> column of the Office Earnings report. You can modify a column number at any time. Modifications are reflected the next time you generate the report.
<b>x</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
<b>+ Add Invoice Account</b>	Click this option to enter a new invoice account entry. Use the Account lookup and drop-down lists to enter the details of the new mapping account and press Enter or click outside the row to add the new entry.

### Cash Receipt Mapping Accounts Grid

Use this grid to map accounts receivable accounts that are entered for cash receipts to columns on the Accounts Receivable Ledger.

Field	Description
<b>AR Account</b>	Enter the accounts receivable account or select an account on the Account lookup. The account that you enter must be a balance sheet account.
<b>AR Column</b>	Enter the column on the Accounts Receivable Ledger to which postings to this accounts receivable account are mapped when the report is printed. If the revenue account is not mapped to one of these columns, the amount prints in the <b>Other</b> column of the Accounts Receivable Ledger.
<b>x</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
<b>+ Add AR Account</b>	Click this option to enter a new AR account entry. Use the Account lookup and drop-down list to enter the details of the new AR account and press ENTER or click outside the row to add the new entry.

### Accounts Receivable Mapping Accounts Setup

You use the Accounts Receivable Mapping Accounts grid to map accounts receivable accounts entered for cash receipts to columns on the Accounts Receivable Ledger.

By default, cash receipts are listed as a total on the Accounts Receivable Ledger. To split the receipts across the columns of this report, complete the information on the Accounts Receivable Settings form. It is important to map your accounts receivable accounts if you have multiple accounts receivable accounts and the same account is mapped to different accounts receivable columns in Invoice Mapping Accounts Setup. Because you can split revenue accounts into different columns, you must specify default columns for the accounts receivable accounts in your chart of accounts.

## Billing Alerts Settings

To set up the ways that billing alerts are delivered, use Billing Settings.

How to...

Set up alerts for billing to identify when and how the alerts are sent.

### Set Up Alerts for AR Aging

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

#### To set up AR Aging alerts:

1. In the Navigation pane, select **Settings » Billing » Alerts**.
2. In the Alert grid on the Billing Alerts settings form, click **AR Aging**.
3. On the AR Aging dialog box, click **+ Add Rule**.
4. On the Add Rule dialog box, specify a unique alert name by which you and others can easily identify the rule and then click **Add**.
5. In the Alert Criteria section of the AR Aging dialog box, specify the projects to be included, the conditions under which the alert is triggered, how frequently to send the alerts, and, the currency in which the amounts are to be reported.
6. In the Show Alert To section, specify the employees to receive the alerts by selecting roles, such as project manager, or by selecting individual employees from the **Selected Employees** drop-down list.
7. In the Delivery Options section, select **Email** or **Notification Center** as the delivery mechanism for the alerts.
8. Click **Save and Close**.
9. In the Alert grid on the Billing Alerts form, select the check box under the **Active** column to enable the AR Aging alert.

### Fields and Options

Use the Alerts form to setup billing related alerts.

### Alerts Form

Use the Alerts form in Billing Settings to configure billing-related alerts.

### *Display the Alerts Form*

You access the Alerts form in Settings.

In the Navigation pane, select **Settings » Billing » Alerts**.

### *Contents of the Alerts Form*

Use the Alerts form fields and options to configure alerts for billing.

#### **Contents**

Field	Description
<b>Company Name</b>	If your firm uses multiple companies, the name of the active company displays at the top of the form. You can select a different company.

#### **Grid Fields**

Field	Description
<b>Alert</b>	This column lists available alert types. Click a type to display the corresponding dialog box for the alert, on which you can specify the alert criteria, recipients, and delivery method.
<b>Active</b>	This column displays a check box for each type of alert. Select the check box for an alert to enable it.

### **AR Aging Dialog Box**

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




### *Display the AR Aging Dialog Box*

You display the dialog box in Billing Settings.

1. In the Navigation pane, select **Settings » Billing » Alerts**.
2. In the grid on the Billing Alerts form, click **AR Aging**.

*Contents of the AR Aging Dialog Box*

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

Field	Description
 <b>Save Rule</b>	Click this option to save the changes in the settings for the alert without closing the dialog box. (This option is disabled if there are no changes to be saved.)
<b>+ Add Rule</b>	Click this option to add a new alert rule. On the Add Rule dialog box, enter a unique alert rule name for the new alert and click <b>OK</b> to close the Add Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field.
 <b>Copy Rule</b>	Select an alert rule in the grid with settings that you want to copy into a new alert rule and then click <b>Copy</b> . On the Copy Rule dialog box, enter a unique alert rule name for the new alert rule and click <b>OK</b> to close the Copy Rule dialog box. The new rule name is displayed in the <b>Alert Rule</b> field with the same settings as the alert that you copied.
 <b>Delete Rule</b>	Select a rule and click this option to delete it.

Field	Description
<b>Alert Rule</b>	This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click <b>Add Rule</b> on the toolbar and enter the new alert rule name on the Add Rule dialog box. Each alert rule name must be unique.
<b>Rule Enabled</b>	Select this check box to enable the rule. When the alert is active, any of its enabled rules can run, and disabled rules do not run. If the alert is not active, none of its rules can run, regardless of this setting.

**Alert Criteria**

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



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

### Send To

Select the employees or employee groups to receive the alert.

Field	Description
<b>Principal-In-Charge</b>	Select this option to send the alert to the project principal.
<b>Project Manager</b>	Select this option to send the alert to the project manager.
<b>Supervisor</b>	Select this option to send the alert to the project supervisor.
<b>Project Team Role</b>	Select this option to send the alert to the project team role that you select from the <b>Roles</b> drop-down list.
<b>Roles</b>	This drop-down field is enabled when the Project Team Role option is selected. Select a role that receives the alert.
<b>Selected Employees</b>	Select the employees to receive the alert.

### Delivery Options

You can select one or both of these options.

Field	Description
<b>Email</b>	Select this check box to send the alert by email to employees.
<b>Notification Center</b>	Select this check box to send the alert to employees via the Notification Center.

Field	Description
<b>Save and Close</b>	Click this option to save the configuration that you've made for the alerts and close the dialog box. This option is disabled if there are no changes to be saved in the alert rule. You can click <b>Cancel</b> to close the dialog box instead.
<b>Cancel</b>	Click this option to close the dialog box without saving any changes made to the alerts.

## Invoice Template Editor (Desktop)

Use Invoice Template Editor in the desktop application to create custom invoice templates for producing billing invoices that meet the specific needs of your enterprise.

### Invoice Templates

An invoice template is a group of saved settings that determine the layout and content of the invoice. Deltak provides you with a Default invoice template for producing billing invoices. In addition to this, you can create different invoice templates as needed for different projects or billing scenarios.

You create invoice templates in **Settings » Billing » Invoice Template Editor**, in the desktop application.

You specify an invoice template to use for creating a project's invoices and credit memos in the **Invoice Template** and **Credit Template** fields on the Format tab in **Hubs » Projects » Billing Terms**. If you use pre-invoices, you specify the invoice template to use for pre-invoices on the Pre-Invoice tab of a project's billing terms.

### Invoice Template Editor

Each tab of the Invoice Template Editor provides options for customizing particular areas of your invoice. These options include showing or hiding headings, names, numbers, or labels, associated details, headers and footers, images, signatures, and various other types of information.

For example, there might be situations when you want to hide all details, subtotals, and phases for an invoice, and only show totals. In this case, you would use the Project Info tab and Sections tab to set the following options:

- On the Project Info tab, select the **Hide** option for Phase Header Label and clear the **Print Phase Name** option.
- On the Sections tab, use the **Section Order** list to specify the level of detail that displays in each section of the invoice. For example, for Reimbursables, you could select **Total Only (Hide all Detail)** which only shows the totals for reimbursables and does not list any details. Then, you could select the **Hide Detail Subtotal** option so that subtotals do not display.

### Security and Access Rights

Your role's security settings determine your ability to update invoice templates. You may be able to view and/or update all templates or only a subset of templates. Contact your system administrator if you do not see an invoice template that you expect to see in the Invoice Template Editor, the **Invoice Template** field on the Format tab of the Billing Terms form, or the **Invoice Options** field in Intercompany Billing.

Two types of access rights apply to invoice templates. **Record Level View** controls access to templates in Billing Terms and Intercompany Billing. **Record Level Update** controls access to templates in the Invoice Template Editor form.

### Invoice Language

If you use multiple languages in Vantagepoint, you specify the language that you want to use each time that you log in to Vantagepoint. If you create an invoice template, Vantagepoint saves

the language as part of the template. As a result, each time that you generate invoices based on that template, Vantagepoint generates them in that language, even if the person who initiates the billing process is currently logged in with a different language.

Because each template is associated with a specific language, make sure that you log in with the language that you want before you create a template. If you need to make changes to a template, be sure that you log in with the language for which you created it.

## Invoice Templates for Pre-Invoices

For projects that have pre-invoices, use Invoice Template Editor to create a different invoice template for each of the following: pre-invoices, pre-invoice cancellations, and regular invoices (final or draft).

### Pre-Invoice Templates

For the pre-invoice template, update these settings in Invoice Template Editor:

- **General tab:**
  - Clear the **Show Invoice Box** check box to remove the word "Invoice" bordered with a box at the top left of the invoice.
  - In the **Label** field in the Invoice Block section, enter the label to precede the pre-invoice number on the pre-invoice, such as **Pre-Invoice Number:**.
- **Totals tab:** In the **Invoice Total Label** field, enter the label for pre-invoice totals, such as **Total this Pre-Invoice**.
- **Sections tab:** Click **Pre-Invoice** in the Section Order box and select the information to include in the Pre-Invoice section. This section of the pre-invoice lists all pre-invoices that were generated previously for the project. Choose which information to include, such as a pre-invoice's date, amount, note, paid amount, or cancelled amount.

### Pre-Invoice Cancellation Templates

All unpaid pre-invoices for a project are canceled automatically when you create a regular invoice (draft or final) in Interactive Billing or Batch Billing for projects with pre-invoices. You can also manually cancel pre-invoices from the Invoice History tab in Interactive Billing.

The cancellation template is used when you print or preview a canceled pre-invoice on the Invoice History tab in **Billing » Interactive Billing**.

### Invoice Templates for Regular Invoices Associated with Pre-Invoices

When you generate a draft or final regular invoice for a project that has pre-invoices, the invoice includes a Pre-Invoice section. This section shows all of the pre-invoices and fee amounts that have been paid and applied to the regular invoice and all of the pre-invoices that have been canceled as a result of creating the regular invoice. All unpaid pre-invoices are canceled automatically when you generate a regular invoice.

How to...

You can add and modify invoice templates, and you can assign them to projects.

### Create a New Invoice Template

You can create as many invoice templates as you need.

#### To create a new invoice template:

1. In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.
2. On the toolbar of the Invoice Template Editor form, click **New » New Invoice Template**.
3. In the **Template Name** field on the General tab, enter a name for the invoice template.
4. Complete the information on all tabs of the form.
5. Click **Save**.

### Edit an Invoice Template

You can edit an existing invoice template to change its settings.

#### To edit an invoice template:

1. In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.
2. In the **Search** field, select the template.
3. Complete the information on all the tabs of the Invoice Template Editor form.
4. Click **Save**.

### Copy an Invoice Template

You can copy an existing template and modify its settings to create a new template.

#### To copy an existing invoice template:

1. In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.
2. In the **Search** field, select the template that you want to copy.
3. On the toolbar of the Invoice Template Editor form, click **New » Copy Current Invoice Template**.
4. Give the template a new name and change any settings to reflect the purpose of the new template.
5. Click **Save**.

### Preview an Invoice Template

Before you apply an invoice template to your projects, you can preview the invoice labels and layout.

To preview invoice template settings with real project data, you select a saved (draft) or accepted (final) invoice to preview. When you preview an invoice, you do not actually generate the invoice. The data used to preview the invoice template is the data that was in place when the final invoice was accepted, or the last time that the draft invoice settings were previewed and saved in Interactive Billing or Batch Billing.

#### To preview an invoice template:

1. In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.
2. On the Invoice Template Editor form, use the **Search** field to select the template that you want to preview.
3. On the Invoice Selection tab, use the **Search** field to select the project for the invoice you want to preview.  
The invoices available for that project display below the **Project** field. Draft invoices display with the label **<Draft>** in the **Invoice** field. Accepted invoices display with the invoice number in the **Invoice** field.
4. Click the invoice that you want to preview.
5. To display the invoice, click **Preview Template** on the toolbar.  
Use the toolbar options to print or download the invoice or to send it by email.

### Assign an Invoice Template to a Project

You can create an invoice template for a specific project or group of projects and apply it on a project-by-project basis.

**Prerequisite:** [Create a New Invoice Template](#).

#### To assign a template to a project:

1. In the Navigation pane, select **Hubs » Projects » Billing Terms**.
2. Select the project.
3. On the General tab of the Billing Terms form, select a template in the **Invoice Template** field.
4. Click **Save**.  
When you prepare and generate invoices, Vantagepoint uses the new template.

### Assign an Invoice Template to Multiple Projects

You can create an invoice template for a group of projects and assign it to multiple projects at once.

**Prerequisite:** [Create a New Invoice Template.](#)

**To assign an invoice template to multiple projects:**

1. In the Navigation pane in the desktop application, click **Settings » Billing » Invoice Template Editor**.
2. In the **Search** field, select the template.
3. On the toolbar of the Invoice Template Editor form, click **Assign**.
4. On the Project lookup, select the projects to which you want to assign the invoice template.
5. Click **Save**.

### Upload Logos and Images for Invoice Templates

You may want to add a logo or another image to an invoice template. You can upload any standard picture file format, such as PNG, JPG, BMP, or GIF.

Uploading a large image file could slow down the upload process or cause a time-out error.

**To upload an image:**

1. In the Navigation pane in the desktop application, click **Settings » Billing » Invoice Template Editor**.
2. On the toolbar of the Invoice Template Editor form, click **Images**.
3. On the Available Images dialog box, click **Upload**.
4. On the Select Image to Upload dialog box, browse to the image file and click **Open**.
5. Click **OK**.

### Add Logos and Images to Invoice Templates

You may want to add a logo or another image to an invoice template so that it appears on your invoices. You can place images in the header or footer portion of an invoice. You can also remove the box that says **Invoice** from the top left of the invoice.

**Prerequisite:** [Upload Logos and Images for Invoice Templates](#)

**To add an image to an invoice template:**

1. In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.
2. In the **Search** field on the Invoice Template Editor form, select the template.

3. Click the **Images** tab and click **Insert** on the grid.
4. In the **Name** field drop-down list, select a previously uploaded image.
5. Click the **Select** column.
6. Enter the margins, width, and height for the image.  
If you leave the **Width** or **Height** fields blank, Vantagepoint interprets the width or height to be zero and the image does not display.
7. In the **Location** field, specify where the image is displayed on the invoice:
  - **Page 1 header:** The image appears only in the header of the first invoice page.
  - **Page 2 header:** The image appears only in the header of the second invoice page.
  - **Footer:** The image appears in the footer of all pages.  
If you want the same image to appear on the header of every page, create two rows in the grid, using the same image. Select **Page 1 header** for one and **Page 2 header** for the other.
8. To remove the box that says **Invoice** from the invoice, clear the **Show Invoice Box** option on the General tab of the Invoice Template Editor.
9. Click **Save**.

### Delete an Invoice Template

You can delete most invoice templates.

However, you cannot delete a template if it is assigned as the default template for subledger terms on the Intercompany Billing Settings form (**Settings » Accounting » Intercompany Billing**, in the desktop application).

#### To delete an invoice template:

1. In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.
2. In the **Search** field, select the template.
3. On the toolbar, click **Delete Invoice Template**.

### Create an Invoice Template for Pre-Invoices and Pre-Invoice Cancellations

Use the Invoice Template Editor to create an invoice template for pre-invoices or pre-invoice cancellations.

#### To create an invoice template for pre-invoices or pre-invoice cancellations:


1. In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.
2. On the toolbar of the Invoice Template Editor form, click **New » New Invoice Template**.
3. In the **Template Name** field on the General tab, enter a name for the invoice template.
4. Complete the information on all tabs of the form as appropriate for pre-invoices.

- On the General tab, make these updates:
    - In the **Label** field in the Invoice Block section, enter the label to precede the pre-invoice number on the pre-invoice, such as **Pre-Invoice Number:**.
    - Clear the **Show Invoice Box** check box to remove the word "Invoice" bordered with a box at the top left of the invoice.
  - On the Totals tab, in the **Invoice Total Label** field, enter the label for pre-invoice totals, such as **Total this Pre-Invoice**,
  - On the Sections tab, in the **Section Order** box, select **Pre-Invoice** and then complete the fields in the Section Labels/Options section.
5. Use the **Move Up** and **Move Down** buttons below the **Section Order** box to place the sections in the order in which they should appear on a pre-invoice.
  6. Click **Save**.

### Add Projects Hub Fields and User-Defined Fields to an Invoice Template

You can add Projects hub fields and user-defined fields from the Projects hub to an invoice template. The fields can appear in the header or footer of the invoice.

#### To add Projects hub fields or user-defined fields to an invoice template:

1. In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.
2. On the Project Column Selection grid toolbar on the Project Info tab, click  **Insert**.
3. Click **Select** next to a Projects hub field or a user-defined field to add it to the template.
4. Use the remaining fields in the row to specify how the field will appear on the invoice, including how it will be labeled and whether it will appear in the header or footer.
5. Click **Save**.

### Fields and Options

Use these fields and options to add and modify invoice templates.

#### Invoice Template Editor Form

Use the Invoice Template Editor form to create and update invoice templates, which determine the format and content of your invoices.

#### *Display the Invoice Template Editor Form*

Display the Invoice Template Editor form in Billing Settings in the desktop application.






In the Navigation pane in the desktop application, select **Settings » Billing » Invoice Template Editor**.



### Toolbar of Invoice Template Editor

Use the options on the Invoice Template Editor toolbar to create, save, or delete templates.

#### Contents

Field	Description
 <b>New</b>	<p>Click this option to create a new template. There are three ways to create a new template:</p> <ul style="list-style-type: none"> <li>▪ <b>New Invoice Template:</b> Click this option to create a new template from scratch. Default values populate certain fields.</li> <li>▪ <b>Copy Current Invoice Template:</b> Click this option to create a new template based on the template that is currently open.</li> <li>▪ <b>Select Invoice Template to Copy:</b> Click this option to create a new template based on a template that you select.</li> </ul>
 <b>Delete Invoice Template</b>	<p>Click this option to delete the invoice template that is currently open. Deleting the template makes the template unavailable to be assigned to a project. If you delete a template that is already assigned to projects, Vantagepoint warns you of this and prompts you to assign a new invoice template to these projects.</p> <p>You cannot delete a template if it is assigned as the default template for subledger terms on the Intercompany Billing Setup form (<b>Settings » Accounting » Intercompany Billing</b>).</p>
 <b>Preview Template</b>	<p>Use this option to see how an invoice will look when it is generated using the current invoice template settings. First select a project and invoice on the Invoice Selection tab and then click this option to see the invoice with the current invoice template settings applied.</p>
 <b>Assign</b>	<p>Use this option to assign the current invoice template to one or more projects. When you click this option, Vantagepoint displays the Project Lookup, listing all of the projects that have billing terms defined. Select one or more projects.</p>
 <b>Images</b>	<p>Click this option to display the Available Images window, where you can upload or delete logos and other images for use in invoice templates.</p>

### General Tab of Invoice Template Editor

Use the General tab to select among many formatting options for invoice templates.

Some fields on this tab also display in **Settings » Billing » Options**, in the browser application. Values that you specify here override values on the Billing Settings form.

#### Margins

Enter margin values in inches or millimeters, depending on which value you chose in the **Unit of Measure** field on the Misc tab. For example, if you use inches and your page has a top margin of

1 inch and you keep the default value of 1.46 in the Firm Block **Top Margin** field, the firm block prints 2.46 inches from the top of the page.

## Contents

### Fields

Field	Description
<b>Template Name</b>	Enter the name for this invoice template.

### Firm Block

This is the block of information that displays at the top of the invoice to identify your company.

Field	Description
<b>Print Firm Name</b>	Select this option to print the name of your enterprise on invoices. Do not select this option if your invoices print on stationery that already includes the name.
<b>Print Firm Byline</b>	Select this option to print a byline below your enterprise name on the first page of the invoice. A byline is additional descriptive text, such as "Product Branding Specialists."
<b>Print Firm Address</b>	Select this option to print the address of your enterprise on the first page of your invoices.
<b>Left Margin</b>	Enter a value to determine the amount of space between the page's left margin and the left edge of the firm block.  If you use the default invoice report file, Vantagepoint displays a warning message if the left margin that you enter will cause the firm block to extend beyond the right margin of the page. If you use a custom invoice report (.RDL) file for a template, Vantagepoint is not able to provide this warning because it cannot determine the default width for the block.
<b>Top Margin</b>	Enter a value to determine the amount of space between the page's top margin and the top edge of the firm block.
<b>Alignment</b>	Select <b>Left</b> , <b>Center</b> , or <b>Right</b> to determine the alignment of the firm block information. If you select <b>Center</b> , the firm block information is centered between the left and right margins specified in the <b>Left Margin</b> and <b>Top Margin</b> fields.
<b>Print Tax Registration Number</b>	This option displays only if you selected the <b>Enable Tax Auditing Feature</b> option in <b>Settings » Cash Management » Options</b> . Select this option to print your tax registration number, also specified in Cash Management Settings, on the invoice.  If you have multiple companies, the <b>Print Tax Registration Number</b> check box and <b>Label</b> field display for all companies when you turn on the Tax Auditing feature for at least one of your companies. However, for companies

Field	Description
	that do not have Tax Auditing turned on, the label and tax registration number do not display on invoices.
<b>Label</b>	This is the label that precedes your firm's tax registration number on an invoice. This field prefills with <b>Tax Registration Number:</b> , which you can change or make blank. This field is enabled only when you select the <b>Print Tax Registration Number</b> check box.

### Invoice Block

This is the block of information that displays in the upper right corner of the first page of the invoice, including the date, project number, and invoice number.

Field	Description
<b>Print Project Number</b>	Select this option to print the project number on the invoice. It prints on the upper left, between the date and the invoice number. If you select this option, when you preview the invoice, you can click the project number to view a CRM Project Summary drill-down report.
<b>Print Invoice Number</b>	Select this option to print the invoice number on the invoice.
<b>Label</b>	This is the label that precedes the invoice number on an invoice. The <b>Label</b> field prefills with <b>Invoice No:</b> , which you can change or make blank. This field is enabled only when you select the <b>Print Invoice Number</b> check box.
<b>Show Invoice Leading Zeros</b>	Select this option to show leading zeroes in front of the invoice number on the invoice.
<b>Combine Project and Invoice</b>	Select this option to print the invoice and project number together. For example, assume that you print an invoice for project 92005.00 and the next invoice number is 0000222. Vantagepoint prints 92005.00-0000222.
<b>Left Margin</b>	Enter a value to determine the amount of space between the page's left margin and the left edge of the invoice block. Make sure to enter a value that does not cause the invoice block to overlap with other blocks.  If you use the default invoice report file, Vantagepoint displays a warning message if the left margin that you enter will cause the invoice block to extend beyond the right margin of the page. If you use a custom invoice report (.RDL) file for a template, Vantagepoint is not able to provide this warning because it cannot determine the default width for the block.
<b>Top Margin</b>	Enter a value to determine the amount of space between the page's top margin and the top of the invoice block. Make sure to enter a value that does not cause the invoice block to overlap with other blocks.

### Check Boxes

Field	Description
<b>Show Invoice Box</b>	Select this option to display the word <b>Invoice</b> bordered with a box at the top left of the invoice. Clear this option if you do not want to display anything in the upper left of the invoice, or if you want to display your logo there.
<b>Print Project Name</b>	Select this option to display the project number and project name in a line below the client address information.
<b>Print Project Long Name</b>	Select this option to display the text entered in the <b>Long Name</b> field in the Projects hub on the invoice. The long name displays below the project name and the number.
<b>Print Total Now Due</b>	<p>Select this option to display the <b>Total Now Due</b> amount after the Outstanding Invoices section of the invoice. This amount represents the amount currently outstanding from prior invoices plus the <b>Total this Invoice</b> amount from the current invoice.</p> <p>If you do not have the <b>Print Project AR</b> option selected on the General tab of the project's Billing Terms form, this amount will not appear on the invoice.</p> <p>If you are displaying outstanding accounts receivable by phase or by task, the total now due will be listed for each phase or task and not for the total invoice. If you are displaying outstanding accounts receivable by project, the total now due will be listed for the entire invoice.</p>
<b>Custom Report Name</b>	This field defaults to the default report used by Vantagepoint, called <b>Invoice</b> . In most cases, you will keep this default when creating new templates. If you have created custom reports for invoices, and you want to modify report formats through the Invoice Template Editor, enter the name of the report in this field.

### Client Address Block

This is the block of information that displays in the upper left corner of the first page of the invoice, including the client's name and address.

Field	Description
<b>Left Margin</b>	<p>Enter a value to determine the amount of space between the page's left margin and the left edge of the client address block. Make sure to enter a value that does not cause the client address block to overlap with other blocks.</p> <p>If you use the default invoice report file, Vantagepoint displays a warning message if the left margin that you enter will cause the client address block to extend beyond the right margin of the page. If you use a custom invoice report (.RDL) file for a template, Vantagepoint is not able to provide this warning because it cannot determine the default width for the block.</p>
<b>Top Margin</b>	<p>Enter the amount of space between the page's top margin and the top of the invoice block.</p> <p>Make sure to enter a value that does not cause the client address block to overlap with other blocks.</p>

Field	Description
<b>Print Tax Registration Number</b>	This check box displays only if you selected the <b>Enable Tax Auditing Feature</b> check box in <b>Settings » Cash Management » Options</b> . Select this check box to print the client's tax registration number on the invoice. The client's tax registration number is entered on the General tab in the Firms hub. If you have multiple companies, the <b>Print Tax Registration Number</b> check box and <b>Label</b> field display for all companies when you turn on the Tax Auditing feature for at least one of your companies. However, for companies that do not have Tax Auditing turned on, the label and tax registration number do not display on invoices.
<b>Label</b>	This is the label that precedes the client's tax registration number on an invoice. The <b>Label</b> field prefills with <b>Tax Registration Number:</b> , which you can change or make blank. This field is enabled only when you select the <b>Print Tax Registration Number</b> check box.

### Page Section

Field	Description
<b>Print Footer Line</b>	Select this check box to print a horizontal line above the footer on all pages.
<b>Print Page Numbers</b>	Select this check box to print the page number, starting on page 2, in the bottom right hand corner of the page.
<b>Hide 2nd Page Header</b>	Select this option to display header information only on the first page of the invoice; the header does not display on the second or subsequent pages of the invoice.

### Access Section

Use these lookup fields to associate an organization, principal, project manager, supervisor, or invoice template editor code with the current invoice template. The lookup fields can be used to apply record level security for invoice templates, as well as to make it easier to find a specific invoice template. Only users with record access rights to an invoice template will be able to use the template in Billing Terms.

You can limit the templates available to a particular user using the following lookup criteria:

- **Organization:** Select an organization from the lookup. If you do not have Organizations enabled, this field does not display.
- **Principal:** Select a principal from the employee lookup.
- **Project Manager:** Select a project manager from the employee lookup.
- **Supervisor:** Select a supervisor from the employee lookup.
- **Code:** Select a code from the drop-down list, as defined in the Invoice Template Table Code Settings in **Settings » Labels and Lists » Lists**.

### Images Tab of Invoice Template Editor




Use the Images tab to add images, such as your logo, to the header or footer of an invoice template.

Before you can add an image to a template, you must use the **Images** option on the toolbar to upload the image.

Enter margin values in inches or millimeters, depending on which one you select in the **Unit of Measure** field on the Misc tab. To avoid overlapping, note the position of other invoice elements when you establish the position of the image.

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#### Grid

Field	Description
<b>Images Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to add a new image to the list of images that can be used in the invoice header or footer. You can add as many images as you want to this grid. Only those images with the <b>Select</b> option selected appear on the invoice, in the <b>Location</b> specified.
 <b>Copy</b>	Select a grid row and click this option to copy the image information to a new row. Edit information in the copied line. This may be helpful if you want to include the same image in the same position in the header of pages 1 and 2.
 <b>Delete</b>	Select a grid row and click this option to delete the image from the list of images.
<b>Select</b>	Click <b>Select</b> to place the image on the invoice.
<b>Name</b>	<p>Select an image from the drop-down list.</p> <p>If you copied your images to the Images folder on the report server (<b>Deltek \DeltekPS\Reports\Template\Images</b>), enter just the name of the image file in this field, for example, <b>image.jpg</b>.</p>

Field	Description
	If you copied your images to a different folder on the report server, enter the file path and file name, for example, <b>Deltek\Deltek PS\Images\image.jpg</b> .
<b>Top Margin</b>	Enter a value to determine the amount of space between the page's top margin (as specified on the Misc tab of the Invoice Template Editor) and the top of the image. Images display only in the header portion of the invoice.
<b>Left Margin</b>	Enter a value to determine the amount of space between the page's left margin (as specified on the Misc tab of the Invoice Template Editor) and the left edge of the image.
<b>Width</b>	Enter the actual width of the image. If you enter a value that does not match the actual image dimensions, the image may be distorted on the invoice. If you leave this field blank, Vantagepoint interprets the width to be 0 (zero), and the image does not display.
<b>Height</b>	Enter the actual height of the image. If you enter a value that does not match the actual image dimensions, the image may be distorted on the invoice. If you leave this field blank, Vantagepoint interprets the height to be 0 (zero), and the image does not display.
<b>Location</b>	Select the location where the image will display on the invoice. The options are: <ul style="list-style-type: none"> <li>▪ <b>Page 1 Header:</b> Places the image in the header of page 1.</li> <li>▪ <b>Page 2 Header:</b> Places the image in the header of page 2 and all following pages.</li> <li>▪ <b>Footer:</b> Places the image in the footer of every page.</li> </ul> <p>If you select <b>Page 2 Header</b>, the image is displayed on the second page of the invoice and all subsequent pages. If you generate the Billing Backup report along with the invoice, the image is displayed in the header area on all pages of the report.</p>

#### *Project Info Tab of Invoice Template Editor*

Use the Project Info tab to determine how project-related information displays on the invoice, including the names and column headers that are used and where page breaks occur.

Enter margin values in inches or millimeters, depending on which one you select in the **Unit of Measure** field on the Misc tab. When you set up margins, be careful that fields and sections do not overlap.

## Contents

Field	Description
<b>Prof. Services Label</b>	Enter a description for the services that are being invoiced. The default label is <b>Professional Services from [startdate] to [enddate]</b> . Vantagepoint populates the [startdate] and [enddate] fields with the actual values specified on the Billing Session Options dialog box at the time that the invoice was accepted.  You can use the [startdate] and [enddate] fields in a different way if you wish. For example, the label can read "Professional Services as of [startdate]."

## Page Breaks

Field	Description
<b>Project</b>	Select this option to insert a page break before each new project on the invoice.
<b>Phase</b>	Select this option to insert a page break before each new phase on the invoice. Phases display on the invoice only if the project has phases and you are billing the project at the phase level.
<b>Task</b>	Select this option to insert a page break before each task on the invoice. Tasks display on the invoice only if the project has tasks and you are billing the project at the task level.

## Print Options

Use these options to determine the WBS levels that display on the invoice. Vantagepoint defaults to print the phase number and task number.

Field	Description
<b>Print Phase Name</b>	Select this option to include the phase name.
<b>Print Phase Long Name</b>	Select this option to include the phase's long name (if one was specified on the Overview tab of the Projects form in the Projects hub).
<b>Phase Number</b>	Select this option to include the phase number.
<b>Print Task Name</b>	Select this option to include the task name.
<b>Print Task Long Name</b>	Select this option to include the task's long name (if one was specified on the Overview tab of the Projects form in the Projects hub).
<b>Print Task Number</b>	Select this option to include the task number.



## Labels



Use these fields to identify labels for each level and total of the WBS. You can also choose to hide the headings, as needed, which is useful when you need to simplify the invoice presentation. For example, you could remove the phase header information and only display the WBS description for phases at that level.

Field	Description
<b>Project Header Label</b>	Enter the label to display before each project on the invoice. Select <b>Hide</b> to hide the header.
<b>Phase Header Label</b>	Enter the label to display before each phase on the invoice. Select <b>Hide</b> to hide the header.
<b>Task Header Label</b>	Enter the label to display before each task on the invoice. Select <b>Hide</b> to hide the header.
<b>Project Total Label</b>	Enter the label to display before the total amount being invoiced for each project on the invoice. Projects display on the invoice only if the project is part of a billing group, and the billing group is set up to bill at the project level. Select <b>Hide Label and Total</b> to hide the label and project subtotal.
<b>Phase Total Label</b>	Enter the label to display before the total amount being invoiced for each phase on the invoice. Phases display on the invoice only if the project has phases, and the project billing terms are established to bill at the phase level. Select <b>Hide Label and Total</b> to hide the label and phase subtotal.
<b>Task Total Label</b>	Enter the label to display before the total amount being invoiced for each task on the invoice. Tasks display on the invoice only if the project has tasks, and the project billing terms are established to bill at the task level. Select <b>Hide Label and Total</b> to hide the label and task subtotal.

## Line Separating

Field	Description
<b>Line Separating Project, Line Separating Phase, and Line Separating Task</b>	Click this drop-down list to select the line type (dashed, solid, or none) that will be used to separate the work breakdown structure levels on the invoice.
<b>Line Weight</b>	Enter a value to select the thickness of the line that separates the work breakdown structure levels on the invoice. The default value for this field is 1.5. You can enter any value between 0.24985 to 20.

## Grid



Field	Description
<b>Project Column Selection Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to add a new field to the list of project fields that can be included in the invoice header or footer. Then choose a field from the drop-down list in the <b>Column Name</b> field.
 <b>Delete</b>	Select a grid row and click this option to delete the row.
<b>Select</b>	Select this checkbox to add the corresponding field to the invoice.
<b>Column Name</b>	<p>This column lists the fields that can be added to the invoice. To add a new field, click <b>Insert</b> and then select a field from the drop-down list.</p> <p>Select <b>&lt;Label Only&gt;</b> to add text that will be used as a label and is not associated with a project data field. Enter the text in the corresponding <b>Label</b> column.</p>
<b>Label</b>	Enter the label that you want to display on the invoice to describe the field.
<b>Top Margin</b>	<p>The significance of the this value depends on the value that is entered in the <b>Location</b> field.</p> <ul style="list-style-type: none"> <li>If you select <b>Header</b> in the <b>Location</b> field, the value entered in the <b>Top Margin</b> field is relative to the top of the page. For example, if you select <b>Header</b> in the <b>Location</b> field and you enter <b>2</b> in this field, the label prints two inches from the top of the page.</li> <li>If you select <b>Footer</b> in the <b>Location</b> field, the value entered in the <b>Top Margin</b> field is relative to the end of the invoice or the <b>Total This Invoice</b> line. For example, if you select <b>Footer</b> in the <b>Location</b> field and you enter <b>2</b> in this field, the label prints two inches below the <b>Total This Invoice</b> line. If you choose to display the signature on the invoice, the signature information displays below this label.</li> </ul>

Field	Description
<b>Left Margin</b>	Enter a value to determine the amount of space between the page's left margin and the left edge of the label.
<b>Label Width</b>	Enter the label's width. If a value does not fit, the extra characters are cut off.
<b>Col Width</b>	Enter the width for the field value. For example, if you are establishing settings for the <b>Project Manager</b> field, this would be the width allowed for the Project Manager's name. If a value does not fit, the extra characters are cut off.
<b>Location</b>	Select <b>Header</b> or <b>Footer</b> to determine whether the label displays at the top or bottom of the invoice.
<b>Bold</b>	Select this option to have the label and its value on the invoice display in bold type.

### *Sections Tab of Invoice Template Editor*

Use the Sections tab to determine the order of sections in an invoice and section labels and options. The options that display on this tab are dynamic, changing based on the invoice section that you select in the Section Order box.

### Contents

Field	Description
<b>Section Order</b>	<p>This box lists all of the sections that can be included on an invoice. Use the Section Order box to:</p> <ul style="list-style-type: none"> <li>Select an invoice section to format. When you select an invoice section, the corresponding formatting options display on the tab.</li> <li>Change the order of the sections on the invoice. Select an invoice section, and then use the  <b>Move Up</b> and  <b>Move Down</b> buttons to move the section.</li> </ul> <p>The <b>Outstanding AR</b> and <b>Billed-To-Date</b> sections must be the last two sections on an invoice.</p>

### Section Labels/Options Section

The contents of this section change, depending on the section you select in the **Section Order** list.

Field	Description
<b>Fee</b>	<p>The following fields display when you select <b>Fee</b> in the <b>Section Order</b> list :</p> <ul style="list-style-type: none"> <li><b>Fee Heading:</b> Enter the label to display above fee billing detail.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Factor 1:</b> Enter the label to precede the value entered in the <b>Est. Construction</b> field on the Fees tab of Billing Terms. This label and its corresponding value will display on the invoice only if the Fee Method selected in Billing Terms is <b>Overall Percent Complete, Percent Complete by Phase, as Percent of Fee, or Cumulative unit or fee</b>, and if the Fee Basis is <b>Percent of construction</b>.</li> <li>▪ <b>Factor 2:</b> Enter the label to precede the value entered in the <b>Fee Percent</b> field on the Fees tab of Billing Terms. This label and its corresponding value will display on the invoice only if the Fee Method selected in Billing Terms is <b>Overall Percent Complete, Percent Complete by Phase, as Percent of Fee, or Cumulative unit or fee</b>, and if the Fee Basis is <b>Percent of construction</b>.</li> <li>▪ <b>Unit Factor 1:</b> Enter the label to precede the value entered in the <b>Unit Quantity</b> field on the Fees tab of Billing Terms. This label and its corresponding value will display on the invoice only if the Fee Method selected in Billing Terms is <b>Overall Percent Complete, Percent Complete byphase, as pct of fee, or Cumulative unit or fee</b>, and if the Fee Basis is <b>Unit based</b>.</li> <li>▪ <b>Unit Factor 2:</b> Enter the label to precede the value entered in the <b>Unit Quantity</b> field on the Fees tab of Billing Terms. This label and its corresponding value will display on the invoice only if the Fee Method selected in Billing Terms is <b>Overall Percent Complete, Percent Complete by Phase, as Percent of Fee, or Cumulative unit or fee</b>, and if the Fee Basis is <b>Unit based</b>.</li> <li>▪ <b>Fee Total:</b> Enter the label to precede the total fee amount to be billed. How Vantagepoint determines this value depends on the project's <b>Fee Method</b> and <b>Fee Basis</b> selected in Billing Terms. For example, if the <b>Fee Basis</b> is <b>Lump sum</b>, the value that prints after the Fee Total label will be the value entered in the <b>Fee</b> field on the Fees tab of Billing Terms.</li> </ul> <p><b>Billing Phase Columns</b></p> <ul style="list-style-type: none"> <li>▪ <b>Select:</b> Click the check box if you want the column to appear on the invoice.</li> <li>▪ <b>Column Name:</b> Vantagepoint displays the columns that appear in the Billing Phases grid on the Fees tab of the Billing Terms form.</li> <li>▪ <b>Heading 1:</b> Enter the label to appear as the column heading on the invoice. If the label is too long for the width of the column, it will be cut off. If your label is long or contains multiple words, consider splitting it between Headings 1 and 2.</li> <li>▪ <b>Heading 2:</b> Text entered here displays below the Heading 1 text.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Width:</b> Enter the column width in either inches or millimeters, based on which one you selected in the <b>Unit of Measure</b> field on the Misc tab. Labels that do not fit are cut off. Asterisks (***) display for values that do not fit. To help with spacing, remove unnecessary columns by entering a width of 0.0.</li> </ul> <p><b>Fields</b></p> <p>Use these options to show or hide specific rows, amounts, and fee details on the invoice.</p> <ul style="list-style-type: none"> <li>▪ <b>Hide Total Earned Row:</b> Click this check box to hide the total earned line.</li> <li>▪ <b>Hide Previous Fee Billing Row:</b> Click this check box to hide the previous fee billed line.</li> <li>▪ <b>Hide Current Fee Billing row:</b> Click this check box to hide the current fee billed line.</li> <li>▪ <b>Percent Complete:</b> Enter the label to precede the value entered in the <b>Percent Complete</b> field on the Fees tab of the project's Billing Terms form. This label and its corresponding value display on the invoice only if the <b>Fee Method</b> selected in Billing Terms is <b>Overall Percent Complete</b>.</li> <li>▪ <b>BTD Section:</b> Select the section where Vantagepoint should add current, previous, and year-to-date fee amounts.</li> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details.</li> <li>▪ <b>Enable Format for Total Earned Calculation:</b> Select this option to define the fee section as the total job-to-date project earned less prior invoices. The add-on calculation will support add-ons based on the fee and other add-ons, only. This is useful for displaying prior billed amounts as a list of invoices instead of as a summary by section. Because there are several implications with selecting this option, Vantagepoint recommends that you only select it when using a new project and that you consider re-formatting the template to ensure logical structure and readability: <ul style="list-style-type: none"> <li>▪ Move the <b>Prior Invoice</b> section above the <b>Tax</b> section.</li> <li>▪ Review the <b>Fee</b> section to check the format. If billing by phase, you may need to adjust the columns displayed.</li> </ul> </li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Make sure the <b>Total Earned Row</b>, <b>Hide Previous Fee Billing Row</b>, and <b>Hide Current Fee Billing Row</b> options are not selected on the Project Info tab of <b>Billing » Invoice Template Editor</b>.</li> </ul> <p>When <b>Enable Format for Total Earned Calculation</b> is not selected, the current fee billing amount is applied. If add-ons apply to other areas, such as labor, expense, consultant, or reimbursable, the total invoice calculation would be incorrect.</p>
<b>Labor</b>	<p>The following fields display when you select <b>Labor</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li><b>Labor Heading:</b> Enter the label, such as <b>Professional Personnel</b>, to display above labor billing detail.</li> <li><b>Hours Label:</b> Enter the label to display above hours worked on the project.</li> <li><b>Rate Label:</b> Enter the label to display above the labor billing rate for individual employees who billed hours to the project. This column displays only if <b>Show Rates</b> is selected on the Labor tab of the Billing Terms form.</li> <li><b>Amount Label:</b> Enter the label to appear above the amount billed by each individual employee who billed hours to the project. This column appears only if <b>Show Rates</b> is selected on the Labor tab of the Billing Terms form.</li> <li><b>Totals Label:</b> Enter the label to precede the totals for individual labor billing components, such as hours, rate, and amount.</li> <li><b>Labor Total:</b> Enter the label, such as <b>Total Labor</b>, to precede the total amount of labor billed for the invoice. If <b>Show Multipliers</b> is selected on the Labor tab of the Billing Terms form, multipliers display on this line.</li> <li><b>Overtime Premium:</b> Enter the label to precede straight overtime information, such as the <b>Ovt Multiplier</b> specified in Billing Terms, and the total monetary amount of straight overtime. This line displays only if <b>Show Ovt Multiplier</b> is selected on the Labor tab of the Billing Terms form.</li> <li><b>Overtime 2 Premium:</b> Enter the label to precede secondary overtime information, such as the <b>Ovt-2 Multiplier</b> specified in Billing Terms, and the total monetary amount of overtime. This line displays only if <b>Show Ovt Multiplier</b> is selected on the Labor tab of the Billing Terms form.</li> <li><b>BTD Section:</b> Select the Billed-to-Date expense label (Fee, Labor, Consultant, Expense, Unit, Add-on, Tax, Retainage Interest) where Vantagepoint will display current, previous, and year-to-date labor billing amounts in the Billed-to-Date section of the invoice.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details. Selecting this option overrides the details defined in billing terms.</li> <li>▪ <b>Hide Detail Subtotal:</b> Click this check box to hide the subtotal for the labor hours and labor amount. The section subtotal will still print.</li> </ul>
<b>Units</b>	<p>The following fields display when you select <b>Units</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li>▪ <b>Unit Heading:</b> Enter the label to display above the unit expense billing detail.</li> <li>▪ <b>Unit Total:</b> Enter the label to precede the total amount of unit expenses billed for the invoice.</li> <li>▪ <b>BTD Section:</b> Select the Billed-to-Date sub-section label (Fee, Labor, Consultant, Expense, Unit, Add-on, Tax, Retainage Interest) where Vantagepoint will display current, previous, and year-to-date unit expense amounts in the Billed-to-Date section of the invoice. For example, to combine consultant and unit expenses on the Expenses Billed-to-Date line, click <b>Units</b> in the <b>Section Order</b> area, and select <b>Expenses</b> in the <b>BTD Section</b> field. Then click <b>Consultants</b> in the <b>Section Order</b> area, and select <b>Expenses</b> in the <b>BTD Section</b> field.</li> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details. Selecting this option overrides the <b>Show Detail</b> check box on the Expenses/Units tab in billing terms.</li> <li>▪ <b>Hide Detail Subtotal:</b> Click this check box to hide the subtotal at the end of the detail section. The section subtotal will still print.</li> </ul>
<b>Consultants</b>	<p>The following fields display when you select <b>Consultants</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li>▪ <b>Consultant Heading:</b> Enter the label to display above consultant expense billing detail.</li> <li>▪ <b>Consultant Total:</b> Enter the label to precede the total amount of consultant expenses billed for the invoice.</li> <li>▪ <b>BTD Section:</b> Select the Billed-to-Date expense label (Fee, Labor, Consultant, Expense, Unit, Add-on, Tax, Retainage Interest) where Vantagepoint will display current, previous, and year-to-date consultant expense amounts in the Billed-to-Date section of the invoice. For example, to combine consultant and unit expenses under the <b>Billed-to-Date</b> heading Expenses, click <b>Consultants</b> in the <b>Section Order</b> area, and select <b>Expenses</b> in the <b>BTD Section</b> field. Then click <b>Unit</b> in the <b>Section Order</b> area, and select <b>Expenses</b> in the <b>BTD Section</b> field.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details. Selecting this option overrides the <b>Show Detail</b> check box on the Expenses/Units tab in billing terms.</li> <li>▪ <b>Hide Detail Subtotal:</b> Click this check box to hide the subtotal at the end of the detail section. The section subtotal will still print.</li> </ul>
<b>Reimbursables</b>	<p>The following fields display when you select <b>Reimbursables</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li>▪ <b>Expense Heading:</b> Enter the label to display above reimbursable expense billing detail.</li> <li>▪ <b>Expense Total:</b> Enter the label to precede the total amount of reimbursable expenses billed for the invoice.</li> <li>▪ <b>BTD Section:</b> Select the Billed-to-Date expense label (Fee, Labor, Consultant, Expense, Unit, Add-on, Tax, Retainage Interest) where Vantagepoint will display current, previous, and year-to-date reimbursable expense amounts in the Billed-to-Date section of the invoice.</li> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details. Selecting this option overrides the <b>Show Detail</b> check box on the Expenses/Units tab in billing terms.</li> <li>▪ <b>Hide Detail Subtotal:</b> Click this check box to hide the subtotal at the end of the detail section. The section subtotal will still print.</li> </ul>
<b>Additional Items</b>	<p>The following fields display when you select <b>Additional Items</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li>▪ <b>Add On Heading:</b> Enter the label to display above Add-on expense billing detail.</li> <li>▪ <b>Add On Total:</b> Enter the label to precede the total amount of Add-on expenses billed for the invoice.</li> <li>▪ <b>BTD Section:</b> Select the Billed-to-Date expense label (Fee, Labor, Consultant, Expense, Unit, Add-on, Tax, Retainage Interest) where Vantagepoint will display current, previous, and year-to-date add-on fee amounts in the Billed-to-Date section of the invoice. For example, click <b>Additional Items</b> in the <b>Section Order</b> area, and select <b>Fee</b> in the <b>BTD Section</b> field to combine Add-on Fees with other Fee amounts on the Fee Billed-to-Date line.</li> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Hide Detail Subtotal:</b> Click this check box to hide the subtotal at the end of the detail section.</li> </ul> <p>When you change the order in which Additional Items display on the invoice, you do not affect the display of add-ons marked as retainers.</p>
<b>Limits</b>	<p>The Limits sections that display on the invoice are selected on the Misc tab of the Billing Terms form.</p> <p>The following fields display when you select <b>Limits</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li>▪ <b>Limit Heading:</b> Enter the label to display above billing limits information.</li> <li>▪ <b>Current Label:</b> Enter the label to display above the current invoice's billing limit amount for each limit section, such as Fee or Labor.</li> <li>▪ <b>Prior Label:</b> Enter the label to display above the sum of all prior invoice billing limit amount for each limit section, such as Fee or Labor.</li> <li>▪ <b>To-Date Label:</b> Enter the label to display above the total project billing limit amount (sum of current and prior) for each limit section, such as Fee or Labor.</li> <li>▪ <b>Limit Total:</b> Enter the label to precede total project billing limits displayed in the <b>Current</b>, <b>Prior</b>, and <b>To-Date</b> columns.</li> <li>▪ <b>Limit Remaining:</b> Enter the label to precede the remaining amount left before reaching the project limit.</li> <li>▪ <b>Limit Adjustment:</b> Enter that label to precede the difference between the total billings to date and the billing limit.</li> <li>▪ <b>Fee:</b> Enter the label to display above the fee amounts.</li> <li>▪ <b>Labor:</b> Enter the label to display above the labor amounts.</li> <li>▪ <b>Consultant:</b> Enter the label to display above the consultant amounts.</li> <li>▪ <b>Expense:</b> Enter the label to display above the expense amounts.</li> <li>▪ <b>Unit:</b> Enter the label to display above the unit amounts.</li> <li>▪ <b>Add-On:</b> Enter the label to display above the add-on amounts.</li> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details.</li> </ul>
<b>Taxes</b>	<p>The following fields display when you select <b>Taxes</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li>▪ <b>Tax Heading:</b> Enter the label to appear above the tax detail.</li> <li>▪ <b>Tax Total:</b> Enter the label to precede the total amount of taxes billed for the invoice.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>BTD Section:</b> From the drop-down list, select the Billed-to-Date expense label (<b>Fee, Labor, Consultant, Expense, Unit, Add-on, Tax, Retainage, or Interest</b>) where Vantagepoint will display current, previous, and year-to-date tax amounts in the Billed-to-Date section of the invoice.</li> <li>▪ <b>Subtotal Before Taxes:</b> Select this check box to print a subtotal of preceding invoice sections before printing the Taxes section. Use the associated field to enter a label to print to the left of the subtotal. The label and subtotal display at any level at which taxes are calculated on an invoice. They are not displayed if taxes are not calculated. If a retainer, which should not affect the tax calculation, is included on the invoice, it is included in the calculation of the subtotal amount. Thus, in that case, the subtotal would not match the tax basis.</li> <li>▪ <b>Display Tax Calculation on Invoice:</b> Select this check box to display the tax calculation equation (for example, <b>10.00% of 1,500.00</b>) on the invoice.</li> <li>▪ <b>Subtotal Before Taxes in Tax Currency:</b> Select this check box to print a subtotal of preceding invoice sections in the tax currency before printing the Taxes section. Use the associated field to enter a label to print to the left of the subtotal. This option is available only if you use multiple currencies. The label and subtotal display at any level at which taxes are calculated on an invoice. However, they are not displayed if: <ul style="list-style-type: none"> <li>▪ Taxes are not calculated or if the currency for all tax codes for the invoice is the billing currency.</li> <li>▪ A preinvoice is being applied to the final invoice and the billing currency does not match the tax currency.</li> </ul> Vantagepoint determines the amount by calculating the subtotal in the billing currency, converting that amount to the functional currency, and then converting the functional currency amount to the tax currency. Vantagepoint uses the exchange rates on or before the invoice date to do the currency conversions. If a retainer, which should not affect the tax calculation, is included on the invoice, it is included in the calculation of the subtotal amount. Thus, in that case, the subtotal would not match the tax basis. If more than one tax code applies to the invoice, Vantagepoint does the following: </li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>If all tax codes with a currency different than the billing currency have the same tax currency, Vantagepoint calculates one subtotal in that currency.</li> <li>If tax codes with a currency different than the billing currency do not have the same tax currency, Vantagepoint calculates a subtotal in the currency for the first tax code encountered when generating the invoice.</li> </ul> <p>You can select both the <b>Subtotal Before Taxes</b> check box and <b>Subtotal Before Taxes in Tax Currency</b> check box.</p> <ul style="list-style-type: none"> <li><b>Print Tax Amount in Tax Currency:</b> Select this check box if you want to print the tax amount in the tax currency when the tax currency is different than the billing currency. If you select this option, Vantagepoint prints the tax amount in the tax currency and indicates what the currency is in the description area of the tax line on the invoice. If you do not select this option, Vantagepoint does not display the additional tax amount information. To determine the tax currency amount, Vantagepoint first converts the billing currency amount to the functional currency, and then converts that amount to the tax currency amount. This option is only available if your company uses multiple currencies and has tax auditing enabled for the active company.</li> <li><b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details.</li> <li><b>Hide Detail Subtotal:</b> Click this check box to hide the subtotal at the end of the detail section when there are multiple tax codes.</li> </ul> <p>See the Multiple Currency topics in the Concepts section of the help for information about tax currencies.</p> <p>See the discussion of Tax Auditing in the Accounting Settings section of the help for information about enabling and setting up tax auditing.</p>
<b>Retainage</b>	<p>The retainage sections that display on the invoice are selected on the Misc tab of the Billing Terms form.</p> <p>The following fields display when you select <b>Retainage</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li><b>Retainage Heading:</b> Enter the label to display above retainage detail.</li> <li><b>Current Label:</b> Enter the label to display above the current invoice's retainage amount for each retainage section, such as Fee or Labor.</li> <li><b>Prior Label:</b> Enter the label to display above the sum of all prior invoice retainage amount for each limit section, such as Fee or Labor.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>To-Date Label:</b> Enter the label to display above the total project (or project group) billing limit amount (sum of current and prior) for each limit section, such as Fee or Labor.</li> <li>▪ <b>Limit Label:</b> Enter the label to precede the retainage limit.</li> <li>▪ <b>BTD Section:</b> Select the Billed-to-Date expense label (Fee, Labor, Consultant, Expense, Unit, Add-on, Tax, Retainage Interest) where Vantagepoint will display current, previous, and year-to-date retainage amounts in the Billed-to-Date section of the invoice.</li> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no detail.</li> </ul>
<b>Interest</b>	<p>The following fields display when you select <b>Interest</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li>▪ <b>Interest Heading:</b> Enter the label to display above interest detail.</li> <li>▪ <b>BTD Section:</b> Select the Billed-to-Date expense label (Fee, Labor, Consultant, Expense, Unit, Add-on, Tax, Retainage Interest) where Vantagepoint will display current, previous, and year-to-date interest amounts in the Billed-to-Date section of the invoice.</li> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no detail.</li> </ul>
<b>Prior Invoices</b>	<p>The following fields display when you select <b>Prior Invoices</b> in the <b>Section Order</b> list. This section applies if the <b>Enable Format for Total Earned Calculation</b> option is selected for Fees. Consider reformatting the template to move the Prior Invoice section above the Tax section to make the invoice structure more logical and readable. Regardless of the position of the Prior Invoice section, taxes will be based on the balance of JTD earned less prior invoices.</p> <ul style="list-style-type: none"> <li>▪ <b>Prior Invoice Heading:</b> Enter the label for the Prior Invoice section heading. The default value is <b>Invoices</b>.</li> <li>▪ <b>Total Label:</b> Enter the label for the prior invoice section total. The default value is <b>Total Prior Invoices</b>. The total applied prior invoice amount is always zero because this section includes only prior invoices (not applied prior invoices).</li> <li>▪ <b>Subtotal Before Prior Invoices:</b> Select this check box to print a subtotal of preceding invoice sections before printing the Prior Invoices section. Use the associated field to enter a label to print to the left of the subtotal.  The label and subtotal display at any level at which prior invoices are calculated on an invoice. They do not display if prior invoices are not calculated.</li> <li>▪ <b>Invoice Number:</b> Enter the label for the invoice number.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Invoice Date:</b> Enter the label for the invoice date.</li> <li>▪ <b>Fee Amount:</b> Enter the label for the invoice fee amount. Typically, this is the fee plus any add on amounts.</li> <li>▪ <b>Other Amount:</b> Enter the label for the "other" amount. Typically, this is anything other than fees and add ons (for example, labor, expenses, consultants, and units). The calculation used to determine this amount is <b>Invoice Total minus (fee + add on + tax)</b>. If there is no "other" amount, nothing displays on the invoice.</li> <li>▪ <b>Hide Headings:</b> Click this check box to hide the prior invoice headings on the invoice. This is useful for simplifying the invoice layout when only two amounts display in this section. If you have more than two amounts, do not select this option.</li> <li>▪ <b>Total Only (Hide All Detail):</b> Click this check box to print only the section header and the section subtotal on the invoice, with no details.</li> <li>▪ <b>Hide Detail Subtotal:</b> Click this check box to hide the subtotal at the end of the detail section.</li> </ul>
<b>Pre-Invoice</b>	<p>The following fields display when you select <b>Pre-Invoice</b> in the <b>Section Order</b> list. This section applies if you use the Pre-Invoice feature (enabled in <b>Settings » Billing » Options</b>, in the browser application). A Pre-Invoice section should be included in templates for pre-invoices, pre-invoice cancellations, and regular invoices for projects that use pre-invoices. The Pre-Invoice section shows information about the prior pre-invoices generated for a project. Only the fee amounts (no taxes) from pre-invoices are included in this section.</p> <ul style="list-style-type: none"> <li>▪ <b>Section Heading:</b> Enter the heading for the pre-invoice section. The default value is <b>Pre-Invoice History</b>.</li> <li>▪ <b>Section Total:</b> Enter the label for the pre-invoice section total. The default value is <b>Total Pre-Invoice Applied</b>.</li> </ul> <p><b>Pre-Invoice Columns</b></p> <ul style="list-style-type: none"> <li>▪ <b>Select:</b> Click this check box if you want the column to appear in the Pre-Invoice section of an invoice.</li> <li>▪ <b>Column Name:</b> This is a list of the columns that you can include in the Pre-Invoice section. Possible columns are: <ul style="list-style-type: none"> <li>▪ <b>Date:</b> This is the date of a pre-invoice.</li> <li>▪ <b>Invoice Number:</b> This is the invoice number of a pre-invoice.</li> </ul> </li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Amount:</b> This is the total fee amount of a pre-invoice, not including taxes.</li> <li>▪ <b>Note:</b> This is the text that you entered for a pre-invoice on the Misc tab of a project's billing terms.</li> <li>▪ <b>Paid:</b> This is the fee amount of a pre-invoice that a client has paid, which has been posted in Cash Receipts Transaction Entry. Any taxes paid are not included in this amount. When you generate a draft or final regular invoice in Interactive Billing or Batch Billing, the invoice total is reduced by pre-invoice fee amounts that have been paid since the last time that you generated a draft or final invoice.</li> <li>▪ <b>Cancelled:</b> This is the fee amount of a pre-invoice that has been cancelled, which can be the full amount or a partial amount of a pre-invoice. Pre-invoice amounts that have not yet been paid by a client are cancelled automatically when you create a draft or final regular invoice in Interactive Billing or Batch Billing. You can also manually cancel pre-invoices on the Invoices on File dialog box in Interactive Billing.</li> <li>▪ <b>Applied:</b> When the Pre-Invoice section displays on a draft or final regular invoice, this column displays the fee amount of a pre-invoice that is being applied to the regular invoice. This is the pre-invoice amount that the client paid that was entered in Cash Receipt Transaction Entry since the last regular invoice was generated. The total amount of the regular invoice is reduced by the applied pre-invoice amount. When the Pre-Invoice section displays on a pre-invoice, this column displays a zero amount. Paid pre-invoice amounts are not applied to pre-invoices.</li> <li>▪ <b>Heading 1:</b> Enter the label for the column heading in the Pre-Invoice section. If your label is long or contains multiple words, consider splitting it between Heading 1 and Heading 2. Labels that are too long will be cut off.</li> <li>▪ <b>Heading 2:</b> Text entered in Heading 2 displays below the Heading 1 text.</li> <li>▪ <b>Width:</b> Enter the width for the Heading 1 and Heading 2 columns in either inches or millimeters, based on which measure you selected in the <b>Unit of Measure</b> field on the Misc tab on the Invoice Template Editor form. If headings are too long, they are cut off. If column values are too long, they display as asterisks (**). To help with spacing, remove unnecessary columns by entering a width of 0.0.</li> </ul>
<b>Outstanding AR</b>	The following fields display when you select <b>Outstanding AR</b> in the <b>Section Order</b> section:

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>AR Heading:</b> Enter the label to display above outstanding accounts receivable detail.</li> <li>▪ <b>Number Label:</b> Enter the label to display above invoice numbers.</li> <li>▪ <b>Date Label:</b> Enter the label to display above invoice dates.</li> <li>▪ <b>Balance Label:</b> Enter the label to display above the amount yet to be collected for the invoice.</li> <li>▪ <b>Retainage Label:</b> Enter the label to display above retainage amounts for each invoice.</li> <li>▪ <b>Now Due Label:</b> Enter the label to display above the amount due as of the current billing (balance plus retainage).</li> <li>▪ <b>AR Total:</b> Enter the label to precede the total amount of accounts receivable still outstanding for the project.</li> <li>▪ <b>AR Total Now Due:</b> Enter the label to precede the total amount of accounts receivable currently due (AR Total plus retainage).</li> </ul>
<b>Billed-to-date</b>	<p>Billed-to-date sections that display on the invoice, such as Fee or Labor, depend on what has been billed for the project.</p> <p>The following fields display when you select <b>Billed-to-date</b> in the <b>Section Order</b> list:</p> <ul style="list-style-type: none"> <li>▪ <b>BTD Heading:</b> Enter the label to display above billed-to-date detail.</li> <li>▪ <b>Billed-to-Date Total:</b> Enter the label to precede total project billed-to-date amounts displayed in the <b>Current</b>, <b>Prior</b>, and <b>Total</b> columns.</li> <li>▪ <b>Current Label:</b> Enter the label to display above current invoice billed-to-date totals for each billed-to-date section.</li> <li>▪ <b>Prior Label:</b> Enter the label to display above the sum of all prior invoice billed-to-date totals for each billed-to-date section.</li> <li>▪ <b>Total Label:</b> Enter the label to display above the total (sum of prior and current) invoice billed-to-date totals for each billed-to-date section.</li> <li>▪ <b>Received Label:</b> Enter the label to precede the total receipts to date amounts displayed in the <b>Current</b>, <b>Prior</b>, and <b>Total</b> columns.</li> <li>▪ <b>AR Balance Label:</b> Enter the label to precede the balance of accounts receivable, displayed in the <b>Current</b>, <b>Prior</b>, and <b>Total</b> columns.</li> <li>▪ <b>Summarize billed-to-date on a single line:</b> Select this check box to display totals only in the Billed-to-Date section of the invoice, rather than displaying amounts broken out by section.</li> <li>▪ <b>Fee:</b> Enter the label to display above fee amounts.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Labor:</b> Enter the label to display above labor amounts.</li> <li>▪ <b>Consultant:</b> Enter the label to display above the consultant amounts.</li> <li>▪ <b>Expense:</b> Enter the label to display above expense amounts.</li> <li>▪ <b>Unit:</b> Enter the label to display above unit amounts.</li> <li>▪ <b>Add-On:</b> Enter the label to display above add-on amounts.</li> <li>▪ <b>Tax:</b> Enter the label to display above tax amounts.</li> <li>▪ <b>Interest:</b> Enter the label to display above interest amounts.</li> </ul>

### *Totals Tab of Invoice Template Editor*

Use the Totals tab to determine how invoice totals display on the invoice.

### Contents

Field	Description
<b>Invoice Total Label</b>	Enter the label to display before the total amount of the entire invoice.
<b>Single Line Above</b>	Select this check box to insert a single line above the invoice total.
<b>Double Line Below</b>	Select this check box to insert a double line below the invoice total.
<b>Print Total in Invoice Header</b>	<p>Select this check box to print a total in the header as well as at the end of the invoice. When you select this option, you enable several formatting options for the total in the invoice header:</p> <ul style="list-style-type: none"> <li>▪ <b>Invoice Total or Total Now Due:</b> From the drop-down list, choose the value that you want to display, either the total amount of the current invoice or the total amount of the current invoice plus the outstanding accounts receivable amount. If you want a label to display next to the total, enter the label in the text entry field next to the drop-down list. Leave this field blank to use no label.</li> <li>▪ <b>Top Margin:</b> Enter a value in inches to determine the amount of space between the page's top margin and the top of the label. As you enter margins and widths, be careful not to cause information to overlap in the header.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Left Margin:</b> Enter a value in inches to determine the amount of space between the page's top margin and the top of the label.</li> <li>▪ <b>Label Width:</b> Enter the label's width. If you enter a width that is less than the actual length of the label, the label text is cut off.</li> <li>▪ <b>Column Width:</b> Enter the width for the total amount. If you enter a width that is less than the actual total amount, the total amount is cut off.</li> <li>▪ <b>Font Size:</b> Select the font to use for the label. The default font for new invoice templates is 10 point Arial, but you can specify any font size from 7 points to 14 points. Test the template carefully if you change to a font size other than 10 point.</li> <li>▪ <b>Bold:</b> Select this option to print the total in a bold font.</li> <li>▪ <b>Box Around Invoice Total Label and Value:</b> Select this option to have a box print around the invoice total label and value.</li> </ul>

#### *Signature Tab of Invoice Template Editor*

Use the Signature tab to format the signature section of the invoice.

Enter margin values in inches or millimeters, depending on which one you select in the **Unit of Measure** field on the Misc tab.

You can use the **Signature Label** or **Date Label** fields for text other than the words "Signature" or "Date." For example, if you need the Project Manager and Principal to authorize the invoice, enter **Authorized By:** in the **Date Label** field. Select both **Project Manager** and **Principal** in the Project Column Selection grid on the Project Info tab, select **Footer** in the **Location** column, and enter values in the margin and width fields that will position both labels as needed on the invoice.

#### Contents

Field	Description
<b>Display Signature on Invoice Footer</b>	Click this check box to display signature information in the footer of the last page of the invoice, so that the person who authorizes the invoice can sign it. When you select this option, you can edit the remaining fields on this tab.
<b>Line Left Margin</b>	Enter a value to determine the amount of space between the page's left margin and the beginning of the signature line. The signature line is a horizontal line where the person who authorizes the invoice can sign it.
<b>Line Top Margin</b>	Enter a value to determine the amount of space between the end of the body of the invoice (usually after the <b>Total this Invoice</b> line) and the signature line.
<b>Signature Label</b>	Enter the text to precede the signature line, such as "Authorized by:".

Field	Description
<b>Signature Label Width</b>	Enter a value in inches or millimeters to determine the amount of horizontal space available from the beginning of the signature label to the beginning of the signature line. If you enter an amount less than the actual width of the label, the label and the line will overlap.
<b>Signature Line Width</b>	Enter a value in inches or millimeters to determine the length of the signature line. This is not the thickness of the line, but the width from end to end.
<b>Date Label</b>	Enter the text to precede the date line, such as "Date:".
<b>Date Label Width</b>	Enter a value to determine the amount of horizontal space available from the beginning of the date label to the beginning of the date line. If you enter an amount less than the actual width of the label, the label and the line will overlap.
<b>Date Line Width</b>	Enter a value to determine the length of the date line. This is not the thickness of the line, but the width from end to end.
<b>Auth. Left Margin</b>	Enter a value to determine the amount of space between the page's left margin and the name of the person authorizing the invoice information, as specified in the <b>Authorized By</b> field.
<b>Auth. Top Margin</b>	Enter a value to determine the amount of space between the end of the body of the invoice (usually after the <b>Total this Invoice</b> line) and the name of the person authorizing the invoice information.
<b>Authorized By</b>	Select the responsible party associated with the project who will authorize the information contained in the invoice. Select from the project's Project Manager, Principal, or Supervisor, as identified in the Projects hub.
<b>Print Auth. Prefix</b>	Select this option to print on the invoice signature line the prefix associated with the employee who is authorizing the invoice. The prefix is specified in the Employees hub.
<b>Print Auth. Suffix</b>	Select this option to print on the invoice signature line the suffix associated with the employee who is authorizing the invoice. The suffix is specified in the Employees hub.

#### *Invoice Selection Tab of Invoice Template Editor*

Use the Invoice Selection tab to select an existing invoice to use to preview and test the current invoice template.

#### **Contents**

Field	Description
<b>Project</b>	Use the Project lookup to select the project whose invoice you want to use to preview the current invoice template. Only projects that have processed invoices (draft or final) are available in the lookup.

Field	Description
<b>Invoice</b>	Select the invoice to use to preview the current invoice template. The invoices in this list include all accepted invoices and all draft invoices (those previewed in Interactive Billing or run as a draft run through Batch Billing) for the project. Pre-invoices are not included.
<b>Invoice Date</b>	This field displays the invoice date of the invoice (as specified in the Billing Session Options form when the invoice was accepted).

#### *Misc Tab of Invoice Template Editor*

Use the Misc tab to select the font and margins for the entire invoice and to specify other formatting options.

Some default invoice layout options are entered in **Settings » Billing » Options** and **Settings » Billing » Invoice Format**, in the browser application.

### Contents

#### **Firm and Address Information**

Enter information in this section to tailor your company's name and address information for the current template.

Field	Description
<b>Firm Name</b>	Enter the company name to display on invoices.
<b>Byline</b>	Enter a byline (descriptive text about your company) to display below the company name.
<b>Address Line 1-4</b>	Enter the address information to display.
<b>Unit of Measure</b>	Select <b>Inches</b> or <b>Millimeters</b> as the unit of measure for the measurement fields (such as <b>Width</b> and <b>Height</b> ) on all tabs of the Invoice Template Editor form.  When you switch from one unit of measure to the other, the values that are currently entered or displayed in the measurement fields are automatically converted to the new unit of measure (1 inch = 25.4 millimeter).
<b>Report Font</b>	Select the font to use for all invoice text. The larger the font, the more likely that data on the invoice will wrap to a second line. Test the template carefully if you change to a font or point size other than 10-point Arial.
<b>Font Point Size</b>	The default font size for new invoice templates is 10 points, but you can specify any font size from 7 points to 14 points. This setting applies to the Billing Backup reports generated with the invoices.
<b>HTML Formatting</b>	Select this check box to display the memo fields as formatted HTML in the invoice report.

**Margins**

Field	Description
<b>Top</b>	Enter the top margin for the first invoice page.
<b>Left</b>	Enter the left margin for the invoice page.
<b>Bottom</b>	Enter the bottom margin for the invoice page.
<b>Right</b>	Enter the right margin for the invoice page.
<b>2nd Page Top</b>	<p>Enter the top margin to use for all pages after page one of an invoice. If this field is blank, Vantagepoint uses the default for this setting, specified in <b>Settings » Billing » Invoice Format</b>. If the <b>Page 2 Start</b> field is blank or set to zero, Vantagepoint uses the <b>Top</b> margin entered above.</p> <p>White space equal to the sum of the dimensions that you enter in <b>2nd Page Top</b> and <b>2nd Page Header Height</b> will also appear on the first page of the invoice, even though the second page header itself is not displayed on the first page. Microsoft SQL Server Reporting Services 2008 R2 and later versions were intentionally designed to insert this white space when suppressing the header on the first page.</p>

**Page**

Field	Description
<b>Orientation</b>	<p>Select the orientation of the invoice:</p> <ul style="list-style-type: none"> <li>▪ <b>Automatic:</b> Apply the default orientation (portrait).</li> <li>▪ <b>Landscape:</b> Apply Landscape orientation.</li> <li>▪ <b>Portrait:</b> Apply Portrait orientation.</li> </ul>
<b>Size</b>	<p>From the drop-down list, select the page size for the invoice, such as <b>Letter</b>, <b>Legal</b>, or <b>Custom</b>.</p> <p>The <b>Dimensions</b> fields display the width and height of the page size that you select.</p> <p>When you select the <b>Custom</b> size, the <b>Dimensions</b> fields are enabled so that you can enter a width and height of your choice.</p>
<b>Dimensions: Width and Height</b>	<p>These fields display the width and height of the page size that you select in the <b>Size</b> field.</p> <p>The measurements display in either inches or millimeters based on which one you select in the <b>Unit of Measure</b> field on this tab.</p> <p>The page size and dimensions are:</p>

Field	Description		
	Page Size	Inches Width x Height	Millimeters Width x Height
	Letter	8.5 x 11	216 x 279
	Legal	8.5 x 14	216 x 356
	Ledger	17 x 11	432 x 279
	Tabloid	11 x 17	279 x 432
	A4	8.3 x 11.7	210 x 297
	A3	11.7 x 16.5	297 x 420
	Executive	7.25 x 10.5	184 x 267
	Custom	Enter the width and height of your choice.	Enter the width and height of your choice.

### Default Formats

Field	Description
<b>Override regional settings</b>	Select this option if you want to use formatting for numbers, currency amounts, and dates that is different from your default formatting in Windows Regional and Language Options. Select a different culture from the drop-down list. Vantagepoint applies the default formats associated with the new culture to all number, currency, and date values on invoices generated from the current template.
<b>Number</b>	This field displays the format for non-currency numbers.
<b>Currency</b>	This field displays the format for currency amounts.
<b>Currency Display</b>	<p>This field is enabled if the <b>Use Currency Symbol</b> option or <b>Use Currency Code</b> option is selected in the <b>Display</b> field of the Format Currency dialog box. This field is disabled if <b>Do Not Display</b> is selected in the <b>Display</b> field.</p> <p>Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Totals:</b> Select this option to display the currency of the total amount for the invoice.</li> <li>▪ <b>Totals and Section Totals:</b> Select this option to display the currency of the total and section total amounts for the invoice.</li> </ul>
<b>Date</b>	This field displays the date and time format. This format is used for each date or date-and-time field on invoices generated from the current template.

Field	Description
<b>Report language</b>	<p>If you use multiple languages in Vantagepoint, this field displays the language in which invoices will be generated. If you do not use multiple languages, Vantagepoint does not display this field.</p> <p>When you create a new invoice template, this field displays the language that you specified when you logged in. Vantagepoint saves that language as part of the template information. You can then use the template to generate invoices in that language even if you are currently logged in with a different language. If you also generate Billing Backup reports or AR Statements along with invoices, Vantagepoint generates those reports in the language used for the invoices.</p> <p>You cannot use this field to change the language for a template. If you want to generate invoices in a different language, select that language when you log in and then create a separate invoice template for that language.</p>
<b>2nd Page Header Height</b>	<p>In some cases, long project numbers, project names, or labels cause information to exceed one line in the invoice header of the second and subsequent pages of an invoice. If that occurs, the extra text is cut off. To resolve this problem, use the <b>2nd Page Header Height</b> field to increase the header height and allow text to wrap to a second line.</p> <p>The default height of .24 inches accommodates a one-line header. Change the height to .40 inches if you need space for two lines.</p> <p>Text is not cut off when you preview the report. To determine if text will be cut off, view the invoice in print layout mode, export it to a PDF file, or print it.</p> <p>White space equal to the sum of the dimensions that you enter in <b>2nd Page Top</b> and <b>2nd Page Header Height</b> will also appear on the first page of the invoice, although the second page header itself is not displayed on the first page.</p> <p>Microsoft SQL Server Reporting Services 2008 R2 and later versions were intentionally designed to insert this white space when suppressing the header on the first page.</p>

## Invoice Approval Process

After you enable the invoice approvals feature for billing invoices, you set up one or more invoice approval processes to assign to projects that defines who can approve and reject invoices and how and when notification center alerts are sent.

Invoice Approvals is an optional feature that requires invoices to be approved before they are accepted and posted. This feature allows you to efficiently move draft invoices through the submittal, rejection, approval, and acceptance stages to produce final invoices. Electronic alerts are sent automatically to the appropriate employees to notify them that the next action in the approval process is ready for them to complete. You can enter approval comments for invoices that can be shared easily with others.

You turn on the invoice approvals feature in **Settings » Billing » Options**.

Then you complete the following:

- Set up invoice approval processes in **Settings » Billing » Invoice Approval Process**, in the desktop application. For each approval process, you specify:

- Who, within a project (project manager, principal, and so on), can approve and reject submitted invoices.
- Who will receive alerts when invoices are submitted, approved, rejected, and unsubmitted.
- How and when alerts are delivered, and the message in the alerts.
- Specify in a project's billing terms (on the Summary pane in **Hubs » Projects » Billing Terms**) if the project will use invoice approvals and, if so, which invoice approval process it will use.
- Optionally, specify on the General tab in My Preferences a delegate to approve invoices in your absence if you are an invoice approver.

After you enable the Invoice Approval feature, an **Invoice Approvals** and an **Approval Process** field display in **Settings » Billing » Default Terms**. In Default Billing Terms, you enter the default invoice approval settings to use for new projects. You can override the prefilled settings on a project-by-project basis when you set up a project's billing terms. For projects that are set up before the Invoice Approval feature is enabled, you enter invoice approval settings in a project's billing terms. You can also use the Search and Replace utility to enter the appropriate approval process for a group of projects.

To move invoices through the approval process, from the Billing menu, you:

- Submit invoices for approval in Interactive Billing or Batch Billing.
- Approve invoices in Interactive Approvals, Invoice Approvals, or Interactive Billing.
- Reject invoices in Interactive Approvals or Invoice Approvals.
- Unsubmit an invoice in Interactive Billing to begin the approval process again.
- Final accept an invoice in Interactive Billing or Batch Billing after it is approved.

### Multiple Companies

If you have multiple companies, you must turn on and set up the Invoice Approvals feature for each company. However, the invoice approval processes that you set up are available for all companies; you do not have to set up separate approval processes for each company.

### Checklist: Enable and Configure a Billing Invoice Approval Process

You can set up an approval process that requires draft billing invoices in the Billing application be submitted and approved before you generate and send a final invoice to clients.

If you have multiple companies in Vantagepoint, follow these steps to set up an approval process for billing invoices for each company.

## Steps to Enable and Configure an Approval Process for Billing Invoices

S t e p	Description	Location
1	<p><b>Create one or more approval workflows to use for billing invoices.</b></p> <p>Each workflow identifies the one or more employees who must approve a billing invoice and any alerts to send to keep the process moving and on schedule.</p> <p>Vantagepoint comes with a <b>Default</b> invoice approval process. However, you can create your own approval processes from scratch or copy the default and modify it as you like.</p>	<p><b>Settings » Billing » Invoice Approval Process</b>, in the desktop application</p>
2	<p><b>Enable invoice approvals at the company level.</b></p>	<p><b>Settings » Billing » Options</b>: Select <b>Yes</b> for <b>Use Invoice Approvals</b>.</p>
3	<p><b>Specify a default invoice approval process to use for projects that require invoice approvals but the project's billing terms do not define an invoice approval process.</b></p> <p>Although this default approval process is used when no approval process is entered for a project's billing terms, the default does not prefill in the <b>Approval Process</b> field in a project's billing terms.</p> <p>You enable Invoice Approval and select an approval process at the top level of the work breakdown structure. For example, if you choose an approval process in which the project manager is the approver, the project manager for the top level of the work breakdown structure will be the approver for all lower work breakdown structure levels, too.</p>	<p><b>Settings » Billing » Options</b>: Select a default invoice approval process in the <b>Default Invoice Approval Process</b> field.</p>
4	<p><b>Specify the default invoice approval process settings for billing terms that prefill for each new project's billing terms.</b></p> <p>You can override the prefilled invoice approval process settings for a project's billing terms as needed.</p>	<p><b>Settings » Billing » Default Terms</b></p> <p>In the Summary pane:</p> <ul style="list-style-type: none"> <li>Enter <b>Enabled</b> in the <b>Invoice Approvals</b> field</li> <li>Select an approval process in the <b>Approval Process</b> field.</li> </ul>



S t e p	Description	Location
5	<p><b>When you create a new project, specify in the project's billing terms whether or not you want the project's billing invoices to go through an approval process.</b> If so, assign the approval process.</p> <p>If you entered approval process defaults for billing terms in step 4 above, the defaults prefill for a new project's billing terms, which you can change on a project by project basis.</p>	<p><b>Hubs » Projects » Billing Terms</b></p> <p>In the Summary pane:</p> <ul style="list-style-type: none"> <li>Enter <b>Enabled</b> in the <b>Invoice Approvals</b> field</li> <li>Select an approval process in the <b>Approval Process</b> field.</li> </ul>

How to...

After you enable the Invoice Approvals feature, you can set up the process.

### Enable the Invoice Approval Feature

Enable the optional Invoice Approval feature if you want invoices to be approved before they are accepted and posted.

If you have multiple companies, you must enable Invoice Approvals for each company.

#### To enable the Invoice Approval feature:

- On the Navigation pane, select **Settings » Billing » Options**.
- On the Billing Options form, set the **Use Invoice Approvals** option to **Yes**.
- In the **Default Approval Process** field, enter the invoice approval process to use for projects that require invoice approvals when the **Approvals Process** field on the Billing Terms form (in the Projects hub) is blank.

Although this default approval process is used when no approval process is entered for a project in Billing Terms, it does not prefill in the **Approvals Process** field in the Summary pane of the Billing Terms form in the Projects hub. The default approval process that you specify in **Settings » Billing » Default Terms** prefills in the **Approvals Process** field in Billing Terms for new projects that you create.

Until you set up your own approval processes in **Settings » Billing » Invoice Approval Process**, in the desktop application, only the **Default** approval process is available in the **Default Approval Process** field.

- Click **Save**.

After you enable the Invoice Approval feature:

- The Invoice Approval Process menu item displays in **Settings » Billing** in the desktop application.  
On the Invoice Approval Process form, you set up invoice approval processes to use for projects. An approval process defines who can approve and reject invoices and how and when notification center alerts are sent.
- An **Invoice Approvals** option and an **Approval Process** field display in the Summary pane in **Settings » Billing » Default Terms** and in the Summary pane in **Hubs » Projects » Billing Terms**.  
In **Settings » Billing » Default Terms**, you enter the default invoice approval settings to use for new projects. You can override the prefilled settings on a project-by-project basis in a project's billing terms.  
For projects that are set up before the Invoice Approval feature is turned on, you enter invoice approval settings in a project's billing terms. You can also use the Search and Replace utility to enter the appropriate approval process for a group of projects.

### Set Up Invoice Approval Processes

After you enable the Invoice Approval feature, you can set up one or more invoice approval processes. An invoice approval process defines the invoice approval process among the individuals who work on a project.

Vantagepoint comes with one predefined approval process, called **Default**.

If you have multiple companies in Vantagepoint, the invoice approval processes that you set up are available for all companies. You do not have to set up separate approval processes for each company.

**Prerequisites:** [Enable the Invoice Approval feature](#).

#### To set up invoice approval processes:

1. In the desktop application Navigation pane, select **Settings » Billing » Invoice Approval Process**.
2. On the Invoice Approval Process form, click **New** to open a blank invoice approval form.
3. Enter an identification code and description for the invoice approval process.
4. Complete the fields in the grid.  
The grid prefills with a row for each action: **Submit**, **Approve**, **Reject**, and **Unsubmit**, which you can edit.
5. Click **Save**.

Invoice approval processes that you set up here are available in the following places:

- **Default Approval Process** field in **Settings » Billing » Options**.
- **Approval Process** field in **Hubs » Projects » Billing Terms**.

### Assign Another Person to Perform Approvals in Your Absence


You can temporarily assign another person, called a delegate, to perform approvals in your absence. The delegate can approve various types of records in Vantagepoint on your behalf, but

only if their role security allows access to menu items from which to approve records as well as access to specific records, such as projects and employees.

The types of records that a delegate can approve are: Billing invoices, Accounts Payable invoices, Purchasing records (purchase requisitions, purchase orders, and request for price quotes), Inventory item requests, and employee absence requests.

The delegate receives approval alerts and can approve and reject records for you. You (the delegator) continue to receive alerts (along with the delegate) so that you are aware of any approvals processed in your absence. At a future time, you can reverse this and resume the task of performing the approvals yourself.

#### To assign another person to perform approvals in your absence:

1. On the toolbar, click  and click **My Preferences**.
2. On the General tab, select the **Delegate Approvals to** check box.
3. In the field to the right of the check box, select the employee who will perform approvals in your absence.
4. Click **Save**.
5. When you want to resume performing approvals, clear the **Delegate Approvals to** check box on the My Preferences dialog box.

The delegate stops receiving approval alerts and no longer receives approval assignments on your behalf.

**Alternative procedure for Billing invoice approvals:** An alternative to using the delegate system for Billing invoice approvals is to create a different invoice approval process in **Settings » Billing » Invoice Approval Process**, in the desktop application, to use for projects when employees are unable to perform their invoice approval tasks. You can change the invoice approval process in Billing Terms for a project at any time. You can use the Search and Replace utility to update the invoice approval process for a group of projects.

### Fields and Options

Use the Invoice Approval Process form and related dialog boxes to set up approvals for invoices generated in Billing.

#### Invoice Approval Process Form

If you use the Invoice Approval feature, use the Invoice Approval Process form to create or modify an invoice approval process.

An invoice approval process is a set of instructions that defines who can approve and reject invoices and how and when notification center alerts are sent to the people involved in the approval process.

Vantagepoint comes with a default invoice approval process that is entered on this form whose identification code is "Default." In addition to this code, you can create other invoice approval process codes to use for your projects.

In a project's billing terms, you specify an invoice approval process to use for a project's invoices. The Invoice Approval Process form is accessible only after you enable the Invoice Approval feature on the Summary pane in **Settings » Billing » Options**.

#### *Display the Invoice Approval Process Form*




You display the form in Billing Settings in the desktop application.

In the desktop application Navigation pane, select **Settings » Billing » Invoice Approval Process**.

#### *Toolbar of Invoice Approval Process Form*

Use toolbar options to create invoice approval processes and print a report of their details.

#### **Contents**

Field	Description
 <b>New</b>	<p>Click this option to create a new invoice approval process. Select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>New Invoice Approval Process:</b> Select this option to open a blank Invoice Approval Process form and create a new invoice approval process. A <b>Submit, Approve, Reject, and Unsubmit</b> action row prefill in the <b>Actions</b> grid.</li> <li>▪ <b>Copy Current Invoice Approval Process:</b> Select this option to copy the invoice approval process that is displayed on the Invoice Approval Process form into a blank Invoice Approval Process form. Then enter a new code and description for it, and edit it as needed.</li> <li>▪ <b>Select Invoice Approval Process:</b> Select this option to open the Invoice Approval Process Lookup dialog box. Select an existing invoice approval process to copy into a blank Invoice Approval Process form to create a new invoice approval process.</li> </ul>
 <b>Delete</b>	<p>Click this option to delete the invoice approval process that is currently displayed on the form. You cannot delete an invoice approval process code if either of the following apply:</p> <ul style="list-style-type: none"> <li>▪ The code is entered as the default on the Summary pane in <b>Settings » Billing » Options</b>.</li> <li>▪ The code is already entered in a project's billing terms.</li> </ul>
 <b>Print</b>	<p>Click this option to view or print a report that includes all the invoice approval processes that you set up in Invoice Approval Process Configuration. This report lists each invoice approval code and description and shows you the setup information that is entered for each action in the <b>Actions</b> grid on the Invoice Approval Process form for the approval code.</p>

### Contents of the Invoice Approval Process Form



Use the fields and options on the form to enter an identification code and description for the invoice approval process and then enter related detail.

#### Header Information

Field	Description
<b>Search</b>	Click this option to open the Invoice Approval Process lookup and select an existing invoice approval process that you want to view or modify. If you have multiple companies, the list of invoice approval processes includes processes for all companies in your enterprise.
<b>Code</b>	Enter an identification code for the invoice approval process that you are creating.
<b>Description</b>	Enter a description for the invoice approval process. The description displays in the <b>Approval Process</b> field on the Summary pane in <b>Hubs » Projects » Billing Terms</b> , which is where you select an invoice approval process for a project.

#### Actions Grid Columns

Field	Description
<b>Action</b>	<p>The Actions grid prefills with one row for each invoice approval action. You complete the remaining grid fields in the row.</p> <p>The actions that prefill in the column are:</p> <ul style="list-style-type: none"> <li>▪ <b>Submit:</b> When you submit an invoice in Interactive Billing or Batch Billing, it becomes available for invoice approval (to approve or reject).</li> <li>▪ <b>Approve:</b> After an invoice is submitted, you can approve it in Interactive Billing, Invoice Approvals, or Interactive Approvals.</li> <li>▪ <b>Reject:</b> After an invoice is submitted, you can reject it (instead of approve it) in Invoice Approvals or Interactive Approvals.</li> <li>▪ <b>Unsubmit:</b> When you unsubmit an invoice in Interactive Billing, the transaction details are no longer associated with the submitted invoice, and the invoice status returns to <b>New</b>. An invoice must be submitted again to make it available to approve.</li> </ul>
<b>Employee to Approve/Reject</b>	<p><b>For the Submit and Unsubmit action rows:</b></p> <p>This field prefills with <b>Interactive Billing</b>, and you cannot change it. This indicates that invoices are submitted and unsubmitted in Interactive Billing or Batch Billing by anyone who has role security to access these menu items and record access to the specific project.</p> <p><b>For the Approve and Reject action rows:</b></p> <p>Enter the employees who can accept or reject an invoice for the project. From the drop-down list, you can select any employee field from the Projects hub, such as <b>Project Manager</b>, <b>Principal</b>, <b>Supervisor</b>, or <b>Biller</b>. This list also includes any user-defined employee field in the Projects hub.</p>

Field	Description
	If you select multiple employees to approve or reject, any of the selected employees will be able to perform the action.
<b>Employee to Alert</b>	<p>This field applies to all actions. Enter the employees who will be alerted when the action is performed. From the drop-down list, you can select any employee field from the Projects hub, such as <b>Project Manager</b>, <b>Principal</b>, <b>Supervisor</b>, or <b>Bill</b>. This list also includes any user-defined employee field in the Projects hub.</p> <p>If you do not want a notification center alert sent for an action, leave this field blank. For example, you might not want an alert sent when an invoice is unsubmitted.</p>
<b>Alert Frequency</b>	<p>Select the frequency at which you want alerts sent for an invoice approval action. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Alert per invoice:</b> After you enter a comment for the invoice in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals, alerts are sent to each employee who is specified to receive an alert. The alert contains one invoice.</li> <li>▪ <b>Alert per session:</b> Alerts are sent when you exit the billing or approval entry session. Alerts are sent to each employee who is specified to receive an alert. One or more alerts are sent. The alert is grouped by the invoice approval process for the invoices that are included in the session. The alerts contain multiple invoices.</li> </ul> <p><b>Example:</b> An entry session for submitting invoices includes 15 total invoices (all to be approved by one person). Five of the invoices use invoice approval process "A" and 10 of the invoices use invoice approval process "B." Two alerts are sent to the approver—one alert includes the five invoices that use invoice approval process "A" and the other alert includes the 10 invoices that use invoice approval process "B."</p>
<b>Alert Type</b>	<p>Click in this field and then click  to open the Alert Type lookup and select how you want the notification center alert for the action to be delivered to employees.</p> <p>Options are <b>Email</b>, <b>Notification Center</b>, and <b>Notification Center and Email</b>.</p> <p>Employees open the Notification Center by clicking  on the Vantagepoint menu bar. The number on this button is dynamic and indicates how many active action items and notifications you have.</p>
<b>Notification Center Summary as Link</b>	<p>This column is enabled only if you select <b>Notification Center</b> or <b>Notification Center and Email</b> in the <b>Alert Type</b> column.</p> <p>Select this option if you want the Notification Center summary text to be a link to the Billing invoice.</p>


Field	Description
	<ul style="list-style-type: none"> <li>For the submit action, the link to the invoice opens the Invoice Approvals form. You must select the specific invoice.</li> <li>For the approve or reject actions, the link to the invoice automatically opens the specific invoice on the Interactive Billing form.</li> </ul> <p>When this option is cleared and you click the Notification Center summary, it displays a dialog box that provides the content of the Notification Center alert.</p>

### Alert Type Lookup Dialog Box

Use the Alert Type dialog box when you are setting up an invoice approval process to select how you want notification alerts to be delivered to employees.

#### Display the Alert Type Lookup Dialog Box

You display the Alert Type Lookup dialog box in Invoice Approval Process Settings, in the desktop application.

- In the desktop application Navigation pane, select **Settings » Billing » Invoice Approval Process**.
- In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .

#### Contents of the Alert Type Lookup Dialog Box

Use these fields and options to set up how you want invoice approval notification center alerts to be delivered to employees.

Field	Description
<b>Display Type</b>	This field prefills with <b>Standard</b> and you cannot change it.
<b>Search</b>	Click this button to display options for sending notification center alerts to employees. The options that display in the results box are <b>Dashboard</b> , <b>Dashboard and Email</b> , and <b>Email</b> .
<b>Search By</b>	This field does not apply for alert types.
<b>Search Text</b>	As an alternative to clicking the <b>Search</b> button to display a list of the notification methods, you can type either an "e" or a "d" in this field to display the email or dashboard delivery methods in the results box.
<b>Results Box</b>	Select one of the delivery methods ( <b>Email</b> , <b>Notification Center and Email</b> , or <b>Notification Center</b> ) and then click <b>Select</b> .


Field	Description
<b>Clear</b>	Click this button to clear all the entries in this dialog box.
<b>Select</b>	Click this button after you select a delivery method. You return to the Invoice Approval Process form. The delivery method that you selected displays in the <b>Alert Type</b> field as underlined, blue text. Click the underlined text to open either the Email Configuration dialog box or the Notification Center Configuration dialog box to enter configuration settings for the delivery method.
<b>Close</b>	Click this button to ignore any selections that you made on this dialog box and return to the Invoice Approval Process form.

### Email Configuration Dialog Box (Billing Settings)

Use the Email Configuration dialog box to specify the subject and contents for the email alert for an invoice approval action.

#### Display the Email Configuration Dialog Box (Billing Settings)

You display the Email Configuration dialog box in Invoice Approval Process Settings, in the desktop application.

1. In the desktop application Navigation pane, select **Settings » Billing » Invoice Approval Process**.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. On the Alert Type lookup, select **Email** and then click the **Select** button.
4. In the Actions grid, click **Email** in the **Alert Type** field.  
You may need to move your mouse pointer out of the **Alert Type** field and then back in it before you can click **Email** to open the Email Configuration dialog box. **Email** must be underlined, blue text before it will open the dialog box when you click it.

#### Contents of the Email Configuration Dialog Box (Billing Settings)

Use these fields and options to specify the subject and contents for the email alert for an invoice approval action.

Field	Description
<b>Subject field and Insert Field button</b>	<p>Enter a subject for the email alert in the <b>Subject</b> field. If the alert frequency for an invoice approval action is <b>Alert per Invoice</b> (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the subject.</p> <p>If the alert frequency for an invoice approval action is <b>Alert per Session</b>, the <b>Insert Field</b> button is not enabled, and you cannot insert invoice fields into the subject.</p>




Field	Description
	<p>To insert an invoice field into the subject, place your mouse pointer in the <b>Subject</b> field in the location where you want to insert the field, and click the <b>Insert Field</b> button above the <b>Subject</b> field. On the Column Selection dialog box, click the field that you want to insert, and click <b>OK</b>.</p> <p>Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval"</p> <p>This inserts the invoice's client name and project name into the email subject.</p>
<b>Alert Content text box, Insert Field toolbar option, and Edit toolbar option</b>	<p>Enter the text for the body of the email alert in the text box. To insert an invoice-specific field into the text, place your cursor where you want to insert the field and click the <b>Insert Field</b> button on the Alert Content toolbar. On the Column Selection dialog box, click the field to insert, and click <b>OK</b>.</p> <p>Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing."</p> <p>This identifies the project and phase for the invoice in the email subject.</p> <p>You can also click the <b>Edit</b> option on the Alert Content toolbar to open the Vantagepoint Text Editor dialog box and format the text.</p>
<b>Language</b>	If you use multiple languages, select the language to use for the alert.

### Notification Center Configuration Dialog Box

Use the Notification Center Configuration dialog box to specify the summary and contents for the notification alert for an invoice approval action.

#### *Display the Notification Center Configuration Dialog Box*

You display the Notification Center Configuration dialog box in Invoice Approval Process Settings, in the desktop application.

1. In the desktop application Navigation pane, select **Settings » Billing » Invoice Approval Process**.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. On the Alert Type lookup, select **Notification Center** and then click the **Select** button.
4. In the Actions grid, click **Notification Center** in the **Alert Type** field.  
You may need to move your cursor out of the **Alert Type** field and then back into it before you can click **Notification Center** to open the Notification Configuration dialog box. **Notification Center** must be underlined, blue text before it will open the dialog box when you click it.

### Contents of the Notification Center Configuration Dialog Box

Use these fields and options to specify the summary and contents for the notification center alert for an invoice approval action.

Field	Description
<b>Summary field and Insert Field button</b>	<p>Enter a summary for the notification alert in the <b>Summary</b> field. If the alert frequency for an invoice approval process is <b>Alert per Invoice</b> (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the summary. If the alert frequency for an invoice approval process is <b>Alert per Session</b>, the <b>Insert Field</b> button is not enabled, and you cannot insert invoice fields into the summary.</p> <p>To insert an invoice field into the summary, place your mouse pointer in the <b>Summary</b> field in the location where you want to insert the field, and click the <b>Insert Field</b> button above the field. In the Column Selection dialog box, click the field to insert, and click <b>OK</b>.</p> <p>Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval"</p> <p>This adds the invoice's client name and project name to the notification summary.</p>
<b>Alert Content text box, Insert Field toolbar options, and Edit toolbar option</b>	<p>Enter the text for the body of the notification alert in the text box. To insert an invoice-specific field into the text, place your mouse pointer in the location where you want to insert the field, and click <b>Insert Field</b> on the toolbar. On the Column Selection dialog box, click the field to insert, and click <b>OK</b>.</p> <p>Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing."</p> <p>This identifies the project and phase for the invoice in the notification subject.</p> <p>You can also click the <b>Edit</b> option on the toolbar to open the Text Editor dialog box and format the text.</p>
<b>Language</b>	If you use multiple languages in Vantagepoint, use this option to select the language for the Notification alert.


### Notification and Email Configuration Dialog Box

Use the Notification and Email Configuration dialog box to specify the summary and contents for the notification and email alert for an invoice approval action. You enter information for each alert type on the separate Notification Center and Email tabs on this dialog box.

### Display the Notification and Email Configuration Dialog Box

You display the Notification and Email Configuration dialog box in Invoice Approval Process Settings, in the desktop application.

1. In the desktop application Navigation pane, select **Settings » Billing » Invoice Approval Process**.

2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. On the Alert Type lookup, select **Notification Center and Email** and then click the **Select** button.
4. In the Actions grid, click **Notification Center and Email** in the **Alert Type** field.  
You may need to move your mouse pointer out of the **Alert Type** field and then back into it before you can click **Notification Center and Email** to open the Notification Center and Email Configuration dialog box. **Notification Center and Email** must be underlined, blue text before it will open the dialog box when you click it.

### *Contents of the Notification Center and Email Configuration Dialog Box*

Use these fields and options to specify the summary and contents for the notification center and email alert for an invoice approval action.

The following fields are included on both the Notification Center and Email tabs of this dialog box. Enter information for the notification alert on the Notification Center tab; enter information for email alert on the Email tab.

Field	Description
<b>Summary or Subject field and Insert Field button</b>	<p>Enter a summary (for notifications) or subject (for emails) in the <b>Summary</b> or <b>Subject</b> field for the alert.</p> <p>If the alert frequency for an invoice approval action is <b>Alert per Session</b>, the <b>Insert Field</b> button is not enabled, and you cannot insert Billing invoice fields into the summary or subject.</p> <p>If the alert frequency for an invoice approval action is <b>Alert per Invoice</b> (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the summary or subject.</p> <p>To insert a Billing invoice field into the summary or subject, place your cursor in the <b>Summary</b> or <b>Subject</b> field in the location where you want to insert the field, then click the <b>Insert Field</b> button above the field. On the Column Selection dialog box, click the field to insert, then click <b>OK</b>.</p> <p>Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval."</p> <p>This adds the invoice's client name and project name to the notification summary or email subject.</p>
<b>Alert Content text box, Insert Field toolbar option, and Edit toolbar option</b>	<p>Enter the text for the body of the alert in the text box.</p> <p>To insert an invoice-specific field into the text, place your mouse pointer in the place where you want the field located, and then click the <b>Insert Field</b> option from the Alert Content toolbar. In the Column Selection dialog box, click the field to insert, and then click <b>OK</b>.</p> <p>Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing."</p> <p>This identifies the project and phase for the invoice in the alert summary or subject.</p>


Field	Description
	You can also click the <b>Edit</b> option on the Alert Content toolbar to open the Text Editor dialog box and format the text.
<b>Language</b>	This field applies if you use multiple languages. From the drop-down list, select the language to use for the alert.

### Column Selection Dialog Box

Use this dialog box to select fields from the Projects hub that you want to display in the subject of the notification alert for an invoice approval action.

#### Display the Column Selection Dialog Box

You display the Column Selection dialog box in Invoice Approval Process Settings, in the desktop application.

1. In the desktop application Navigation pane, select **Settings » Billing » Invoice Approval Process**.
2. On the Invoice Approval Process form, in the Actions grid, click in the **Alert Type** field. Then click .
3. On the Alert Type lookup, select an alert type and then click **Select**.
4. Click the blue, underlined entry in the **Alert Type** field.  
You may need to move your cursor out of this field and then back into it for the underlining to occur.
5. On the Email Configuration, Dashboard Configuration, or Dashboard and Configuration dialog box, click the **Insert Field** button.

#### Contents of the Column Selection Dialog Box

Use these fields and options to select fields from the Projects hub that you want to display in the subject of the notification center alert for an invoice approval action.

Field	Description
<b>Column</b>	Click a Projects hub field in this list to add it to the subject or summary of the notification alert for the invoice approval action.
<b>OK</b>	After you select a field in the <b>Column</b> box, click this button to return to the Email Configuration, Dashboard Configuration, or Dashboard and Email Configuration dialog box.

Learn More About...

If you are new to Vantagepoint Billing, you may find it helpful to review conceptual information about the invoice approval process.

### Default Code for Invoice Approvals

Billing Settings provide a standard invoice approval process with the identification code "Default."

In addition to Default, you can set up as many invoice approval processes as you need. You set up invoice approval processes on the Invoice Approval Process form in **Settings » Billing » Invoice Approval Process**, in the desktop application.

**Default** displays in the drop-down list in the following fields:

- **Default Approval Process** field on the summary pane in **Settings » Billing » Options**.
- **Approval Process** field on the summary pane in **Settings » Billing » Default Terms**.
- **Approval Process** field on the summary pane in **Hubs » Projects » Billing Terms**.

The settings on the Invoice Approval Process form for Default are:

Action	Employee to Approve/Reject	Employee to Alert	Alert Frequency	Alert Type
Submit	Interactive/Batch Billing	Project Manager	Per Invoice	Dashboard
Approve	Project Manager	Biller	Per Invoice	Dashboard
Reject	Project Manager	Biller	Per Invoice	Dashboard
Unsubmit	Interactive Billing	Project Manager	Per Invoice	Dashboard

### Alerts and the Invoice Approval Process

For each invoice approval process, you determine whether or not alerts will be sent when invoices are submitted, approved, rejected, or unsubmitted (each invoice approval action).

For each invoice approval action, you select the employees to be alerted, how they will be alerted (email, dashboard, or both), and the alert frequency (alerts sent per invoice or per billing or approval entry session). You specify these settings for an invoice approval process in **Hubs » Projects » Billing Terms**, in the desktop application.

You can specify that alerts are sent when invoices are:

- Submitted in Interactive Billing or Batch Billing.
- Approved in Interactive Billing, Invoice Approvals, or Interactive Approvals.
- Rejected in Invoice Approvals or Interactive Approvals.
- Unsubmitted in Interactive Billing.

### Alerts Sent per Invoice

When you choose to have alerts sent per invoice for an invoice approval action:

- Alerts are sent after the action taker enters a comment for the invoice in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals.
- Alerts are sent to each employee who is specified to receive an alert.
- One invoice is included in the alert that is sent to each employee.

### Alerts Sent per Session

When you choose to send alerts per a billing or approval entry session for an invoice approval action:

- Alerts are sent when you exit the entry session in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals.
- Alerts are sent to each employee who is specified to receive an alert.
- If multiple invoices have been processed during the invoice action, one or more alerts are sent-grouped by the invoice approval process for the invoices that are included in the session.
- Multiple invoices are included in the alert sent to each employee.

Example: An entry session for submitting invoices includes 15 total invoices (all to be approved by one person). Five of the invoices use invoice approval process "A" and 10 of the invoices use invoice approval process "B." Two alerts are sent to the approver-one alert includes the five invoices that use invoice approval process "A" and the other alert includes the 10 invoices that use invoice approval process "B."

### Hyperlinks in the Notification Center

Action Items that are sent when invoices are submitted include a hyperlink to the Invoice Approvals application. In Invoice Approvals, you see only the invoices that require approval for projects for which you are defined as the approver, rejecter, or biller. As an invoice approver, your role access to projects (set up in role security) also determines the invoices that you see in Invoice Approvals.

Notifications that are sent when invoices are approved, rejected, or unsubmitted include a hyperlink to the specific invoice in the Interactive Billing application in Billing.

## Rate Tables

Use the Rate Tables settings form to set up special billing and cost rates for labor and expenses.

Use rate tables to calculate billing rates on invoices, billing extensions on project reports, and billing and cost rates in planning. You can also use them to calculate WIP for revenue generation and create service estimates.

Here are examples of how you might use rate tables:

- **By Type of Project:** Your enterprise may want different labor rate tables based on the type of project, such as government or private.

- **By Tax Year:** Your enterprise may have separate rate tables for different tax years. For example, for jobs set up in the 2017 tax year, you use a 2017 rate table, and for jobs set up in the 2018 tax year, you use a 2018 table.
- **By Type of Employee:** Your enterprise may want a particular employee or type of employee to be billed differently for a project, based on the task that the employee is performing on that project.

Rate tables can be project-specific or available to all projects. Whether you create tables for all projects to use, or on a project-by-project basis, use the Billing Terms form to associate tables with projects.

When the project is billed, Vantagepoint applies the correct rate or markup to each employee or account based on a billing terms and billing table hierarchy.

### Types of Rate Tables

Vantagepoint has three types of rate tables:

- **Billing Labor Tables:** Use billing tables to assign labor billing rates based on the employee, employee category, or labor code, or to make an exception to an employee's typical pay rate.
- **Billing Expense Tables:** Use expense tables to assign markups to accounts or to group expenses by category or by vendor.
- **Cost/Pay Labor Tables:** Use cost/pay labor tables to assign labor cost and pay rates based on the employee, employee category, or labor code.

### Effective Dates

Use the effective dates feature to establish a schedule of rates at which employee labor is billed throughout the course of a project. You can establish multiple billing rates for the same employee, each rate associated with a different effective date.

### Security and Access Rights

If you do not see a particular rate table that you think you should see, contact your Vantagepoint administrator. Your Vantagepoint administrator can limit access to billing rate tables so that you can view and/or update only the billing rate tables you use, rather than all billing rate tables.

The administrator sets access rights from the Record Access tab of **Settings » Security » Roles** in the desktop application. Two types of access rights can be set for rate tables:

- **Record Level View** access determines the billing rate tables that are available for you to view in billing terms, working on project plans, or entering project service estimates.
- **Record Level Update** access determines the billing rate tables that are available to you from the billing rate table forms (**Billing » Billing Rate Tables**). You must also have access to the **Billing Rate Table** menu option (on the General tab of the Roles form).

### Multiple Currencies and Rate Tables

When you set up Billing Terms for a project, you can only use rate tables with the same billing currency as the project.

### Multiple Companies and Rate Tables

You can set up and use rate tables to provide rates for intercompany billing of labor and expense charges. On the labor and expense tabs of the Intercompany Billing Setup form (**Settings » Advanced Accounting » Intercompany Billing** in the desktop application) or on the Intercompany Billing tab of the Projects hub for a specific project, select one of the billing table rate methods, then select the specific billing rate table.

### How to...

The procedures that you use to add, copy, or delete rate tables are basically the same for all types of rate tables. See individual sections for specific procedures.

#### Add a New Rate Table

Create a new rate table for billing and cost/pay labor rates, labor categories, labor codes, and labor overrides to associate special billing rates or markups with labor and expenses charged to a project.

##### To add a new billing table:

1. In the Navigation pane, click **Settings » Rate Tables**.
2. In the Rate Tables section, select the appropriate type of table.
3. Click **+ New Rate Table**.
4. Enter the table number and name by which to identify this billing table.
5. Enter the details for the table.
6. Click **Save**.

#### Copy an Existing Rate Table

Instead of creating a new rate table from scratch, you can copy an existing table and modify it.

##### To create a new table by copying an existing table:

1. In the Navigation pane, click **Settings » Rate Tables**.
2. In the Rate Tables section, select the appropriate type of table.
3. Select a labor rate table that you want to copy.
4. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with the same details as the source rate table.
5. Modify the information on the rate table form.
6. Click **Save**.



## Set Up Cost/Pay Labor Tables and Specify Effective Dates

When you set up cost/pay labor tables for labor rates, labor categories, or labor codes, use the grid on the relevant form to specify the effective date and the new rate.

### To set up cost/pay labor tables and effective dates:

1. In the Navigation pane, select **Settings » Rate Tables**.
2. In the Rate Tables section, select a cost/pay labor table type from the following:
  - **Cost/Pay Labor Rates**
  - **Cost/Pay Labor Categories**
  - **Cost/Pay Labor Codes**
3. Click **+ New Rate Table**.
4. In the cost/pay labor table form, enter a table name and number. Specify the currency to be used in the rate table.
5. In the **Rate Type** field, select **Cost Rate**, **Pay Rate**, or **Both**.
6. Use the grid on the form to add rows in which you specify effective dates and, when appropriate, overtime percentages.  
 For example, when you add a cost/pay labor rate table, you specify the employee, effective date of the rate change, the regular rate, and an optional overtime percentage or secondary overtime percentage.  
 Each table must contain at least one row.
7. Click **Save**.

## Add Multiple Records to a Rate Table

You can add multiple employees and their labor rate information at one time to a billing and/or cost labor rate table.

### To add multiple records to a rate table:

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select a rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, click **+ Add Employees**.  
 The Employees lookup displays.
4. Select the checkbox next to each employee record that you want to add, or use the **Select All** checkbox to select all records on the lookup.
5. Optional. If you use effective dates, enter a date in the **Effective Date** dialog after you have made your employee selection.  
 This date will apply for each row that you insert on the grid.
6. For each row that you insert on the grid, enter the rate you want to bill for the rendered work of the employee.

7. Click **Select** to save your selections and add them to the grid.

## Delete a Rate Table

You can delete a rate table unless the table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Projects hub, or in Intercompany Billing Setup.

**Warning:** When you delete a rate table, you can no longer select or reference it from Billing Terms.

### To delete a rate table:

1. In the Navigation pane, click **Settings » Rate Tables**.
2. In the Rate Tables section, select the appropriate type of table.
3. Select a rate table that you want to delete.
4. Click **Other Actions » Delete**.
5. In the Delete <type of rate table> dialog box, click **Delete** to confirm the action.

## Billing Labor Tables

You can bill labor for a project based on an employee rate, employee category, or labor code, or you can use an override table to override a rate.

### Billing Labor Rate Tables

Use Billing Labor Rate Tables to assign hourly billing rates to employees for their labor for billing purposes.

These rates are used in the Billing application to calculate invoice amounts for a project if you select **Rate table** in the **Method** field in the Labor section of the Rates tab in a project's billing terms and you select a billing labor rate table **Rate Table** field. You can set up rate tables for specific clients or industries. If you use the Resource Planning, you can use these rates to set up plans for new projects.

#### How to...

After you create a labor rate table, you can add employees to it.

### *Add a Labor Rate Table*

Create a new labor rate table when you need to associate billing labor rates with individual employees.

#### **To add a new labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. Specify the currency to be used in the rate table.
5. Optional. Enable **Available for Planning** to make the table available on the Planning Rates tab in Planning.
6. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
7. In the Employees grid, use the lookup to find employees and specify the rate you want to bill for work performed by the specified employee.
8. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
9. Click **Save**.

### *Copy an Existing Labor Rate Table*

Instead of creating a new billing labor rate table from scratch, you can copy an existing table and modify it.

#### **To create a new table by copying an existing table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a labor rate table that you want to copy.
3. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with an Employees grid that contains the same employee and rate details from the source billing labor rate table.
4. Modify the information on the Billing Labor Rate Tables form.
5. Click **Save**.

### *Modify a Labor Rate Table*

Modify a billing labor rate table when you need to update the employees listed and/or change their rates.

#### **To modify an existing labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.

2. Select a billing labor rate table for which you want to add new employees and labor rate information.
3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Billing Labor Rate Tables form.
5. Click **Save**.

#### *Add an Employee to a Labor Rate Table*

You can add a new employee and the employee's labor rate information to a billing labor rate table.

#### **To add an employee to a labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, click **+ Add Employees**.  
The Employees Lookup dialog box displays.
4. Choose the employee name and click **Select**.  
The Effective Date dialog box displays.
5. If you use effective dates for billing rates, select a date and click **Save**.
6. Enter the rate you want to bill for the rendered work of the employee.
7. When you are done, click on another row in the grid.  
Vantagepoint prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

#### *Copy an Employee's Information in a Labor Rate Table*

You can copy information from one employee entry in a labor rate table to a new row. All information is copied to the new row except the effective date, because no two entries in a table for the same employee can have the same effective date.

#### **To copy an employee's information in a labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, hover on the row of the employee name and rate that you want to copy and click **⋮ » Copy**.
4. Make changes to the copied row.

### *Delete an Employee from a Labor Rate Table*

When you delete an employee from a labor rate table, you delete the reference in the current table only; you do not delete the employee record from the Employee Info Center.

#### **To delete an employee from a labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table for which you want to delete employees and labor rate information.
3. In the Employees grid, hover on the row of the employee name and rate that you want to delete and click **⋮ » Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.

### *Delete a Labor Rate Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.

**Warning:** When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete a labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Billing Labor Rates dialog box, click **Delete** to confirm the action.

### **Fields and Options**

Use the forms in Billing Labor Rate Tables to create and modify labor rate tables.

#### *Billing Labor Rate Tables Form*

Use the Billing Labor Rate Tables form to assign billing labor rates to employees.




#### Contents of the Billing Labor Rate Tables Form



Enter a table number and name and set the effective date and rate for the table.


#### **Contents**

The fields and options in this section display at the top of the form.

## Rate table search

Field	Description
<b>Searches</b>	<p>Use the <b>Searches</b> drop-down list to find and select the existing billing labor rate table to review or edit. Type a rate table name in the search field or click ▼ <b>Searches</b> to select a standard (<b>Active</b>, <b>All</b>, and <b>Mine</b>), legacy, personal (<b>My Searches</b>) or shared search: :</p> <ul style="list-style-type: none"> <li>Click <b>All</b> to select all billing labor rate tables (active and inactive).</li> <li>Click <b>Legacy Searches</b>: to display a list of billing labor rate tables based on a search from previous versions of the application or from legacy systems. Although you cannot modify a legacy search, you can build a new search based on a legacy search. Click the  icon to display the Edit Search dialog box. Click <b>Delete and Start Over</b> to build a new search based on the legacy search.</li> <li>Click <b>My Searches</b> : to display a list of billing labor rate tables based on your personal search. Click the  icon to display the Edit Search dialog box. You can then update your personal search for future use.</li> <li>Click <b>Shared Searches</b> to display a list of billing labor rate tables based on a search shared with other team members and roles. Click the  icon to display the Edit Search dialog box. You can then update the shared search for future use.</li> <li>Click <b>+ New Search</b> to create a new search for billing labor rate table records. Use both basic and advanced search features on the <b>New Search</b> dialog box to refine search criteria.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
◀x of x▶	Use these arrow icons to scroll through the records in the search results and display a different record to display on the form. The numbers indicate which record you are viewing out of the total number of records in the search results.

Field	Description
<b>+ New Rate Table</b>	Click <b>+ New Rate Table</b> to create a new billing labor rate table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p>

Field	Description
	For information about selecting columns, see <a href="#">Select Columns for a Grid</a> . For more information and instructions on how to use list view, see <a href="#">Use the List View</a> .
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detail view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
<b>Edit</b>	Click this button to open all fields in the form for editing.
<b>Other Actions ▼</b>	Choose an option from the drop-down list: <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in list view. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in detail view.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Available for Planning</b>	Select this check box to make the table available for selection as a source of labor rates for project plans.  This option is only available if the Resource Planning module is activated. If that module is not activated, all tables are available for planning.
<b>Currency</b>	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.

## Properties

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or billing rate table code with the selected billing rate table. Only users with record access rights have access to the selected table when entering billing terms, working on project plans, or entering project service estimates.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

## Employees Grid

Field	Description
<b>Employee</b>	This field displays the name of the employee to whom the rate applies.
<b>Effective Date</b>	<p>Enter the date to begin using this rate. You can enter multiple rates for the same employee, with different effective dates, to create a schedule of rates. To create a default rate for an employee with multiple rates, leave this field blank for one of the employee's entries.</p> <p>This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected from the Options form in <b>Settings » Billing » Options</b>, under Detailed Transactions.</p>
<b>Rate</b>	Enter the rate you want to bill for the rendered work of the employee, up to four decimal places.
:	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .



Field	Description
<b>+ Add Employees</b>	Click <b>+ Add Employees</b> to select employees from the Employee Lookup dialog box. Click <b>Select</b> and enter the effective date and rate to create a new employee rate entry to the billing labor rate table.

Display the Billing Labor Rate Tables Form

You display the Billing Labor Rate Tables form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.

#### *Employee Lookup Dialog Box*

You can add a new employee and the employee's labor rate information to a billing or cost/pay labor rate table.

Display the Employee Lookup Dialog Box

You display the Employee Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select the Billing or Cost/Pay labor rates option that you want to use and click **+Add Employees**.

Contents of the Employee Lookup Dialog Box

Use the dialog box to search, view, and select employees.

Field	Description
<b>Search</b>	Enter the employee name to search for the record.
<b>Selection Box</b>	Select the checkbox next to each employee record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
<b>Name</b>	This field displays the employee name.
<b>Number</b>	This field displays the employee number.
<b>Labor Category</b>	This field displays the labor category where the employee belongs.
<b>Status</b>	This field displays the employee status.
<b>Organization</b>	This field displays the employee organization.

Field	Description
<b>Home Company</b>	This field displays the employee's home company.
<b>Select</b>	Click <b>Select</b> to select the employee record(s) and add them to the rate table. If you use effective dates, enter a date in the <b>Effective Date</b> dialog after you have made your employee selection. This date will apply for each row that you insert on the grid.
<b>Cancel</b>	Click <b>Cancel</b> to cancel your changes.

## Billing Labor Category Tables

Use billing labor category tables to assign hourly billing rates to labor categories, which are used to calculate the labor on project invoices.

Labor categories represent standard staff roles such as project manager, supervisor, or architect (different types of work). Using labor categories eliminates the need to assign a billing rate individually for each employee. Instead, you assign a labor category for each employee on the Employment Details tab in the Employees hub, and the labor category is tied to a billing rate that you enter for it in a billing labor category table. In the Labor section on the Rates tab of a project's billing terms, you select **By category** in the **Method** field, and assign a labor category table in the **Rate Table** field.

You set up labor categories in **Settings » Labels and Lists » Lists**. You can also add a new labor category on the fly when you create a billing labor category table. However labor categories added on the fly are not available to use in other labor category tables. These labor categories apply only to the labor category table from which you added it.

The billing rates in the labor category tables are used to calculate an employee's billable labor that is entered on a timesheet if both of the following apply:

- The employee's labor hours are entered for a project that bills labor by labor category (**By category** is selected in the **Method** field in the Labor section of the Rates tab in Billing Terms for the project).
- No override table is specified for the project's billing terms in the Labor section of the Rates tab in Billing Terms, or the employee is not included in the override table that is specified in the Labor section of the Rates tab in Billing Terms.

You can also use a billing labor category table to override the default billing category that is set up for an employee in the Employees hub. However, a better practice is to use a billing labor override table to override an employee's default labor category. Whichever method you choose, be consistent and use that method whenever overriding a category.

If you use Resource Planning, you can use these rates to set up plans for new projects.

### How to...

After you add a labor category table, you can add labor categories to it or specify overrides for labor categories specified in the Employees hub.

### *General Steps to Use Labor Categories for Billing*

This general process applies whenever you use labor categories for billing invoices.

#### **To use labor categories for billing purposes:**

1. Set up labor categories in **Settings » Labels and Lists » Lists**.
2. In the Employees hub, assign a default labor category for an employee in the **Labor Category** field on the Employment Details tab.
3. In **Settings » Rate Tables » Billing Labor Categories**, add labor category tables that contain labor categories and their billing rates.
4. Enter labor category settings for a project's billing terms on the Labor tab in **Billing » Billing Terms**.
  - In the **Method** field, select **By Category**.
  - In the **Rate Table** field, select the labor category table.

### *Set Up Labor Categories*

If your enterprise uses labor categories, you create a master list of labor categories and descriptions.

Labor categories can determine the billing rate to use for the employee's billable labor that is entered on timesheets. You specify billing rates for labor categories in **Settings » Rate Tables » Billing Labor Categories**. You specify a default category for an employee on the Employment Details tab in the Employees hub.

If you have multiple companies in Vantagepoint, the labor categories that you create using these steps apply to all the companies.

#### **To set up labor categories:**

1. In the Navigation pane, click **Settings » Labels and Lists » Lists**.
2. On the Lists form, enter **Labor Category** in the **Lists** field or scroll to **Labor Category** in the Field list.
3. Hover over **Labor Category** and click ✱.
4. In the Labor Category Settings dialog box, click **+ Add Entry** below the grid to add a labor category in the grid.
5. In the **Value** field, add a description for the labor category, such as Architect, Senior Engineer, and so on.
6. If you use Vantagepoint and do **not** use Costpoint integration, complete the following:
  - a) In the **Category** field, enter a unique number by which to identify the labor category. You must enter numbers, not letters.
  - b) Leave the **Code** field blank.
7. If you use Vantagepoint and Costpoint integration, complete the following:

- a) Leave the **Category** field blank.
- b) In the **Code** field, enter a unique code for the labor category that contains numbers, letters, or a combination of both.
8. Repeat steps 4–7 to add more labor categories.
9. When you finish, click **Save**.  
After you save and close the Labor Category Setting dialog box:
  - If you entered a category and not a code (you do **not** use Costpoint integration): Vantagepoint automatically assigns the category number as the code for a labor category.
  - If you entered a code and not a category (you use Costpoint integration): Vantagepoint automatically assigns the next numeric number as the category number for a labor category, based on the previous numbers entered in the **Category** field in the grid.

### *Add a Labor Category Table*

Create a billing labor category table when you need to associate billing rates with labor categories that are assigned to employees.

The billing rates in these tables are used to calculate the monetary amount of an employee's billable labor that is entered on a timesheet. The billable labor amount is included on a billing invoice. The billing labor category tables apply for labor on a timesheet if the labor is entered for a project that bills labor by labor category and if there is no override table specified in the project's billing terms (or the employee is not included in an override table specified in the project's billing terms).

### **To add a new billing labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Click **+ New Rate Table**.
3. Enter a table name and number. Specify the currency to be used in the rate table.
4. Optional. Enable **Available for Planning Estimates** to make the table available on the Planning Rates tab in Planning.
5. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
6. In the Categories grid, select a category from the drop-down list and specify the rate you want to bill for work performed within the category.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. Click **Save**.

### *Copy an Existing Labor Category Table*

Instead of creating a new billing labor category table from scratch, you can copy an existing table and modify it.

#### **To copy a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table that you want to copy.
3. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with grids that contain the same details from the source billing labor category table.
4. Modify the information on the Billing Labor Category Tables form.
5. Click **Save**.

### *Modify a Labor Category Table*

Modify a billing labor category table when you need to update the categories listed and/or their rates.

#### **To modify an existing labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table for which you want to modify existing categories and rate information.
3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Billing Labor Category Tables form.
5. Click **Save**.

### *Add a Labor Category to a Labor Category Table*

You can add a new category and labor rate information to a billing labor category table.

#### **To add a labor category to a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table for which you want to add new categories and rate information.
3. In the Categories grid, click **+ New Labor Category**.  
The grid displays a new row.
4. In the new row, click ▼ and select a category from the drop-down list. Enter the rate you want to bill for the rendered work within the category.
5. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.

6. When you are done, click on another row in the grid.  
Vantagepoint prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

#### *Copy a Labor Category in a Labor Category Table*

You can copy all information from one category entry in a billing labor category table to a new row.

All information is copied to the new row except the effective date and sequence, because no two entries in a table for the same category can have the sequence number or the same effective date.

#### **To copy a category in a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table for which you want to add new categories and rate information.
3. In the Categories grid, hover on the row of the category and rate that you want to copy and click **⋮ » Copy**.
4. Make changes to the copied row.

#### *Override Employees Hub Labor Categories*

You can override the labor category assigned to an employee in the Employees hub, using either a labor override table or a labor category table.

It is recommended that you use labor override tables to override categories. Whichever method you choose, be consistent with all of your category overrides.

#### **To override the category with a labor override table:**

1. Create a billing labor override table.
2. Associate the employee with a new labor category and a new rate, or add a category and rate on the Max Cost By Category Override tab.  
If the labor category does not exist, you must first create the category in a Labor Category table.
3. Display the Billing Terms form for the project with employee labor rates that you want to override.
4. Click the **Labor** tab.
5. In the Override Table field, select the override table.
6. Click **Save**.

### Delete a Labor Category Table

If a labor category table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Projects hub, or in Intercompany Billing Setup, you cannot delete the table.

**Warning:** When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### To delete a labor category table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Billing Labor Categories dialog box, click **Delete** to confirm the action.

### Fields and Options

Use the forms in Billing Labor Category Tables to create and modify labor category tables.

#### Billing Labor Category Tables Form

Use the Billing Labor Category Tables form to add a labor category table in which you assign billing rates to labor categories for calculating labor on project invoices.

Display the Billing Labor Category Tables Form

You display the Billing Labor Category Tables form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.





Contents of the Billing Labor Category Tables Form

Enter a table number and name and set billing rates for the labor categories.

#### Contents

The fields and options in this section display at the top of the form.

Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing billing labor category table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all billing labor category tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the billing labor category tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
◀x of x▶	Use these arrow icons to scroll through the billing labor category tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
+ New Rate Table	Click <b>+ New Rate Table</b> to create a new billing labor category table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click  to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Available for Planning Estimates</b>	<p>Select this check box to make the table available for selection as a source of labor rates for project service estimates and project plans.</p> <p>This option is only available if the Resource Planning module is activated. If that module is not activated, all tables are available for service estimates and plans.</p>
<b>Currency</b>	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the category table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.

### Properties

Field	Description
<b>Code, Organization, Principal, Project Manager, Supervisor</b>	<p>Use these fields to associate an organization, principal, project manager, supervisor, or billing rate table code with the selected billing category table. Only users with record access rights have access to the selected table when entering billing terms, working on project plans, or entering project service estimates.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> </ul>

## Categories Grid

Use this grid to add labor categories and their billing rates to the labor category table. Click **+** **New Labor Category** below the grid to add labor categories to the grid.

Field	Description
<b>Category</b>	<p>Select the labor category number of a labor category to add to the labor category table. The list of labor categories in the drop-down list is maintained in <b>Settings » Labels and Lists » Lists</b>. You can enter a new labor category, not present in <b>Settings » Labels and Lists » Lists</b> if the labor category is for one-time use in this labor category table only.</p> <p>Deltak recommends that you match labor category numbers to the same descriptions from table to table, and change just the rate to avoid confusion when employees select labor categories to record time worked.</p>
<b>Description</b>	<p>This field prefills with the description of the labor category that you entered in the <b>Category</b> field. Or, if you entered a new labor category for this labor category table only (the category is not entered in <b>Settings » Labels and Lists » Lists</b>) enter a description for the category in this field, such as Project Manager, Architect, and so on.</p> <p>The labor category's description appears on billing invoices when you select <b>By category</b> as the labor sorting option in the <b>First Labor Sort</b> field on the Labor tab in Billing Terms for a project.</p>
<b>Effective Date</b>	<p>Enter the date to begin using this rate. You can enter multiple rates for the same category, with different effective dates, to create a schedule of rates. To create a default rate for an category with multiple rates, leave this field blank for one of the category's entries.</p> <p>This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected from the Options form in <b>Settings » Billing » Options</b>, under Detailed Transactions.</p>
<b>Rate</b>	Enter the rate you want to bill for work performed by employees in this labor category, up to four decimal places.
<b>Sequence</b>	<p>Enter a number by which to sort categories, using up to five numeric characters. The number you enter must be between 1 and 32,767.</p> <p>The sequence number is for reference only and does not display on the invoice.</p>
:	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .

Field	Description
<b>+ New Labor Category</b>	Click <b>+ New Labor Category</b> to create a new labor category entry. Choose a category from the drop-down list and enter the rate and overtime percentages. Press Enter or click outside the row to add the new entry to the cost/pay labor category table.

### Employee Overrides in <Category Description> Grid

The contents of this grid apply for the specific labor category that you select (click) in the Categories grid. The Employee Overrides grid name changes to display the description of the labor category that you select in the Categories grid. For example, if you select a labor category with "Senior Engineer" as its description, the name of the grid changes to Employee Overrides in Senior Engineer.

Use the Employee Overrides grid to specify the employees for whom you want to override their default labor category with the labor category that you selected in the Categories grid. This allows you to override an employee's default labor category for a particular project that you assign this labor category table to.

The default labor category for an employee is entered on the Employment Details tab in the Employees hub.

As alternatives to using the Employee Overrides grid to set up overrides for employees' default labor categories, you can do either of the following:

- In **Settings » Time » Options** select **Name** in the **Labor Category** field to allow employees to override their default labor category that prefills when they enter timesheets.
- Set up labor override tables in **Settings » Rate Tables » Billing Labor Overrides**. These tables contain only override labor categories that will override employees' default labor categories when they work on a particular project. Labor override tables can allow you to manage fewer labor category tables across projects while using an override table for the exceptions..

Field	Description
<b>Employee Number</b>	This field displays the employee number for the employee to whom the rate applies.
<b>Employee Name</b>	This field displays the name of the employee to whom the rate applies.
<b>x</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
<b>+ Add Employees</b>	Click <b>+ Add Employees</b> to select employees from the Employee Lookup dialog box. Click <b>Select</b> to add the employee to the override grid for the selected category.

### Employee Lookup Dialog Box

You can add a new employee and the employee's labor rate information to a billing or cost/pay labor rate table.

Display the Employee Lookup Dialog Box

You display the Employee Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select the Billing or Cost/Pay labor rates option that you want to use and click **+Add Employees**.

Contents of the Employee Lookup Dialog Box

Use the dialog box to search, view, and select employees.

Field	Description
<b>Search</b>	Enter the employee name to search for the record.
<b>Selection Box</b>	Select the checkbox next to each employee record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
<b>Name</b>	This field displays the employee name.
<b>Number</b>	This field displays the employee number.
<b>Labor Category</b>	This field displays the labor category where the employee belongs.
<b>Status</b>	This field displays the employee status.
<b>Organization</b>	This field displays the employee organization.
<b>Home Company</b>	This field displays the employee's home company.
<b>Select</b>	Click <b>Select</b> to select the employee record(s) and add them to the rate table. If you use effective dates, enter a date in the <b>Effective Date</b> dialog after you have made your employee selection. This date will apply for each row that you insert on the grid.
<b>Cancel</b>	Click <b>Cancel</b> to cancel your changes.

## Billing Labor Code Tables

Use Billing Labor Code tables to assign a billing rate based on the labor code to which the employee posts time. Labor Code tables are the only billing tables that let you capture multiple billing rates for the same person on the same job, based on the activity associated with the hours.

Small enterprises often use Labor Code tables, especially when one employee serves in multiple roles. For example, one employee may be both a Project Manager and a Principal on a particular project, but the employee cannot bill all hours worked on the project at the Principal rate. In this case, you can set up a labor code table assigning different rates for the Project Manager and the Principal time.

**Be cautious when you use labor codes for this purpose.** While this process makes it easy to specify the billing rate for one type of labor throughout your enterprise, regardless of the employee or labor category, its inadvertent or improper use has potentially serious consequences. Labor codes at your enterprise may be numerous and complex, with subtle differences among them. Any employee filling out a timesheet can select from all labor codes in your enterprise. Review your enterprise's system for screening labor code use, and consider using a labor rate or labor category table instead.

### A Single Employee Can Have Different Rates

Although labor code tables are the only tables that let you apply different rates based on the activity associated with hours, a single employee can also have different rates in the following scenarios:

- If your enterprise uses the **By Category** method of billing labor (established in the **Method** field on the Labor tab of the Billing Terms form) and allows the employee to change the category on a timesheet.
- If effective dates are in use for the employee.

### Access and Roles

Access to the Labor Code Tables form depends on your role. The access rights granted to your role from the General and Record Access tabs of Role Security determine your access to all billing rate tables.

### How to...

After you create a labor code table, you can add labor codes and associated labor rate information to it.

### *Add a Labor Code Table*

Create a new billing labor code table when you need to associate labor billing rates with individual labor codes.

### To add a new labor code rate table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.

2. Click **+ New Rate Table**.
3. Enter a table name and number. Specify the currency to be used in the rate table.
4. Optional. Enable **Available for Planning** to make the table available on the Planning Rates tab in Planning.
5. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
6. In the Labor Codes grid, enter details for the labor code mask, description, and rate to bill for work performed under the specified labor code.  
 For the labor code mask, enter a labor code, or combination of valid labor code characters and wildcard characters.  
 The wildcard is an underscore (\_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter 2\_.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. Click **Save**.

#### *Copy an Existing Labor Code Table*

Instead of creating a new billing labor code table from scratch, you can copy an existing table and modify it.

#### **To copy a labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table that you want to copy.
3. Click **Other Actions » Copy**.  
 Vantagepoint displays a new form with a Labor Codes grid that contains the same labor code mask, description, and rate details from the source billing labor code table.
4. Modify the information on the Billing Labor Code Tables form.
5. Click **Save**.

#### *Modify a Labor Code Table*

Modify a billing labor code table when you need to update the labor codes listed and/or their rates.

#### **To modify an existing labor code rate table:**


1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table for which you want to add new employees and labor rate information.
3. Click **Edit**.  
 Vantagepoint opens all fields in the form for editing.

4. Modify the information on the Billing Labor Code Tables form.
5. Click **Save**.

#### *Add a Labor Code to a Labor Code Table*

You can add a new labor code or labor code mask and associated labor rate information to a billing labor code table.

#### **To add a labor code or labor code mask to a labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table for which you want to add new labor code and rate information.
3. In the Labor Codes grid, click **+ Add Labor Code Rate**.  
The Labor Codes grid displays a new row.
4. In the new row, click  to search for a labor code mask in the Labor Code Lookup dialog box. Choose from the available options to form a labor code, or combination of valid labor code characters and wildcard characters.  
The wildcard is an underscore (\_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter 2\_.  
For information on the Labor Code Lookup dialog box, see the [Contents of the Labor Code Lookup Dialog Box](#).
5. Click **Select**.
6. Fill in the description details and enter the rate you want to bill for the rendered work that uses the labor code.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. When you are done, click on another row in the grid.  
Vantagepoint prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

#### *Copy a Labor Code in a Labor Code Table*

You can copy all information from one labor code or labor code mask entry in a billing labor code table to a new row.

All information is copied to the new row except the effective date, because no two entries in a table for the same labor code can have the same effective date.

#### **To copy a labor code or labor code mask in a labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table for which you want to add new labor code information.

3. In the Labor Codes grid, hover on the row of the labor code or labor code mask entry that you want to copy and click ⋮ » **Copy**.
4. Make changes to the copied row.

#### *Delete a Labor Code Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.

**Warning:** When you delete a billing table, you can no longer select it or reference it from Billing Terms.

#### **To delete a labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Billing Labor Code dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use the Billing Labor Codes form to create and modify labor code tables.

#### *Billing Labor Code Tables Form*

Use the Billing Labor Code Tables form to assign billing rates to the labor code to which employees post time.

Display the Billing Labor Code Tables Form

You display the Billing Labor Code Tables form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.



Contents of the Billing Labor Code Form

Enter a table number and name and set rates for the labor codes.

#### **Contents**

The fields and options in this section display at the top of the form.



Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing billing labor code table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all billing labor code tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the billing labor code tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
<b>◀x of x ▶</b>	<p>Use these arrow icons to scroll through the billing labor code tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>
<b>+ New Rate Table</b>	<p>Click <b>+ New Rate Table</b> to create a new billing labor code table.</p>
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ✖ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	<p>After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.</p>
<b>Edit</b>	<p>Click this button to open all fields in the form for editing.</p>
<b>Other Actions ▼</b>	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information



Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for code tables in Billing Terms Setup.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Available for Planning</b>	<p>Select this check box to make the table available for selection as a source of labor rates for project plans.</p> <p>This option is only available if the Resource Planning module is activated. If that module is not activated, all tables are available for planning.</p>
<b>Currency</b>	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the code table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.

### Properties

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or billing code table code with the selected billing code table. Only users with record access rights have access to the selected table when entering billing terms, working on project plans, or entering project service estimates.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

### Labor Codes Grid

Field	Description
<b>Labor Code Mask</b>	<p>Enter a labor code, or combination of valid labor code characters and wildcard characters.</p> <p>The wildcard is an underscore (_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter <u>2</u>__.</p> <p>When you edit the labor override table or add a labor code rate, click  to search for a labor code mask in the Labor Code Lookup dialog box.</p> <p>For information on the Labor Code Lookup dialog box, see the <a href="#">Contents of the Labor Code Lookup Dialog Box</a>.</p>
<b>Description</b>	Enter a description for the labor code. When you sort by labor code on an invoice, any labor with this labor code sorts within this description.
<b>Effective Date</b>	<p>Enter the date to begin using this rate. You can enter multiple rates for the same category, with different effective dates, to create a schedule of rates. To create a default rate for an category with multiple rates, leave this field blank for one of the category's entries.</p> <p>This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected from the Options form in <b>Settings » Billing » Options</b>, under Detailed Transactions.</p>
<b>Rate</b>	Enter the rate you want to bill for work performed under this labor code, up to four decimal places.
	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Labor Code Rate</b>	Click <b>+ Add Labor Code Rate</b> to create a new labor code rate entry. Enter the labor code mask, description, effective date, and rate details. Press Enter or click outside the row to add the new labor code rate entry to the billing labor code table.

## Billing Labor Override Tables

Use Billing Labor Override tables as exception tables, in which you place those employees who are being billed at a different rate or in a different labor category for a particular project.

For example, assume that for a given project, you set the **Method** option to **By category** in the Labor section of the Rates tab, in Billing Terms. You have an employee, William Apple, who is normally billed using a project manager category (Category 2). However, for this project, William Apple is considered a senior designer (Category 3). You can add William Apple to an override table and in the table select Category 3 (for senior designer). In this example, you do not enter an override rate, because William Apple will be billed at the standard rate for a senior designer.

Since an employee's billing rate or labor category can be determined in several places in the application, Vantagepoint uses a rate hierarchy to decide which rate to use. For more information, see [How Vantagepoint Determines Labor Billing Rates](#).

You can also use override tables to specify a maximum cost rate for an entire category (rather than an individual employee).

### How to...

After you create a labor override table, you can add employees or categories to it.

### *Add a Labor Override Table*

Create a new billing labor override table to identify employees who should be billed at a different rate or in a different category for a particular project.

#### To add a new labor override table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Click **+ New Rate Table**.
3. Enter a table name and number. Specify the currency to be used in the rate override table.
4. Optional. In the Properties lookup fields, associate organizations and employees with the labor override table.
5. In the General Employees Override grid, use the lookup to find employees and specify the override rate you want to bill for work performed by the specified employee.
6. In the Max Cost by Category Override grid, use the lookup to find categories and specify the maximum cost rate override rate.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. Click **Save**.

### *Copy an Existing Labor Override Table*

Instead of creating a new billing labor override table from scratch, you can copy an existing table and modify it.

#### **To copy a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table that you want to copy.
3. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with General Employees Override and Max Cost by Category Override grids that contain the same grid details from the source billing labor overrides table.
4. Modify the information on the Billing Labor Override Tables form.
5. Click **Save**.

### *Modify a Labor Override Table*

Modify a billing labor override table when you need to update the employees listed and/or their rates.

#### **To modify an existing labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to modify employee rate override and max cost override information.
3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Billing Labor Override Tables form.
5. Click **Save**.

### *Add an Employee to the General Employee Override Grid*

You can add a new employee and the employee's labor rate information to the General Employee Override grid.

#### **To add an employee to a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to add new employees and labor rate override information.
3. In the Employees grid, click **+ Add Employees**.  
The Employees Lookup dialog box displays.
4. Choose the employee name and click **Select**.  
The Effective Date dialog box displays.


5. If you use effective dates for billing rates, select a date and click **Save**.
6. Enter the rate, rate type, and category that you want to assign the employee.
7. When you are done, click on another row in the grid.  
Vantagepoint prompts if the new row has been added successfully. Otherwise, a message appears on top of the General Employee Override grid with the error details.

#### *Copy an Employee's Information in the General Employee Override Grid*

You can copy all information from one employee entry on the General Employee Override grid to a new row.

All information is copied to the new row except the effective date, because no two entries in a table for the same employee can have the same effective date.


#### **To copy an employee in a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to add new employees and labor rate information.
3. In the General Employees Override grid, hover on the row of the employee name and rate that you want to copy and click  » **Copy**.
4. Make changes to the copied row.

#### *Delete an Employee from the General Employee Override Grid*

When you delete an employee from a billing labor override table, you delete the reference in the current table only. You do not delete the employee record from the Employee Info Center.

#### **To delete an employee from a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to delete employees and labor rate information.
3. In the General Employees Override grid, hover on the row of the employee name and rate that you want to delete and click  » **Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.

#### *Add a Category to the Max Cost By Category Override Grid*

You can add a new category and its associated maximum cost rate to the Max Cost by Category Override grid on a labor override table.

#### **To insert a category on the Max Cost by Category tab:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.

2. Select a billing labor override table for which you want to add new employees and labor rate override information.
3. In the Max Cost by Category Override grid, click **+ Add Category Rate**. The grid displays a new row.
4. In the new row, click ▼ and select a category from the drop-down list. Enter the maximum cost rate override that you want to use for the category.
5. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
6. When you are done, click on another row in the grid. Vantagepoint prompts if the new row has been added successfully. Otherwise, a message appears on top of the grid with the error details.

#### *Copy a Category's Information on the Max Cost By Category Override Grid*

You can copy information from one category entry on the Max Cost By Category Override grid to a new row. All information is copied to the new row except the effective date, because no two entries in a table for the same category can have the same effective date.

#### **To copy a category on the Max Cost by Category tab:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to add new employees and labor rate information.
3. In the Max Cost by Category Override grid, hover on the row of the category and rate that you want to copy and click ⋮ » **Copy**.
4. Make changes to the copied row.

#### *Delete a Category from the Max Cost by Category Override Grid*

When you delete a category from the Max Cost By Category Override grid, you delete the reference in the current table only. You do not delete the category from Labor Categories.

#### **To delete a category from a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to delete employees and labor rate information.
3. In the Max Cost by Category Override grid, hover on the row of the employee name and rate that you want to delete and click ⋮ » **Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.

### *Override Employees Hub Labor Categories*

You can override the labor category assigned to an employee in the Employees hub, using either a labor override table or a labor category table.

It is recommended that you use labor override tables to override categories. Whichever method you choose, be consistent with all of your category overrides.

#### **To override the category with a labor override table:**

1. Create a billing labor override table.
2. Associate the employee with a new labor category and a new rate, or add a category and rate on the Max Cost By Category Override tab.  
If the labor category does not exist, you must first create the category in a Labor Category table.
3. Display the Billing Terms form for the project with employee labor rates that you want to override.
4. Click the **Labor** tab.
5. In the Override Table field, select the override table.
6. Click **Save**.

### *Delete a Labor Override Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.

**Warning:** When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Billing Labor Overrides dialog box, click **Delete** to confirm the action.

### **Fields and Options**

Use the forms in Billing Labor Overrides to set up exception tables.



### Billing Labor Override Tables Form

Use the Billing Labor Override Tables form to set up exception tables where you identify those employees who are being billed at a different rate or in a different category for a particular project, or those categories for which you want to specify a maximum cost rate for an entire category, rather than individually by employee.

Display the Billing Labor Override Tables Form

You display the Billing Labor Override Tables form in Settings.


From the Navigation menu, click **Settings » Rate Tables » Billing Labor Overrides**.


### Contents of the Billing Labor Overrides Form

Identify employees who should be billed at a different rate or labor category, and identify labor categories of employees for which a maximum cost rate should be used for a particular project.

### Contents

The fields and options in this section display at the top of the form.

Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing billing labor override table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all billing labor override tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the billing labor override tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
<b>◀x of x ▶</b>	<p>Use these arrow icons to scroll through the billing labor override tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>
<b>+ New Rate Table</b>	<p>Click <b>+ New Rate Table</b> to create a new billing labor rate table.</p>
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the</p>

Field	Description
	<p>columns in the grid by clicking ✖ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	<p>After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.</p>
<b>Edit</b>	<p>Click this button to open all fields in the form for editing.</p>
<b>Other Actions ▼</b>	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
<b>Table Name</b>	<p>Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.</p>
<b>Table Number</b>	<p>Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.</p>
<b>Available for Planning</b>	<p>Select this check box to make the table available for selection as a source of labor rates for project plans.</p> <p>This option is only available if the Resource Planning module is activated. If that module is not activated, all tables are available for planning.</p>
<b>Currency</b>	<p>If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the override table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.</p>

## Properties

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or billing override table code with the selected billing override table. Only users with record access rights have access to the selected table when entering billing terms, working on project plans, or entering project service estimates.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

## General Employees Override Grid

Field	Description
<b>Employee</b>	<p>This field displays the employee number for the employee to whom the rate applies.</p> <p>Click ▼ and select an employee number from the drop-down list. Vantagepoint populates the employee name in the <b>Name</b> field based on your selection on the lookup.</p>
<b>Name</b>	<p>This field displays the name of the employee to whom the rate applies. This field is automatically populated when you select an option in the <b>Employee</b> field.</p>
<b>Effective Date</b>	<p>Enter the date to begin using this rate. You can enter multiple rates for the same category, with different effective dates, to create a schedule of rates. To create a default rate for an category with multiple rates, leave this field blank for one of the category's entries.</p> <p>This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected from the Options form in <b>Settings » Billing » Options</b>, under Detailed Transactions.</p>
<b>Rate</b>	<p>Enter the override rate you want to use to for this category or employee, up to four decimal places (999,999,999.9999).</p>
<b>Rate Type</b>	<p>Select a rate type from the drop-down list.</p> <p>The cost and max cost rate types are used only with the <b>Rate times multiplier</b> labor method, as specified on the Labor tab of the Billing Terms form.</p>

Field	Description
	<p>The available rate types are:</p> <ul style="list-style-type: none"> <li>▪ <b>Billing:</b> Billing rate. Vantagepoint does not apply multipliers on a rate times multiplier project if a billing override is specified. This rate type can also be used to override any standard rate in a rate, category, or labor code table.</li> <li>▪ <b>Cost:</b> Cost rate. This rate type overrides the employee cost rate for billing purposes only.</li> <li>▪ <b>Max cost rate:</b> Employee's maximum allowable cost rate. Vantagepoint uses the lesser of the employee's job cost rate (in effect when the transaction was posted) and this rate, when rate times multiplier is selected as the labor method from the Labor tab of the Billing Terms form. When you use the Rate times multiplier labor method and the Max cost rate Rate Type, if the employee is not found on the General Employee Override tab, Vantagepoint looks to the Max Cost By Category Override tab. If an employee belongs to a category listed in the table, Vantagepoint uses either the employee's job cost rate (in effect at the time of posting) or the override cost maximum, whichever is lower. Each of the non-zero multipliers are applied to the value selected.</li> </ul>
<b>Category</b>	<p>If the <b>By category</b> labor method is selected on the Labor tab of the Billing Terms form, select the labor category to override for the employee. When you override the labor category, the employee is placed in the override labor category with the rate specified in the <b>Rate</b> field. If no rate is specified, Vantagepoint uses the rate assigned to the labor category. You cannot use this field to override the rate for an entire labor category.</p>
:	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	<p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p>
<b>+ Add Employees</b>	<p>Click <b>+ Add Employees</b> to select employees from the Employee Lookup dialog box. Click <b>Select</b> to add the employee to the override grid and enter the override rate.</p>

#### Max Cost by Category Override Grid

Field	Description
<b>Category</b>	Select the labor category to which the maximum cost rate override applies.

Field	Description
<b>Description</b>	This field automatically populates with the description for the labor category that is entered in the <b>Category</b> field.
<b>Effective Date</b>	Enter the date to begin using this rate. You can enter multiple rates for the same category, with different effective dates, to create a schedule of rates. To create a default rate for an category with multiple rates, leave this field blank for one of the category's entries.  This field is available only if <b>Enable effective dates for labor billing rates</b> is selected from the Miscellaneous tab of the Billing Setup form in <b>Settings » Billing » General</b> .
<b>Max Cost Rate</b>	Enter the maximum cost rate override that you want to use to for this category, up to four decimal places (999,999,999.9999).
:	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row: <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Category Rate</b>	Click <b>+ Add Category Rate</b> to create a new category rate override entry. Choose a category from the drop-down list and enter the override rate. Press Enter or click outside the row to add the new category rate entry to the billing labor overrides table.

### *Employee Lookup Dialog Box*

You can add a new employee and the employee's labor rate information to a billing or cost/pay labor rate table.

### Display the Employee Lookup Dialog Box

You display the Employee Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select the Billing or Cost/Pay labor rates option that you want to use and click **+Add Employees**.

### Contents of the Employee Lookup Dialog Box

Use the dialog box to search, view, and select employees.

Field	Description
<b>Search</b>	Enter the employee name to search for the record.
<b>Selection Box</b>	Select the checkbox next to each employee record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
<b>Name</b>	This field displays the employee name.
<b>Number</b>	This field displays the employee number.
<b>Labor Category</b>	This field displays the labor category where the employee belongs.
<b>Status</b>	This field displays the employee status.
<b>Organization</b>	This field displays the employee organization.
<b>Home Company</b>	This field displays the employee's home company.
<b>Select</b>	Click <b>Select</b> to select the employee record(s) and add them to the rate table. If you use effective dates, enter a date in the <b>Effective Date</b> dialog after you have made your employee selection. This date will apply for each row that you insert on the grid.
<b>Cancel</b>	Click <b>Cancel</b> to cancel your changes.

Learn More About...

Before you set up labor billing tables, you may find it helpful to review information on table types, labor multipliers, how Vantagepoint determines labor billing rates and override rates, and more.

### Labor Billing Table Types

Different types of billing labor rate tables allow you to use different methods for calculating the labor for a project's invoices.

On the Labor tab of a project's billing terms, you select the method for calculating the labor billing for the project. One option is to use an employee's job cost rate that is entered on the Accounting tab in the Employees hub. The other methods use billing rates from different types of billing labor rate tables that you set up in **Settings » Rate Tables**.

**Table 3: Types of Billing Labor Rate Tables that You Set Up in Rate Table Settings**

Table Type	Description
<b>Billing Labor Rate Tables</b>	Use labor rate tables to assign billing rates to employees.
<b>Billing Labor Category Tables</b>	Use labor category tables to assign billing rates to labor categories. You assign a default labor category to each employee on the Employment Details tab in the Employees hub. You can also use the Labor Category table to override an employee's default labor category.
<b>Billing Labor Code Tables</b>	Use labor code tables to assign billing rates based on the labor code to which the employee posted time. Labor code rate tables are the only billing tables that let you capture multiple billing rates for the same person on the same job. Because of the complexity of labor codes, this is the least recommended method for billing labor.
<b>Billing Labor Override Tables</b>	Use labor override tables to store employee rate exceptions. You can store exception rates in a separate table for the employees who are being billed at a different rate or in a different labor category for a specific project.

#### How Vantagepoint Determines Labor Billing Rates

Vantagepoint follows a standard process to determine what billing rate to use for the labor and employee charges to a particular project.

#### Basic Process and Hierarchy

Vantagepoint follows this sequence to determine the labor rate to use when billing labor for a particular employee, labor category, or labor code.

1. Vantagepoint checks the **Method** field on the Labor tab of the project's Billing Terms form.
  - If the labor method is **No labor billing**, Vantagepoint does not include labor charges on the invoice.
  - If the labor method is not **No labor billing**, Vantagepoint determines if the employee appears in a labor override table specified on the Labor tab. If a table is specified and the employee appears in the table, Vantagepoint uses the rate in the override table.
2. If no override table is specified for the project, or the employee does not appear in the table, Vantagepoint looks to see if the project's labor method is **Rate Table, By Category**, or **By Labor Code**.
3. If one of these methods is selected, Vantagepoint determines if the employee is associated with the rate tab on the Labor tab. The employee may appear in the table, or be associated with it via a labor category or labor code.
4. If the employee is associated with the rate table, Vantagepoint checks if there are multipliers specified in the **Multipliers** field on the Labor tab.

- If there are multipliers, Vantagepoint multiplies the rate specified in the table by the non-zero multipliers specified in the **Multipliers** field on the Labor tab.
  - If no multipliers are specified, Vantagepoint uses the rate specified in the table.
5. If the labor method is **Rate times multiplier**, Vantagepoint calculates the rate by multiplying the employee's job cost rate on the Accounting tab of the Employees hub by the non-zero multipliers specified in the **Multipliers** field on the Labor tab of the project's Billing Terms form.
- If **Rate times multiplier** is selected and no multipliers are specified in the **Multipliers** field, Vantagepoint uses the job cost rate specified on the Accounting tab of the Employees hub.

### How Vantagepoint Determines Override Rates

When an employee's labor rate comes from a labor override table, the way that Vantagepoint determines the rate to use depends on the project's labor method.

Labor Method	How It Works
<b>Rate Times Multiplier</b>	<p>Vantagepoint first looks at the General Employee Override tab of the override table and finds the override rate specified for the employee there. Vantagepoint calculates the rate depending on which rate type is selected, as follows:</p> <ul style="list-style-type: none"> <li>▪ <b>Billing:</b> No multipliers are applied to the rate, and the billing override rate becomes the billing rate.</li> <li>▪ <b>Cost:</b> Each of the non-zero multipliers specified on the Labor tab of the Billing Terms form is applied to the rate in the override table.</li> <li>▪ <b>Max cost rate:</b> Vantagepoint selects either the employee's job cost rate (in effect at the time of posting) or the override cost rate, whichever is lower. Each of the non-zero multipliers is applied to the value selected by Vantagepoint. If the employee is not found on the General Employee Override tab, Vantagepoint looks at the Max Cost By Category Override tab on the override table. If an employee belongs to a category listed in the table, Vantagepoint uses either the employee's job cost rate (in effect at the time of posting) or the override cost maximum, whichever is lower. Each of the non-zero multipliers is applied to the value selected by Vantagepoint.</li> </ul>
<b>Rate Table</b>	<p>Vantagepoint uses the rate specified in the override table for all employees that appear in the table. Vantagepoint also applies any non-zero multiplier to this rate, no matter what the override rate type is.</p> <p>If you selected <b>Enable effective dates for labor billing rates</b> on the Miscellaneous tab of Billing Setup, Vantagepoint also compares the dates of posted labor transactions being billed with effective dates in the specified override rate table. Vantagepoint uses the appropriate rate based on the effective date.</p>



Labor Method	How It Works
<b>By Category</b>	<p>Vantagepoint uses the rate specified in the override table for all employees that appear in the table. Vantagepoint also applies any non-zero multiplier to this rate, no matter what the override rate type is.</p> <p>If a labor override table exists for the project, and the employee displays in the table with a rate of 0 (zero), Vantagepoint overrides the employee's category with the override category specified in the override table. Vantagepoint then locates the category's entry in the project's Billing Labor Category table to determine the rate. If you specify both a rate and a category, Vantagepoint overrides both the rate specified in the category table and the category referenced in the override table. Vantagepoint also applies any non-zero multipliers to this rate, regardless of the rate type.</p> <p>If you selected <b>Enable effective dates for labor billing rates</b> on the Miscellaneous tab of Billing Setup, Vantagepoint also compares the dates of posted labor transactions being billed with effective dates in the specified labor override table. Vantagepoint uses the appropriate rate based on the effective date.</p>
<b>By Labor Code</b>	<p>Vantagepoint uses the rate specified in the override table for all employees who appear in the table. Vantagepoint also applies any non-zero multiplier to this rate, no matter what the override rate type is.</p> <p>If you selected <b>Enable effective dates for labor billing rates</b> on the Miscellaneous tab of <b>Settings » Billing » General</b>, Vantagepoint also compares the dates of posted labor transactions being billed with effective dates in the specified labor override table. Vantagepoint uses the appropriate rate based on the effective date.</p>

### Labor Multipliers

You can apply zero to three multipliers to an employee's labor billing rate.

Enter these values in the three **Multipliers** fields on the Labor tab of the Billing Terms form. This is how multipliers are applied:

Multiplier	Purpose
<b>1</b>	The multiplier does not display on the invoice, but is included in the employee's rate on the invoice and is used to compute the hourly rate for the extension.
<b>2</b>	The multiplier is applied to the extension plus Multiplier 1 (cumulative).
<b>3</b>	The multiplier is applied to the extension plus Multiplier 2 (cumulative).

Depending on the method and the rate being used (whether the rate is the employee's job cost rate, from a rate table, or from an override table), Vantagepoint applies the multipliers in different ways.

Multiplier Method	Source of Rate	How the Multiplier Works
Rate times multiplier	Labor override table	If the employee's <b>Rate Type</b> is <b>Cost</b> or <b>Max cost rate</b> , no multipliers are applied to billing rate overrides. If a cost maximum is indicated in the override table, the multipliers are applied to the lesser of the employee's job cost rate or the cost maximum.
	Employees hub (job cost rate)	Vantagepoint applies multipliers to all job cost rates in the Employees hub.
Rate table	Labor override table	Vantagepoint applies multipliers to the rate specified in the <b>Rate</b> column in the override table. The <b>Rate Type</b> is ignored.
	Labor rate table	Vantagepoint applies multipliers to all rates from the labor rate table.
By category	Labor override table	Vantagepoint applies multipliers to the rate specified in the <b>Rate</b> column in the override table. The <b>Rate Type</b> is ignored.
	Labor category table	Vantagepoint applies multipliers to all rates from the labor category table.
By labor code	Labor override table	Vantagepoint applies multipliers to the rate specified in the <b>Rate</b> column in the override table. The <b>Rate Type</b> is ignored.
	Labor code table	Vantagepoint applies multipliers to all rates from the labor code table.

### Standardizing Labor Category Tables

Keep your categories consistent across labor category tables to avoid confusion when employees select categories to record time worked.

For example, assume that you have a labor category table called Standard Categories, with the following contents:

Category	Description	Rate
1	Principals	112.00
2	Project Managers	87.00
3	Senior Consultant	95.00
4	Senior Architect	80.00
5	Architect	65.00

If you decide to create an additional labor category table, include the same category numbers and descriptions, changing only the rates.

Category	Description	Rate
1	Principals	125.00
2	Project Managers	95.00
3	Senior Consultant	110.00
4	Senior Architect	85.00
5	Architect	75.00

#### How Vantagepoint Determines Which Labor Category Table to Use for Billing

To determine the labor category to use for a particular employee working on a particular project, Vantagepoint looks in certain locations, in a particular order.

1. Vantagepoint first looks for an override table entered in the **Override Table** field on the Labor tab of the project's Billing Terms form.
2. If **By Category** is entered in the **Method** field on the Labor tab of the project's billing terms, Vantagepoint next looks at the labor category table assigned to the project.
3. Next Vantagepoint looks at the labor category specified in the **Labor Category** field on the Employment Details tab in the Employees hub.

You can override the value set in the Employees hub with a labor override table or a labor category table. The best practice is to use labor override tables to override categories. Whichever method you choose, be consistent with all of your category overrides.

#### Wildcards and Labor Codes

When you specify billing, cost, or pay rates using labor codes, you can either associate a rate with a specific labor code, or assign rates based on specific levels of a multi-level labor code, while masking the other levels.

For example, assume you have three levels defined:

Labor Code Level 1	Labor Code Level 2	Labor Code Level 3
A Architectural	00 General	0 General

Labor Code Level 1	Labor Code Level 2	Labor Code Level 3
B Budget-Estimate	01 Pre-Design	1 Principal
C Civil	02 Site Analysis	2 Supervisory
D Design-Plan-Spec	04 Design-Plan-Spec	3 Senior Consultant
E Electrical	0F Field Work	A Architect
I Interiors	A1 Schematic Design	C Consultant
M Mechanical	C1 Civil Design	D Designer
Z Miscellaneous	D1 Design Development	E Engineer

To mask a level, use an underscore (\_) to represent each character in the level. Here are three examples based on the table above. To assign a billing rate to all:

- Labor codes with Architectural as the first level, use this mask: **A\_ \_ \_**
- Consultant labor codes, use this mask: **\_ \_ \_C**
- Design labor codes, use this mask: **\_ \_ 1\_**

#### Labor Code Masks in Labor Code Rate Tables

- **Be consistent with masks:** Enter labor code masks and wildcard characters consistently. Define labor code masks for the same labor code level. For example, if you define a labor code mask as A\_ \_ \_ , then you should define all other labor code masks according to level one, as B\_ \_ \_ , C\_ \_ \_ , D\_ \_ \_ , and so on. Vantagepoint displays an error message if you enter an inconsistent labor code.
- **Do not mix masks and straight labor codes:** Within a labor code cost, billing, or pay rate table, you can either assign rates to specific labor codes, or use masks. You cannot mix these two methods. If you add a rate in a table using a wildcard mask, and then attempt to insert a second rate and assign it to a specific labor code, Vantagepoint displays an error message.

## Billing Expense Tables

Set up billing expense tables to bill expenses for your projects.

### Billing Expense Account Tables

Set up billing expense account tables to assign a multiplier (markup) to individual general ledger expense accounts for calculating billable expenses and consultant expenses on billing invoices for projects.

These multipliers are used in the Billing application when invoices are generated for a project whose billing terms has **By account** selected in the **Method** field in the Expense section or the Consultants section on the Rates tab and an expense account table is specified in the **Rate Table** field in these sections. The multiplier for a general ledger account in a billing expense account

table overrides the multiplier used for all expenses that is entered in the **Multiplier** field in the Expense section and the Consultants section on the Rates tab in Billing Terms.

If you use Resource Planning, you can use these rates to set up plans for new projects.

#### How to...

You can add, delete, and modify information in billing expense account tables.

#### *Set Up the Global Table of Accounts*

Establish the Global Table of Accounts to apply multipliers to accounts when you bill a project or class of projects using the **By Account** billing method. These multipliers override the multiplier specified in the project's Billing Terms record.

Vantagepoint looks for the account multiplier in the Global Table of Accounts if an account table has not been specified in the Billing Terms record, or if the account does not exist in the account table specified in the Billing Terms record.

#### **To set up the Global Table of Accounts:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. In the rate table search, click ▼ and select **Global table of accounts**.
3. In the Expense Accounts grid, use the lookup to find accounts and specify the multiplier to be applied to the account.
4. Repeat these steps until the Global Table of Accounts contains all of the expense accounts and multipliers that your enterprise requires.

#### *Add an Expense Account Table*

Create a new billing expense account table when you need to associate expense billing rates with individual accounts.

#### **To add a new expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Expense Account Tables**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. Optional. Enable **Available for Planning** to make the table available on the Planning Rates tab in Planning.
5. Optional. In the Properties lookup fields, associate organizations and employees with the expense account table.
6. In the Expense Accounts grid, use the lookup to find accounts and specify the multiplier to be applied to the account.
7. Click **Save**.

### *Copy an Existing Expense Account Table*

Instead of creating a new billing expense account table from scratch, you can copy an existing table and modify it.

#### **To copy an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. Select a billing expense account table that you want to copy.
3. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with an Expense Account grid that contains the same account and multiplier details from the source expense account table.
4. Modify the information on the Billing Expense Account Tables form.
5. Click **Save**.

### *Modify an Expense Account Table*

Modify a billing expense account table when you need to update the accounts listed and/or their multipliers.

#### **To modify an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Expense Account Tables**.
2. Select a billing expense account table for which you want to edit accounts and multiplier information.
3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Expense Account Tables form.
5. Click **Save**.

### *Delete an Expense Account Table*

You can delete a billing expense account table if it is not used in any of these places: the current billing terms for any project, the Intercompany Billing tab for any project in the Projects hub, or Intercompany Billing Setup.

**Warning:** When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. Select a billing expense account table that you want to delete.
3. Click **Other Actions » Delete**.

4. In the Delete Expense Account Tables dialog box, click **Delete** to confirm the action.

#### *Add an Account to an Expense Account Table*

You can add a new account and the account's markup information to a billing expense account table.

#### **To add an account to an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. Select a billing expense account table for which you want to add new accounts and multiplier information.
3. In the Expense Accounts grid, click **+ Add Expense Accounts**.
4. In the Accounts Lookup dialog box, select the check boxes of accounts that you want to add and click **Select**.
5. Enter the multiplier to be applied to the account.
6. When you are done, click on another row in the grid.  
Vantagepoint prompts if the new row has been added successfully.

#### *Delete an Account from an Expense Account Table*

When you delete an account from an expense account table, you remove the reference in the current table only. You do not delete the account record from the chart of accounts.

#### **To delete an account from an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. Select a billing expense account table for which you want to delete accounts and multiplier information.
3. In the Expense Accounts grid, hover on the row of the account and multiplier that you want to delete and click **:** » **Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.

### **Fields and Options**

Use these fields and options to modify billing expense account tables.

#### *Billing Expense Account Tables Form*

Use the Billing Expense Account Tables form to apply billing markups to amounts charged to expense accounts, for the purpose of billing a project or a class of projects.

Display the Billing Expense Account Tables Form

Display the Billing Expense Account Tables form in Settings.


In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.

Contents of the Billing Expense Account Tables Form


Use these fields and options to create and modify billing expense account tables.

### Contents

The fields and options in this section display at the top of the form.

Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing expense account table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all expense account tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the expense account tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
<b>◀x of x▶</b>	<p>Use these arrow icons to scroll through the expense account tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>
<b>+ New Rate Table</b>	<p>Click <b>+ New Rate Table</b> to create a new expense account table.</p>
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ⚙ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>



Field	Description
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
<b>Edit</b>	Click this button to open all fields in the form for editing.
<b>Other Actions ▼</b>	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information



Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for expense account tables in Billing Terms Setup. If the table is project- or client-specific, you may want to enter the client or project name or number.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Available for Planning</b>	<p>Select this check box to make the table available for selection as a source of expense or consultant rates for project plans.</p> <p>This option is only available if the Resource Planning module is activated. If that module is not activated, all tables are available for planning.</p>

### Properties

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or code with the selected expense table. Only users with record access rights have access to the selected table when entering billing terms, working on project plans, or entering project service estimates.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

### Expense Accounts Grid

Field	Description
<b>Account</b>	This field displays the account number to which the multiplier applies.
<b>Name</b>	This field displays the account name to which the multiplier applies. When you edit the expense account table or add an expense account row, click  to search for accounts in the Account Lookup dialog box.
<b>Multiplier</b>	Enter the multiplier to apply to this account, using up to four decimal places. This multiplier overrides any multiplier entered in the Expense Terms or Consultant Terms area of the Expenses/Units tab of the project's Billing Terms form.
	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row: <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Expense Accounts</b>	Click <b>+ Add Expense Accounts</b> to create a new expense account entry. Choose accounts from the Account Lookup dialog box and click <b>Select</b> . Enter the multiplier for the account and press Enter or click outside the row to add the new expense account entry to the expense account table.

### Account Lookup Dialog Box

You can add a new account's information to a billing expense rate table.

Display the Account Lookup Dialog Box

You display the Account Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. In the Expense Accounts grid, click **+Add Expense Accounts**.

#### Contents of the Account Lookup Dialog Box

Use the dialog box to search, view, and select accounts.

Field	Description
<b>Search</b>	Enter the account name to search for the record.
<b>Selection Box</b>	Select the checkbox next to each account record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
<b>Account Name</b>	This field displays the account name.
<b>Type</b>	This field displays the account type.
<b>Account</b>	This field displays the account number.
<b>Select</b>	Click <b>Select</b> to select the account record(s) and add them to the rate table.
<b>Cancel</b>	Click <b>Cancel</b> to cancel your changes.

#### Billing Expense Category Tables

Set up billing expense category tables to group or consolidate general ledger expense accounts by category name and to apply markups to each category when billing a project or class of projects.

For example, your general ledger may have several reimbursable accounts for travel (mileage, airfare, hotel, rental cars, and so on). However, you may not want to show this level of detail on your billing invoices. You can create a billing expense category called Travel and group all related general ledger expenses accounts in this category.

Set up different billing expense category tables as needed, for example, a table to be used for a specific project. Add expense categories to each table and the multiplier (markup) to use for each expense category for calculating invoice billing amounts. Then add the general ledger accounts for each expense category.

For a project to use an expense category table for billing invoices, the project's billing terms must have **By category** entered in the **Method** field in the Expense section of the Rates tab and an expense category table selected in the **Rate Table** field.

**How to...**

You can add or modify information in Billing Expense Category tables.

*Add an Expense Category Table*

Create a new billing expense category table when you need to apply billing markups to categories of expense accounts.

**To add a new expense category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Categories**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. Optional. Enable **Available for Planning** to make the table available on the Planning Rates tab in Planning.
5. Optional. In the Properties lookup fields, associate organizations and employees with the expense category table.
6. In the Categories grid, use the lookup to find categories and specify the multiplier to be applied to the category.
7. Click a category record entry in the Categories grid to enable the Accounts in <name of category> grid.  

The contents of this grid depends on the highlighted category in the Categories grid. The grid name changes dynamically to display the category name and the accounts the expense accounts associated with it.

For example, if you click on the entry 'Travel' in the Categories grid, the name of the grid changes to 'Accounts in Travel' and displays the associated expense accounts (e.g., Meals, Lodging, Airfare).
8. In the Accounts in <name of category> grid, use the lookup to find GL accounts and specify the multiplier to be applied to the account.
9. Click **Save**.

*Copy an Existing Expense Category Table*

Instead of creating a new billing expense category table from scratch, you can copy an existing table and modify it.

**To copy an expense category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Categories**.
2. Select a billing expense category table that you want to copy.
3. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with Expense Category and Accounts in Category grids that contain the same details from the source expense category table.
4. Modify the information on the Billing Expense Category Tables form.

5. Click **Save**.

#### *Modify an Expense Category Table*

Modify a billing expense category table when you need to update the categories lists, the accounts included in the categories, and/or their markups.

#### **To modify an expense category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Expense Category Tables**.
2. Select a billing expense category table for which you want to edit grid information.
3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Billing Expense Category Tables form.
5. Click **Save**.

#### *Delete an Expense Category Table*

You can delete a billing expense account table if it is not used in any of these places: the current billing terms for any project, the Intercompany Billing tab for any project in the Projects hub, or Intercompany Billing Setup.

**Warning:** When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete an expense category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Expense Category Tables**.
2. Select a billing expense category table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Expense Category Tables dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use the fields and options to add or modify information in billing expense category tables.

#### *Billing Expense Category Tables Form*

Set up Billing Expense Category Tables form to group or consolidate expense accounts by category name and apply markups by category when billing a project or class of projects.

Display the Billing Expense Category Tables Form

Display the Billing Expense Category Tables form in Settings.


In the Navigation pane, click **Settings » Rate Tables » Billing Expense Categories**.


Contents of the Billing Expense Category Tables Form

Use these fields and options to create and modify billing expense category tables.

### Contents

The fields and options in this section display at the top of the form.

Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing expense category table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all expense category tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the expense category tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
<b>◀ x of x ▶</b>	<p>Use these arrow icons to scroll through the expense category tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>
<b>+ New Rate Table</b>	<p>Click <b>+ New Rate Table</b> to create a new expense category table.</p>
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ✱ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>

Field	Description
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
<b>Edit</b>	Click this button to open all fields in the form for editing.
<b>Other Actions ▼</b>	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

#### Header Information

Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for expense category tables in Billing Terms Setup. If the table is project- or client-specific, you may want to enter the client or project name or number.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Available for Planning</b>	Select this check box to make the table available for selection as a source of expense or consultant rates for project plans. This option is only available if the Resource Planning module is activated. If that module is not activated, all tables are available for planning.
<b>Currency</b>	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.

## Properties Section

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or code with the selected expense table. Only users with record access rights have access to the selected table when entering billing terms, working on project plans, or entering project service estimates.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

## Categories Grid

Field	Description
<b>Description</b>	Enter a description of this category. This description prints on the invoice.
<b>Multiplier</b>	Enter the multiplier to apply to the category, using up to four decimal places. Enter 1.0 to bill the category at cost.
<b>Sequence</b>	Enter a unique number to associate with the category. Sequence numbers determine the order in which categories print on the invoice. The numbers themselves do not print on the invoice.
<b>x</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ New Expense Category</b>	<p>Click <b>+ New Expense Category</b> to create a new expense category entry. Choose a category from the Employee Lookup dialog box and enter the multiplier. Press Enter or click outside the row to add the new vendor entry to the expense category table.</p> <p>For more information on the Employee Lookup dialog box, see <a href="#">Employee Lookup Dialog Box</a>.</p>



### Accounts in <name of category> Grid

Click a category record entry in the Categories grid to enable this grid.

The contents of this grid depends on the highlighted category in the Categories grid. The grid title changes dynamically to display the category name and the accounts the expense accounts associated with it.

For example, if you click on the entry 'Travel' in the Categories grid, the name of the grid changes to 'Accounts in Travel' and displays the associated expense accounts (e.g., Meals, Lodging, Airfare).

Field	Description
<b>Account</b>	This field displays the account number of the account that is included in the category.
<b>Name</b>	This field displays the account name of the account that is included in the category.
<b>x</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ New Expense Account</b>	Click <b>+ New Expense Account</b> to create a new expense account entry. Choose a category from the Account Lookup dialog box and enter the multiplier. Press Enter or click outside the row to add the new vendor entry to the expense category table.  For more information on the Account Lookup dialog box, see <a href="#">Account Lookup Dialog Box</a> .

### Billing Expense by Vendor Tables

Set up a billing expense by vendor table if you want billing invoices for a project or class of projects to calculate vendor expenses on a billing invoice based on a multiplier (markup) for the specific vendor rather than on the overall multiplier specified for all expenses in a project's billing terms.

In an expense by vendor table, you add vendors and a multiplier for each vendor.

For a project to use an expense by vendor table when generating invoices in the Billing application, the project's billing terms must have **By vendor** selected in the **Method** field in the Expense section of the Rates tab and an expense by vendor table specified in the **Rate Table** field. If a vendor is added to the specified expense by vendor table, the multiplier entered for it in the table will override the multiplier entered in the **Multiplier** field in the Expense section of the Rate tab in billing terms, which is used for all expenses.

Some companies prefer that a vendor's name appear on an invoice instead of the general ledger account name. If you bill expenses by vendor, the vendor name displays on the invoice.

**How to...**

You can add or modify information in Billing Expenses by Vendor tables.

*Add an Expense by Vendor Table*

Add a Billing Expense by Vendor table to group or consolidate expenses by vendor name and apply multipliers by vendor when billing a project or a class of projects.

**To add an Expense by Vendor table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. Optional. In the Properties lookup fields, associate organizations and employees with the expense by vendor table.
5. In the Vendors grid, use the lookup to find vendors and specify the multiplier to be applied to the vendor.
6. Click **Save**.

*Copy an Existing Expense by Vendor Table*

Instead of creating a new Billing Expense by Vendor table from scratch, you can copy an existing table and modify it.

**To copy an Expense by Vendor table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. Select a billing expense by vendor table that you want to copy.
3. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with a Vendors grid that contains the same vendor and multiplier details from the source expense by vendor table.
4. Modify the information on the Billing Expenses by Vendor Tables form.
5. Click **Save**.

*Modify an Expense by Vendor Table*

Modify a Billing Expense by Vendor table when you need to update the list of vendors or their markups.

**To modify an existing Expense by Vendor table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. Select a billing expense by vendor table for which you want to add new vendors and multiplier information.

3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Billing Expenses by Vendor Tables form.
5. Click **Save**.

#### *Delete an Expense by Vendor Table*

You can delete a Billing Expense by Vendor table if it is not used in any of these places: the current billing terms for any project, the Intercompany Billing tab for any project in the Projects hub, or Intercompany Billing Setup.

**Warning:** When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete an Expenses by Vendor table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. Select a billing expense by vendor table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Expense by Vendor Tables dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use these fields and options to add or modify Billing Expense by Vendor table information.

#### *Expenses by Vendor Form*

Use the Billing Expense by Vendor Tables form to group or consolidate expenses by vendor and apply multipliers by vendor when billing a project or a class of projects.

Display the Expenses by Vendor Tables Form

Display the Billing Expense by Vendor Tables form in Settings.



In the Navigation pane, click **Settings » Rate Tables » Billing Expenses by Vendor**.

Contents of the Billing Expense by Vendor Tables Form

Use the fields and options to create and modify Expenses by Vendor tables.

#### **Contents**

The fields and options in this section display at the top of the form.

Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing expense by vendor table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all expense by vendor tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the expense by vendor tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
<b>◀x of x▶</b>	<p>Use these arrow icons to scroll through the expense by vendor tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>
<b>+ New Rate Table</b>	<p>Click <b>+ New Rate Table</b> to create a new expense by vendor table.</p>
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ✖ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	<p>After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.</p>
<b>Edit</b>	<p>Click this button to open all fields in the form for editing.</p>
<b>Other Actions ▼</b>	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for expense by vendor tables in Billing Terms Setup. If the table is project- or client-specific, you may want to enter the client or project name or number.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Currency</b>	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.

### Properties

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or code with the selected expense table. Only users with record access rights have access to the selected table when entering billing terms, working on project plans, or entering project service estimates.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

**Vendors Grid**

Field	Description
<b>Vendor</b>	Select the vendor number to which you want to apply the multiplier amount.
<b>Name</b>	Vantagepoint automatically enters the vendor name based on the vendor number.
<b>Multiplier</b>	Enter the multiplier to apply to the associated vendor, using up to four decimal places. Enter 1.0 to bill the vendor at cost.
:	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row: <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Vendors</b>	Click <b>+ Add Vendors</b> to create a new vendor entry. Choose vendors from the Consultant Name Lookup dialog box and click <b>Select</b> . Enter the multiplier and press Enter or click outside the row to add the new vendor entry to the Billing Expenses by Vendor table.

*Consultant Name Lookup Dialog Box*

You can add a new vendor's information to a billing expenses by vendor table.

## Display the Consultant Name Lookup Dialog Box

You display the Consultant Name Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. In the Vendors grid, click **+Add Vendor Name**.

## Contents of the Consultant Name Lookup Dialog Box

Use the dialog box to search, view, and select consultants/vendors.

Field	Description
<b>Search</b>	Enter the consultant/vendor name to search for the record.
<b>Selection Box</b>	Select the checkbox next to each consultant/vendor record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.

Field	Description
<b>Consultant Name</b>	This field displays the consultant/vendor name.
<b>Number</b>	This field displays the consultant/vendor number.
<b>Specialty</b>	This field displays the consultant/vendor specialty.
<b>Primary Address Description</b>	This field displays the description of the consultant/vendor primary address.
<b>City</b>	These fields display the city with the consultant/vendor's address.
<b>State</b>	These fields display the state associated with the consultant/vendor's address.
<b>Select</b>	Click <b>Select</b> to select the consultant/vendor record(s) and add them to the rate table.
<b>Cancel</b>	Click <b>Cancel</b> to cancel your changes.

Learn More About...

Learn more about the types of billing expense tables and the different methods to determine expense billing rates.

### Billing Expense Table Types

Billing expense tables can be based on account, category, or vendor, with markups applied to these charges. You can apply a table to a project or a class of projects.

Table Type	Description
<b>Billing Expense Accounts</b>	Use this table to apply multipliers to amounts charged to expense accounts.
<b>Billing Expense Categories</b>	Use this table to group or consolidate expenses by category and to apply markups to each category.
<b>Billing Expenses by Vendor</b>	Use this table to group or consolidate expenses by vendor and apply multipliers by vendor.

### How Vantagepoint Determines Expense Billing Rates

Vantagepoint determines what billing rate to use for a project's expense, consultant, and unit charges by looking at the billing methods selected on the Expenses/Units tab of the project's Billing Terms form.

You can enter a separate billing method for expenses, consultants, and units.

### Basic Process and Hierarchy

Vantagepoint follows a standard process and hierarchy to determine the rate for billing expense, consultant, and unit transactions.

Method	How It Works
<b>No billing</b>	Expenses are not billed.
<b>By account</b>	<p>Expenses are billed by account and/or by project. An overall multiplier can be applied to all expenses, or multipliers can be established by account using Expense Account Tables. This method is available for non-consultant and consultant expenses.</p> <p>If <b>By account</b> is selected as the method, you cannot select None as a value in the <b>Table</b> field.</p> <ol style="list-style-type: none"> <li>1. If a table is specified in the <b>Table</b> field, Vantagepoint looks in the table to find the multiplier. The expense table stores the multipliers for the accounts/vendors/categories that should be billed for this project.</li> <li>2. If the account is not in the specified table, or if no table is specified, Vantagepoint looks in the Global Table of Accounts.</li> <li>3. If the account is not in the specified table or the Global Table of Accounts, Vantagepoint applies the multiplier specified in the <b>Multiplier</b> field.</li> </ol>
<b>By category</b>	<p>Expenses are billed by category (for example, travel, meals, or phone charges). An overall multiplier can be applied to all expenses or multipliers can be established by category using Expense Category Tables. This method is available for non-consultant and consultant expenses.</p> <ol style="list-style-type: none"> <li>1. If a table is specified in the <b>Table</b> field, Vantagepoint looks in the table to find the multiplier.</li> <li>2. If the category is not in the specified table, Vantagepoint applies the multiplier specified in the <b>Multiplier</b> field.</li> </ol>
<b>By vendor</b>	<p>Expenses are billed by vendor. An overall multiplier can be applied to all expenses or multipliers can be established by vendor and/or project using Expenses by Vendor Tables.</p> <p>This method is available for non-consultant and consultant expenses, but it is typically used for consultant expenses. This method allows you to have a multiplier based on the vendor, rather than the account. In</p>



Method	How It Works
	<p>addition, the consultant name, rather than the account name, appears on the invoice.</p> <ol style="list-style-type: none"> <li>1. If a table is specified in the <b>Table</b> field, Vantagepoint looks in the table to find the multiplier.</li> <li>2. If the vendor is not in the specified table, Vantagepoint applies the multiplier specified in the <b>Multiplier</b> field on the Expenses/Units tab.</li> </ol>

## Cost and Pay Labor Tables

Use cost/pay labor tables to set up labor rates to override the cost and/or pay labor rates entered for employees in the Employees hub.

Labor cost rates are used to calculate project's labor costs when timesheets are processed.

Labor pay rates are used to calculate an employee's pay when payroll is processed.

You can set up cost/pay labor tables based on labor rates, labor categories, or labor codes. You can assign cost/pay labor tables to projects, employees, or both. For example, you can assign a cost/pay labor table to a project in the Projects hub when a project drives the cost and/or pay rates for the employees who work on the project. The labor rates in the cost/pay labor table assigned to the project will override the cost/pay labor rates entered directly for employees in the Employees hub when Vantagepoint calculates project costs and employee pay for timesheet and payroll processing.

You can also specify an effective date for labor cost and pay rates, which allows you to specify when a rate takes effect. For more information, see [Effective Dates for Cost and Pay Rates](#), [Cost Rates Hierarchy](#), and [Pay Rates Hierarchy](#).

### Cost/Pay Labor Rate Tables

Use a cost/pay labor rate table to set up labor rates to override the cost and/or pay labor rates entered for employees in the Employees hub.

You can assign cost/pay rate tables to a project in the Projects hub when a project drives the cost and/or pay rates for the employees who work on the project. For example you could set up cost/rate pay tables for a specific project or group of projects when a specific industry or government entity defines the cost rates expected for the projects. A secondary use for cost/pay labor rate tables is to define effective dates for the cost and pay rates for employees. For example, you might update rates each year, and you can enter cost/pay labor rates with their effective dates in the rate tables. An effective date is the date on which to begin using the rate. Vantagepoint looks at the detail dates for an employee 's timesheet and for payroll processing to apply the correct rate to labor charges.

When you create a cost/pay labor rate table, you specify whether the rate table applies to cost rates, pay rates, or both. For each employee that you add to the table, enter a labor rate and an effective date for the rate if appropriate. Each employee in a labor rate table can have one row that does not specify an effective date; use this row to indicate a default rate to use if no other row has an applicable effective date.

You can assign a cost/pay labor rate table to projects, employees, or both in the following locations:

- **In the Projects hub:** Assign cost/pay labor rate tables in the Cost and Pay Rates section of the Accounting tab. In the **Cost Method** field, select **From Labor Rate Table**. Then select the appropriate cost labor rate table in the **Cost Table** field. In the **Pay Method** field, select **From Labor Rate Table**, and then select the appropriate pay labor rate table in the **Pay Table** field.
- **In the Employees hub:** Assign a cost labor rate table in the Job Cost section of the Accounting tab. In the **Cost Rate Table Method** field, select **From Labor Rate Table**. Then select the appropriate cost labor rate table in the **Cost Rate Table** field. Assign a pay labor rate table in the Payroll Information section of the Payroll tab. In the **Pay Rate Table Method** field, select **From Labor Rate Table**. Then select the appropriate pay labor rate table in the **Pay Rate Table** field.

To determine cost amounts, timesheet postings first look to the cost rate table assigned to the project, then to the cost rate table assigned to the employee, and finally to the cost rate entered directly for the employee in the Employees hub in the **Cost Rate** field in the Job Cost section of the Accounting tab. Vantagepoint uses the first cost rate it finds.

To determine an employee's pay rate, payroll processing first looks to the pay rate table for the project, then to the pay rate table for the employee, and finally to the employee pay rate entered directly for the employee in the Employees hub in the **Pay Rate** field in the Payroll Information section of the Payroll tab. Vantagepoint uses the first pay rate it finds.

To access Cost/Pay Labor Rate Tables, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

### How to...

After you create a cost/pay labor rate table, you can add employees and specify their rates.

### Add a Cost Pay Labor Rate Table

Create a new cost/pay labor rate table when you need to associate cost/pay labor rates with individual employees.

#### To add a new cost/pay labor rate table:

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. In the Rate Type field, select the rate type of the table from the following options:
  - **Cost Rate:** Select this option if Payroll is not installed.
  - **Pay Rate**
  - **Both**
5. Specify the currency to be used in the rate table.

6. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
7. In the Employees grid, use the lookup to find employees and specify the rate you want to bill for work performed by the specified employee.
8. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
9. Click **Save**.

#### *Copy an Existing Cost Pay Labor Rate Table*

Instead of creating a new cost/pay labor rate table from scratch, you can copy an existing table and modify it.

#### **To create a new table by copying an existing table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table that you want to copy.
3. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with an Employees grid that contains the same employee and rate details from the source billing labor rate table.
4. Modify the information on the Cost/Pay Labor Rate Tables form.
5. Click **Save**.

#### *Modify a Cost Pay Labor Rate Table*

Modify a cost/pay labor rate table when you need to update the employees listed and/or change their rates.

#### **To modify an existing labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table for which you want to add new employees and labor rate information.
3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Cost/Pay Labor Rate Tables form.
5. Click **Save**.

### *Add an Employee to a Cost Pay Labor Rate Table*

You can add a new employee and the employee's labor rate information to a cost/pay labor rate table.

#### **To add an employee to a cost/pay labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, click **+ Add Employees**.  
The Employees Lookup dialog box displays.
4. Choose the employee name and click **Select**.  
The Effective Date dialog box displays.
5. If you use effective dates for billing rates, select a date and click **Save**.
6. Enter the rate you want to pay for the rendered work of the employee.
7. When you are done, click on another row in the grid.  
Vantagepoint prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

### *Copy an Employee's Information in a Cost Pay Labor Rate Table*

You can copy information from one employee entry in a labor rate table to a new row. All information is copied to the new row except the effective date, because no two entries in a table for the same employee can have the same effective date.

#### **To copy an employee's information in a cost/pay labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, hover on the row of the employee name and rate that you want to copy and click **⋮ » Copy**.
4. Make changes to the copied row.

### *Delete an Employee from a Cost Pay Labor Rate Table*

When you delete an employee from a cost/pay labor rate table, you delete the reference in the current table only; you do not delete the employee record from the Employee Info Center.

#### **To delete an employee from a cost/pay labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table for which you want to delete employees and labor rate information.

3. In the Employees grid, hover on the row of the employee name and rate that you want to delete and click : » **Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.

#### *Delete a Cost Pay Labor Rate Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.

**Warning:** When you delete a cost/pay table, you can no longer select or reference it from Billing Terms.

#### **To delete a cost/pay labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Cost/Pay Labor Rates dialog box, click **Delete** to confirm the action.

#### *Assign Cost Rate Methods and Tables to Projects*

Enter a cost rate method and rate table for each project, phase, or task that uses an effective date cost rate table.

You can enter a method and table at the highest WBS (project) level, and then enter a method and table at one or more of the project's lower WBS levels to override the rate at the highest WBS level.

#### **To assign cost rate methods and tables to projects:**

1. On the Navigation menu, click **Hubs » Projects**.
2. On the Projects hub form, select the project, phase, or task record.
3. Click the Accounting tab.
4. In the **Cost Method** field in the Cost and Pay Rates section, select the method by which to determine each employee's cost rate for this project, phase, or task.
5. If you select a table-based method in the **Cost Method** field, use the **Cost Table** field to select the rate table to use for this project, phase, or task.
6. Click **Save**.

#### **Fields and Options**

Use the forms to set up cost/pay labor rate tables.

## Cost/Pay Labor Rates Form

Use the Cost/Pay Labor Rates form to set up one or more tables that specify labor cost or pay rates for employees in your enterprise. If Payroll is not installed, this form is titled "Cost Labor Rates."

A table will not work unless it lists at least one employee. Each employee in a labor rate table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you specify for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Labor Rate Table** in the **Cost Rate Table Method** in the Accounting tab of the Employees hub or **Pay Rate Table Method** field in Payroll tab in the Employees hub.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

Display the Cost Pay Labor Rates Form

You display the Cost/Pay Labor Rates form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.





Contents of the Cost Pay Labor Rate Tables Form

Use the form to specify effective dates for your employees' cost/pay rates.

### Contents

The fields and options in this section display at the top of the form.

Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing cost/pay labor rate table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all cost/pay labor rate tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the cost/pay labor rate tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint help topics</a>.</p>
<b>◀x of x▶</b>	<p>Use these arrow icons to scroll through the cost/pay labor rate tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>

Field	Description
<b>+ New Rate Table</b>	Click this option to create a new cost/pay labor rate table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click  to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
<b>Edit</b>	Click this button to open all fields in the form for editing.
<b>Other Actions ▼</b>	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Rate Type</b>	<p>Select <b>Cost Rate</b>, <b>Pay Rate</b>, or <b>Both</b> from the drop-down list.</p> <ul style="list-style-type: none"> <li>▪ If Payroll is not installed, you must select <b>Cost Rate</b>.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Regardless of the rate type that you enter here, any table defined on this form displays in the <b>Search</b> lookup list.</li> </ul>
<b>Currency</b>	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.

### Employees Grid

Field	Description
<b>Employee</b>	This field displays the name of the employee to whom the rate applies.
<b>Effective Date</b>	<p>Enter the date to begin using this labor cost/pay rate. You can enter multiple rates for the same employee, with different effective dates, to create a schedule of rates. To create a default rate for an employee with multiple rates, leave this field blank for one of the employee's entries. You can use this row to enter a default rate that is used when no other row has an applicable effective date. The value in this field, along with Accounting or Payroll setup information, determines whether or not this labor cost/pay rate is applied to the employee's timesheet detail.</p> <p>This field is available only if <b>Yes</b> is selected for either <b>Enable Cost Rate Tables</b> or <b>Enable Pay Rate Tables</b> or both on the Labor Options form in <b>Settings » Accounting » Labor Options</b>.</p>
<b>Rate</b>	Enter the cost/pay rate for this employee. For your reference, this field originally displays the employee's job cost rate/pay rate, as entered in the Employees hub. Deltak recommends that you compare the Employee hubs rate with the rate that you plan to enter to reduce the possibility of error.
<b>OVT PCT</b>	Enter the overtime percent cost/pay rate to use for costing/paying the employee's overtime labor when this table is specified for a project. The employee's job cost/pay rate overtime percentage rate displays here by default.
<b>OVT-2 PCT</b>	<p>Enter the secondary overtime percent cost/pay rate that you to use for costing/paying the employee's secondary overtime labor when this table is specified for a project. The employee's job cost/pay rate secondary overtime percentage rate displays here by default.</p> <p>This field is available only if you set <b>Enable Secondary Overtime</b> to <b>Yes</b> in <b>Settings » Accounting » Labor Options</b>.</p>
<b>:</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:



Field	Description
	<ul style="list-style-type: none"> <li><b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li><b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Employees</b>	Click this option to create a new employee rate entry. Choose an employee from the drop-down list and enter the rate and overtime percentages. Press Enter or click outside the row to add the new employee rate entry to the cost/pay labor rate table.

### Employee Lookup Dialog Box

You can add a new employee and the employee's labor rate information to a billing or cost/pay labor rate table.

Display the Employee Lookup Dialog Box

You display the Employee Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select the Billing or Cost/Pay labor rates option that you want to use and click **+Add Employees**.

Contents of the Employee Lookup Dialog Box

Use the dialog box to search, view, and select employees.

Field	Description
<b>Search</b>	Enter the employee name to search for the record.
<b>Selection Box</b>	Select the checkbox next to each employee record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
<b>Name</b>	This field displays the employee name.
<b>Number</b>	This field displays the employee number.
<b>Labor Category</b>	This field displays the labor category where the employee belongs.
<b>Status</b>	This field displays the employee status.

Field	Description
<b>Organization</b>	This field displays the employee organization.
<b>Home Company</b>	This field displays the employee's home company.
<b>Select</b>	Click <b>Select</b> to select the employee record(s) and add them to the rate table. If you use effective dates, enter a date in the <b>Effective Date</b> dialog after you have made your employee selection. This date will apply for each row that you insert on the grid.
<b>Cancel</b>	Click <b>Cancel</b> to cancel your changes.

## Cost Pay Labor Category Tables

Use Cost/Pay Labor Categories Tables to set up rates to override the cost and/or pay rate entered for the labor category that is associated with the hours on an employee's timesheet.

If Payroll is not installed, this form is titled "Cost Labor Categories."

Labor categories are standard staff roles, such as, architect and project manager. You can assign cost/pay labor category rate tables to a project in the Projects hub when the project will define the cost/pay rate for labor categories for the employees working on the project. Employees can have multiple cost/pay rates using different labor categories.

You can also use the cost/pay labor category tables to define effective dates for cost and pay rates for labor categories assigned to employees and assign the tables to employees in the Employees hub. An effective date is the date on which to begin using the rate. Vantagepoint looks at the detail dates for an employee's timesheet and for payroll processing to apply the correct rate to labor charges.

Create a cost/pay labor category table that can override cost rates, pay rates, or both. Add labor categories to it and their override rates and effective dates. Then for each labor category, specify each employee that the override rate applies for. Assign the table to a project, employee, or both.

A table will not work unless it lists at least one category. Each category in a table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

You can assign a cost/pay labor category table to projects, employees, or both in the following locations:

- **In the Projects hub:** Assign cost/pay labor category tables on the Accounting tab in the Cost and Pay Rates section. In the **Cost Method** field, select **From Category Rate Table**. Then select the appropriate cost labor category table in the **Cost Table** field. In the **Pay Method** field, select **From Category Rate Table**, and then select the appropriate pay labor category table in the **Pay Table** field.
- **In the Employees hub:** Assign a cost labor category table in the Job Cost section on the Accounting tab. In the **Cost Rate Table Method** field, select **From Category Rate Table**. Then select the appropriate cost labor category table in the **Cost Rate Table** field. Assign a pay labor category table in the Payroll Information section of the Payroll tab. In the **Pay**

**Rate Table Method** field, select **From Category Rate Table**. Then select the appropriate pay labor category table in the **Pay Rate Table** field.

To determine cost amounts, timesheet postings first look to the cost labor category table assigned to the project, then to the cost labor category table assigned to the employee, and finally to the cost rate for the labor category entered directly for the employee. Vantagepoint uses the first rate it finds.

To determine an employee's pay, payroll processing first looks to the pay labor category table for the project, then to the pay labor category table for the employee, and finally to the employee pay rate. Vantagepoint uses the first pay rate it finds.

### How to...

After you add a cost/pay labor category table, you can add categories to it or specify overrides for labor categories specified in the Employees hub.

### *Add a Cost/Pay Labor Category Table*

Create a new cost/pay labor category table when you need to associate labor cost/pay rates with employee categories, such as Principal, Project Manager, or Senior Consultant.

#### **To add a new labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. In the Rate Type field, select the rate type of the table from the following options:
  - **Cost Rate**: Select this option if Payroll is not installed.
  - **Pay Rate**
  - **Both**
5. Specify the currency to be used in the rate table.
6. Optional. In the Properties lookup fields, associate organizations and employees with the cost/pay labor category table.
7. In the Categories grid, select a category from the drop-down list and specify the rate you want to bill for work performed within the category.
8. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
9. Click **Save**.

### *Copy an Existing Cost Pay Labor Category Table*

Instead of creating a new cost/pay labor category table from scratch, you can copy an existing table and modify it.

#### **To copy a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table that you want to copy.
3. Click **Other Actions » Copy**.  
Vantagepoint displays a new form with grids that contain the same details from the source cost/pay labor category table.
4. Modify the information on the Cost/Pay Labor Category Tables form.
5. Click **Save**.

### *Modify a Cost Pay Labor Category Table*

Modify a cost/pay labor category table when you need to update the categories listed and/or their rates.

#### **To modify an existing cost/pay labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table for which you want to modify existing categories and rate information.
3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Cost/Pay Labor Category Tables form.
5. Click **Save**.

### *Add a Labor Category to a Cost Pay Labor Category Table*

You can add a new category and labor rate information to a cost/pay labor category table.

#### **To add a labor category to a cost/pay labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table for which you want to add new categories and rate information.
3. In the Categories grid, click **+ New Labor Category**.  
The grid displays a new row.
4. In the new row, click ▼ and select a category from the drop-down list. Enter the rate you want to pay for the rendered work within the category.
5. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.

6. When you are done, click on another row in the grid.  
Vantagepoint prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

#### *Copy a Labor Category in a Cost Pay Labor Category Table*

You can copy all information from one category entry in a cost/pay labor category table to a new row.

All information is copied to the new row except the effective date and sequence, because no two entries in a table for the same category can have the sequence number or the same effective date.

#### **To copy a category in a cost/pay labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table for which you want to add new categories and rate information.
3. In the Categories grid, hover on the row of the category and rate that you want to copy and click **⋮ » Copy**.
4. Make changes to the copied row.

#### *Delete a Cost Pay Labor Category Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.

**Warning:** When you delete a cost/pay table, you can no longer select or reference it from Billing Terms.

#### **To delete a cost/pay labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Cost/Pay Labor Categories dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use the forms to set up cost/pay labor category tables.

### Cost/Pay Labor Categories Form

Use the Cost/Pay Labor Categories form to set up one or more tables that specify labor cost or pay rates for specific labor categories in your enterprise. If Payroll is not installed, this form is titled "Cost Labor Categories."

A table will not work unless it lists at least one category. Each category in a table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you enter for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Category Rate Table** in the **Cost Method** or **Pay Method** fields in the **Cost and Pay Rates** section of the Accounting tab in the Projects hub. To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

Display the Cost Pay Labor Categories Form

You display the Cost/Pay Labor Categories form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.





Contents of the Cost/Pay Labor Categories Form

Use the form to specify effective dates for your employees' cost/pay labor category rates.

#### Contents

The fields and options in this section display at the top of the form.

Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing cost/pay labor category table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all cost/pay labor category tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the cost/pay labor category tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
<b>◀x of x▶</b>	<p>Use these arrow icons to scroll through the cost/pay labor category tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>

Field	Description
<b>+ New Rate Table</b>	Click this option to create a new cost/pay labor category table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click  to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
<b>Edit</b>	Click this button to open all fields in the form for editing.
<b>Other Actions ▼</b>	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Rate Type</b>	<p>Select <b>Cost Rate</b>, <b>Pay Rate</b>, or <b>Both</b> from the drop-down list.</p> <ul style="list-style-type: none"> <li>▪ If Payroll is not installed, you must select <b>Cost Rate</b>.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Regardless of the rate type that you enter here, any table defined on this form displays in the <b>Search</b> lookup list.</li> </ul>
<b>Currency</b>	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.

### Categories Grid

Field	Description
<b>Category</b>	Select a labor category from the drop-down list.
<b>Description</b>	This column displays the description for the selected category.
<b>Effective Date</b>	<p>Specify the effective date for this labor category rate. Each category in a table can have one row without an effective date specified. You can use this row to enter a default rate, to be used when no other row has an applicable effective date.</p> <p>This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected on the Options form in <b>Settings » Billing » Options</b>, under Detailed Transactions.</p>
<b>Rate</b>	Enter the cost/pay rate that for this category.
<b>OVT PCT</b>	Use this field to specify the overtime percent cost/pay rate to use for costing/paying overtime labor by employees in this category. This field displays if it is enabled for Accounting or Payroll.
<b>OVT-2 PCT</b>	<p>Use this field to specify the secondary overtime percent cost/pay rate to use for costing/paying overtime labor by employees in this category.</p> <p>This field is available only if you set <b>Enable Secondary Overtime</b> to <b>Yes</b> in <b>Settings » Accounting » Labor Options</b>.</p>
<b>:</b>	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li><b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li><b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter</b> ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .



Field	Description
<b>+ Add Cost/Pay Labor Category</b>	Click this option to create a new labor category entry. Choose a category from the drop-down list and enter the rate and overtime percentages. Press ENTER or click outside the row to add the new entry to the cost/pay labor category table.

## Cost Pay Labor Code Tables

Use Cost/Pay Labor Codes Tables to set up rates to override cost and/or pay rates for the labor code that is associated with the hours on an employee's timesheet.

You can assign cost/pay labor code rate tables to a project in the Projects hub when the project will define the cost/pay rate for labor codes for the employees who work on the project. You can also use these tables to define cost and pay rates for labor codes for an employee. Using cost/pay labor code tables allows you to have multiple cost/pay rates for the same employee on the same job, based on the labor code associated with timesheet hours.

Create a cost/pay labor code table that can override cost rates, pay rates or both. Add labor codes to it and their override rates and effective dates. Each labor code in a table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date. Assign the labor code table to a project, employee, or both.

To determine cost amounts, timesheet postings first look to the cost labor code table assigned to the project, then to the cost labor code table assigned to the employee, and finally to the rate for the labor code that is entered on a timesheet. Vantagepoint uses the first pay rate it finds.

To determine an employee's pay, payroll processing first looks to the pay rate table for the project, then the pay rate table for the employee, and finally the employee pay rate to determine the pay. Vantagepoint uses the first pay rate it finds.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

### How to...

After you create a cost/pay labor code table, you can add labor codes and associated labor rate information to it.

### *Add a Cost/Pay Labor Code Table*

Create a new cost/pay labor code table when you need to associate labor billing rates with individual labor codes.

#### To add a new cost/pay labor code rate table:

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.

4. In the Rate Type field, select the rate type of the table from the following options:
  - **Cost Rate:** Select this option if Payroll is not installed.
  - **Pay Rate**
  - **Both**
5. Specify the currency to be used in the rate table.
6. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
7. In the Labor Codes grid, enter details for the labor code mask, description, and rate to pay for work performed under the specified labor code.  
 For the labor code mask, enter a labor code, or combination of valid labor code characters and wildcard characters.  
 The wildcard is an underscore (\_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter   2  .
8. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
9. Click **Save**.

#### *Copy an Existing Cost Pay Labor Code Table*

Instead of creating a new billing labor code table from scratch, you can copy an existing table and modify it.

#### **To copy a cost/pay labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table that you want to copy.
3. Click **Other Actions » Copy**.  
 Vantagepoint displays a new form with a Labor Codes grid that contains the same labor code mask, description, and rate details from the source billing labor code table.
4. Modify the information on the Cost/Pay Labor Code Tables form.
5. Click **Save**.

#### *Modify a Cost Pay Labor Code Table*

Modify a cost/pay labor code table when you need to update the labor codes listed and/or their rates.

#### **To modify an existing cost/pay labor code rate table:**


1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table for which you want to add new employees and labor rate information.

3. Click **Edit**.  
Vantagepoint opens all fields in the form for editing.
4. Modify the information on the Cost/Pay Labor Code Tables form.
5. Click **Save**.

#### *Add a Labor Code to a Cost Pay Labor Code Table*

You can add a new labor code or labor code mask and associated labor rate information to a cost/pay labor code table.

#### **To add a labor code or labor code mask to a cost/paylabor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table for which you want to add new labor code and rate information.
3. In the Labor Codes grid, click **+ Add Labor Code Rate**.  
The Labor Codes grid displays a new row.
4. In the new row, click  to search for a labor code mask in the Labor Code Lookup dialog box. Choose from the available options to form a labor code, or combination of valid labor code characters and wildcard characters.  
The wildcard is an underscore (\_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter \_2\_\_.  
For information on the Labor Code Lookup dialog box, see the [Contents of the Labor Code Lookup Dialog Box](#).
5. Click **Select**.
6. Fill in the description details and enter the rate you want to pay for the rendered work that uses the labor code.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. When you are done, click on another row in the grid.  
Vantagepoint prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

#### *Copy a Labor Code in a Cost Pay Labor Code Table*

You can copy all information from one labor code or labor code mask entry in a cost/pay labor code table to a new row.

All information is copied to the new row except the effective date, because no two entries in a table for the same labor code can have the same effective date.

#### **To copy a labor code or labor code mask in a cost/pay labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.

2. Select a cost/pay labor code table for which you want to add new labor code information.
3. In the Labor Codes grid, hover on the row of the labor code or labor code mask entry that you want to copy and click **» Copy**.
4. Make changes to the copied row.

#### *Delete a Cost/Pay Labor Code Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.

**Warning:** When you delete a billing table, you can no longer select it or reference it from Billing Terms.

#### **To delete a cost/pay labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Cost/Pay Labor Code dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use the forms to set up cost/pay labor code tables.

#### *Cost/Pay Labor Code Tables Form*

Use the Cost/Pay Labor Code Tables form to set up one or more tables that specify labor cost or pay rates for labor codes used by your enterprise. If Payroll is not installed, this form is titled "Cost Labor Code Tables."

A table will not work unless it has at least one labor code. Each labor code in a table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you specify for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Labor Code Table** in the **Cost Method** or **Pay Method** fields in the **Cost and Pay Rates** section of the Accounting tab in the Projects hub.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

#### **Display the Cost Pay Labor Code Tables Form**

You display the Cost/Pay Labor Code Tables form in Settings.



In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Codes**.

## Contents of the Cost Pay Labor Code Tables Form

Use the form to specify effective dates for your employees' cost/pay labor code rates.

### Contents

The fields and options in this section display at the top of the form.

Field	Description
<b>Rate table search</b>	<p>Use the field next to the form title to search for and select an existing cost/pay labor code table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all cost/pay labor code tables to which you have access.</li> <li>▪ <b>[saved custom search filter]:</b> Select a previously saved custom filter to display the cost/pay labor code tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the <a href="#">Search Vantagepoint</a> help topics.</p>
<b>◀x of x ▶</b>	<p>Use these arrow icons to scroll through the cost/pay labor code tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>
<b>+ New Rate Table</b>	<p>Click this option to create a new cost/pay labor code table.</p>
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ⚙ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	<p>After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.</p>

Field	Description
<b>Edit</b>	Click this button to open all fields in the form for editing.
<b>Other Actions ▼</b>	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
<b>Table Name</b>	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
<b>Table Number</b>	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
<b>Rate Type</b>	<p>Select <b>Cost Rate</b>, <b>Pay Rate</b>, or <b>Both</b> from the drop-down list.</p> <ul style="list-style-type: none"> <li>▪ If Payroll is not installed, you must select <b>Cost Rate</b>.</li> <li>▪ Regardless of the rate type that you enter here, any table defined on this form displays in the <b>Search</b> lookup list.</li> </ul>
<b>Currency</b>	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, Vantagepoint displays a prompt to indicate that you cannot change the currency.

### Labor Code Grid

Field	Description
<b>Labor Code Mask</b>	<p>Enter a labor code, or combination of valid labor code characters and wildcard characters.</p> <p>The wildcard is an underscore (_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter <b>_2__</b>.</p> <p>When you edit the labor override table or add a labor code rate, click <b>q</b> to search for a labor code mask in the Labor Code Lookup dialog box.</p>

Field	Description
	<p>All of a table's rows must use the same approach, either a labor code or a labor code mask. If you use labor code masks, all of the masks in a table must use a wildcard for the same labor code levels.</p> <p>For information on the Labor Code Lookup dialog box, see the <a href="#">Contents of the Labor Code Lookup Dialog Box</a>.</p>
<b>Description</b>	Optional. Enter an internal description for the labor code, which will display in cost/pay labor code lists.
<b>Effective Date</b>	<p>Specify the effective date for this labor code cost/pay rate. Each labor code in a table can have one row without an effective date specified. You can use this row to enter a default rate, which is used when no other row has an applicable effective date.</p> <p>This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected on the Options form in <b>Settings » Billing » Options</b>, under Detailed Transactions.</p>
<b>Rate</b>	Enter the cost/pay rate to use for this labor code.
<b>OVT PCT</b>	Enter the overtime percent cost/pay rate that you want to use for costing/paying overtime labor by employees with this labor code.
<b>OVT-2 PCT</b>	<p>Enter the secondary overtime percent cost/pay rate that you want to use for costing/paying secondary overtime labor by employees with this labor code.</p> <p>This field is available only if you set <b>Enable Secondary Overtime</b> to <b>Yes</b> in <b>Settings » Accounting » Labor Options</b>.</p>
:	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li><b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li><b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Labor Code Rate</b>	Click this option to create a new cost/pay labor code rate entry. Enter the labor code mask, description, effective date, and rate details. Press ENTER or click outside the row to add the new labor code rate entry to the cost/pay labor code table.

Learn More About...

Review the checklist for setting up effective dates and information about cost and pay rate table reports.

### Checklist: Setting Up Effective Dates for Cost Rates

Use cost/pay rate tables to specify the date on which a change will occur in the cost rate or pay rate that is associated with a specified labor rate, labor category, labor code, or labor override table. The date on which a change is to occur is the "effective date" of the change.

The checklist includes the steps to set up effective dates for cost rates. Although you use the same cost/pay tables to set up both cost and pay rates, the setup of pay rates is separate.

**Use caution if you use labor codes.** While a labor code lets you easily specify the cost rate for one type of labor throughout your enterprise, regardless of the employee or labor category, its inadvertent or improper use has potentially serious consequences. Labor codes at your enterprise may be numerous and complex with subtle differences among them. Any employee filling out a timesheet can select from all labor codes in your enterprise. Review your enterprise's labor code use and consider using a labor rate or labor category table instead.

Step	Description
1	For each security role that is involved in effective date setup, specify full security access to the effective dates cost rates feature. You do this in <b>Settings » Security » Roles</b> .
2	Enable effective dates for cost rates in <b>Settings » Billing » Options</b> .
3	Set up cost labor rate, category, and code tables. The tables list employees and specify how each employee's cost rates are affected by the effective dates feature.
4	Enter a cost rate method and rate table for each project, phase, and task that will use an effective date cost rate table. You can enter a method and table at the highest WBS (project) level, and then enter a method and table at one or more of the project's lower WBS levels to override the rate at the highest WBS level.

### Cost Pay Rate Table Reports

You can use reports to review effective dates for labor rate tables, labor category tables, and labor code tables.

Report	Contents
Cost/Pay Rate Table List	For each labor rate table selected, the report lists: <ul style="list-style-type: none"> <li>Table numbers and names</li> <li>Each table's Rate Type: Cost rate, pay rate, or both</li> <li>Employee numbers and names</li> <li>Effective dates</li> <li>Regular rates</li> <li>Overtime percentages and secondary overtime percentages</li> </ul>



Report	Contents
Cost/Pay Rate Category Table List	<p>For each labor category table selected, the report lists:</p> <ul style="list-style-type: none"> <li>Table numbers and names</li> <li>Each table's rate type: Cost rate, pay rate, or both</li> <li>Category names and descriptions</li> <li>Effective dates</li> <li>Regular rates</li> <li>Overtime percentages and secondary overtime percentages</li> </ul>
Cost/Pay Rate Labor Code List	<p>For each labor code table selected, the report lists:</p> <ul style="list-style-type: none"> <li>Table numbers and names</li> <li>Each table's rate type: Cost rate, pay rate, or both</li> <li>Labor code mask and description</li> <li>Effective dates</li> <li>Regular rates</li> <li>Overtime percentages and secondary overtime percentages</li> </ul>

## Learn More About...

Learn more about the role of effective dates in rate tables.

### Effective Dates for Rate Tables

Enter effective dates to establish a schedule of rates at which employee labor is billed throughout the course of a project.

You can establish multiple billing rates, each associated with a different effective date. This may be helpful for projects that span years. For example, if a project begins in November of 2021 and ends in March of 2022 and your company's billing rates change in January of 2022, you can create a billing labor rate table with multiple rates, based on effective date. An employee's initial rate may have an effective date of November 1, 2021 and a rate of \$140, while their second entry has an effective date of January 1, 2022 and a rate of \$145.

You must select **Yes** for **Enable Effective Dates for Labor Billing Rates** in the Detailed Transactions section of the Options form in **Settings » Billing » Options** to add an **Effective Date** field to billing labor rate tables, billing labor category tables, and billing labor override tables in **Settings » Rate Tables**.

After you enable this feature and create rate tables with effective dates, you cannot disable effective dates for rate tables until you delete all effective dates from existing rate tables.

### Default Rate

To create a default rate for an employee with multiple rates, leave the **Effective Date** field blank for one of the employee's rate table lines. The default rate is used when the table is selected for

the project, but none of the effective dates correspond to the date of a posted labor transaction. You can have only one blank effective date per employee.

## Resource Planning Settings

Use the Resource Planning settings forms to specify how you want to enter and view project plans, calculate planned amounts, and manage resource assignments.

### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

### How to...

In the Resource Planning Settings, you specify options that determine how you enter and view planning information for projects and resources.

#### Add a Generic Resource (Browser)

Use the Generic Resources form to add a new generic resource for planning purposes.

#### To create a new generic resource:

1. From the Navigation menu, select **Settings » Resource Planning » Generic Resources**.
2. Click **New Generic Resource** to create a new generic resource.
3. Complete the fields on the form.
4. Click **Save**.

#### Include In Pursuit Projects in Calculation of Utilization and Scheduled Percentages

On the Plan Settings form, you can Indicate how Vantagepoint should determine whether or not projects that are assigned to an in pursuit stage should be included in the calculation of scheduled and utilization hours and percentages. (Projects assigned to a won stage are always included in those calculations, and projects assigned to a lost or do not pursue stage are always excluded.)

If you set up multiple companies in Vantagepoint, this setting applies to all companies.

#### To indicate which in pursuit projects should be included in scheduled and utilization hours and percentages:

1. In the Navigation pane, select **Settings » Resource Planning » Plan Settings**.

2. In **Include Projects in an In Pursuit Stage in Scheduled and Utilization Calculations**, do one of the following:
  - To never include in pursuit projects, select **Never**.
  - To always include in pursuit projects, select **Always**.
  - To include or exclude based on the **Capacity Calculation** option selected for individual projects in the Projects hub, select **Set by Project**.
  - To include projects that are assigned to specific in pursuit stages, select **Automatically Set for Selected In Pursuit Stages**. When you select this option, the **In Pursuit Stages** field displays. Select the in pursuit stages that qualify projects to be included in the calculations. (This option is only available if either the CRM module or CRM Plus module is activated.)
  - To include projects that have a probability of being won that is equal to or greater than a specific probability, select **Automatically Set Based on Probability**. When you select this option the **Probability Greater Than or Equal** field displays. Select the probability to use to determine if a project should be included in the calculations.
3. Click **Save**.

### Enable Planning for Expenses and Consultants

To turn on the option to enter plan data for expenses or consultants, go to the Plan Settings form in Resource Planning Settings.

If you set up multiple companies in Vantagepoint, the decision to enable planning for expenses and consultants is made separately for each company.

#### To enable planning for expenses or consultants for the current active company:

1. In the Navigation pane, select **Settings » Resource Planning » Plan Settings**.
2. Select **Yes** for **Enable Expense Planning**, **Enable Consultant Planning**, or both.
3. Click **Save**.
4. To specify settings for another company, select that company from the drop-down list on the Vantagepoint toolbar, and repeat this procedure for that company.

### Specify Default Plan Settings for New Projects

To specify settings that are used by default for new project plans, go to the Plan Settings form in Resource Planning Settings.

With the necessary security rights, users can change the default settings for individual projects. If you set up multiple companies in Vantagepoint, you specify default plan settings separately for each company.

#### To specify default plan settings for the current active company:

1. In the Navigation pane, select **Settings » Resource Planning » Plan Settings**.

2. Under **Default Plan Settings When Creating a New Project**, enter or select the defaults you want.
3. Click **Save**.
4. To specify settings for another company, select that company from the drop-down list on the Vantagepoint toolbar, and repeat this procedure for that company.

### Set Up Default Cost and Billing Rates for Plans

To select default methods and rate tables for calculating plan amounts, go to the Rates form (**Settings » Resource Planning » Rates**).

With the necessary security rights, users can change the default settings for individual projects. Before you can select default rate tables for planning, you must set up those tables. To do that, click **Settings » Rate Tables**.

**Video:** [See related video below](#)

#### To specify default rate settings:

1. In the Navigation pane, select **Settings » Resource Planning » Rates**.
2. In **Budget Type**, indicate if plans will be based on cost, billing, or both cost and billing. Additional fields display based on your selection.
3. Select the methods, rate tables, and multipliers that you want to use as defaults.
4. Click **Save**.

#### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

### Specify Scheduled Thresholds

To specify the target range for scheduled percentage, go to the Resource Settings Form in the Resource Planning Settings.

If your enterprise sets up multiple companies in Vantagepoint, these settings apply to all companies.

**Video:** [See related video below](#)

#### To specify the target range for scheduled percentage:

1. In the Navigation pane, select **Settings » Resource Planning » Resource Settings**.
2. On the **Scheduled Thresholds** slider, drag one indicator along the scale to the lowest scheduled percentage of available hours that is considered properly scheduled.

For example, drag the indicator to **95%** if 95 percent or higher of employees' available hours must be scheduled to be considered properly scheduled. Employees with a scheduled percentage below 95 percent of their available hours will be considered underscheduled.

3. Drag the other indicator along the scale to the highest scheduled percentage of available hours that is considered properly scheduled.

For example, drag the indicator to **105%** if 105 percent is the maximum percentage of employees' available hours that can be scheduled to be considered properly scheduled. Employees with a scheduled percentage above 105 percent of their available hours will be considered overscheduled.

4. Click **Save**.

### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

### Specify Utilization Thresholds

To specify the target range for utilization percentage, go to the Resource Settings from in the Resource Planning Settings.

If your enterprise sets up Vantagepoint for multiple companies, these settings apply to all companies.

**Video:** [See related video below](#)

### To specify the target range for utilization percentage:

1. In the Navigation pane, select **Settings » Resource Planning » Resource Settings**.
2. On the **Utilization Thresholds** slider, drag one indicator along the scale to the lowest percentage of an employee's utilization target that is considered properly utilized.  
For example, drag the indicator to **95%** if employees must be at 95 percent of their target utilization or higher to be considered properly utilized. Employees with a utilization percentage below 95 percent of their target utilization percentage will be considered underutilized.
3. Drag the other indicator along the scale to the highest percentage of an employee's utilization target that is considered properly utilized.  
For example, drag the indicator to **105%** if employees must be at 105 percent of their target utilization or lower to be considered properly utilized. Employees with a utilization percentage above 105 percent of their target utilization percentage will be considered overutilized.
4. Click **Save**.

### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

## Turn On Soft and Hard Booking

To turn on the option to designate resource assignments as "soft" (tentative) or "hard" (confirmed or approved), go to the Resource Settings form on the Resource Planning Settings.

If your firm sets up Vantagepoint for multiple companies, this setting applies to all companies.

**Video:** [See related video below](#)

### To turn on soft and hard booking:

1. In the Navigation pane, select **Settings » Resource Planning » Resource Settings**.
2. Under **Use Soft and Hard Booking for Assignments**, select **Yes**.
3. Click **Save**.

Before users can hard book assignments, you must also select **Allow to Hard Book Planned Hours** on the Roles form in the desktop application for those security roles that are authorized to hard book assignments. (**Exception:** If your only activated application is CRM, you instead click **Security Roles** in the **Settings** section of the Navigation pane in the browser application, and select **Can Hard Book**.)

### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

## Select the Available Columns for the Project Planning Grids

To select the columns that can be displayed in the project planning grids on the Projects form in the Projects hub, go to the Grids form in the Resource Planning Settings. Users who work with the project planning grids can choose the columns that they want to display, but only the columns that you select on the Grids form are available to them. You can exclude columns that you do not use or that you do not want to display for other reasons.

If your firm sets up multiple companies in Vantagepoint, these settings apply to all companies.

### To select the columns that are available for the project planning grids:

1. In the Navigation pane, select **Setting » Resource Planning » Grids**.

2. Under **Columns in Labor Grid**, do the following:
  - In the Cost and Billing Views grid, select the columns that you want to make available for both the cost view and billing view of labor plan data in the grid on the Labor tab.
  - In the Cost Views grid, select the columns that you want to make available for the cost view of labor plan data in the grid on the Labor tab.
  - In the Billing Views grid, select the columns that you want to make available for the billing view of labor plan data in the grid on the Labor tab.
3. If you enabled planning for expenses, a **Columns in Expenses Grid** section displays. Repeat the actions described above in step 3 to specify the available columns for the grid on the Expenses tab.
4. If you enabled planning for consultants, a **Columns in Consultants Grid** section displays. Repeat the actions described above in step 3 to specify the available columns for the grid on the Consultants tab.
5. Under **Columns in Contract Grid**, select the columns that you want to make available for the grid on the Contract tab.
6. Click **Save**.

## Specify Non-Work Days

To identify the days of the week on which your employees normally do not work, and to specify your holidays, go to the Non-Work Days form in either the Resource Planning Settings or Time Settings.

Entries that you make on the form in either Resource Planning Settings or Time Settings are updated on both forms.


On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them. When Vantagepoint spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

If you have multiple companies, you specify non-work days and holidays separately for each company.

**Videos:** [See related videos below](#)

### To specify non-work days and holidays:

1. If you have multiple companies in Vantagepoint, select the company for which you want to specify non-work days as the active company.
2. In the Navigation pane, select **Settings » Resource Planning » Non-Work Days** or **Settings » Time » Non-Work Days**.
3. Under **Non-Work Days**, select the days of the week that your employees normally do not work.
4. To add a holiday, click **+ Add Holiday** below the Holidays grid to add a blank row.
5. Click in the **Date** field and select the date of the holiday.
6. In the **Type** field, select **Holiday** or **Other**.

7. In the **Description** field, enter the name of the holiday.
8. If the holiday includes more than one day, click  at the end of the row and select **Copy** to copy the holiday information into a new row, and change the date in that row.  
You can also use the copy feature if you want to create rows for a holiday for several years at one time. You can then change the dates and sort the grid based on date if you want to list the holidays chronological order.
9. To add other holidays, repeat steps 3 - 8.
10. Click **Save**.


## Videos

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.
<a href="#">Set Up Time</a>	Learn how to set up time tracking so that employees can enter, submit, and approve timesheets.


## Set Up Alerts for Resource Planning

Use the Resource Planning Alerts form to set up alerts that are triggered by key planning events. For a given type of alert, you can define multiple rules that specify the criteria for triggering the alert, who receives the alert, and how it is delivered to the recipients.

### To set up a resource planning alert:

1. In the Navigation pane, click **Settings » Resource Planning » Alerts**.
2. In the grid, click the name of the alert that you want to set up.
3. In the alert settings dialog box, do one of the following:
  - To add a new rule for the alert, click **+ Add Rule**, enter a name for the new rule in the Add Rule dialog box, and click **OK**.
  - To add a new rule for the alert by copying an existing rule, select that rule in **Alert Rule**, and click  **Copy Rule**. You can then make any necessary changes to the copied rule settings.
  - To make changes to an existing rule, select that rule in **Alert Rule**.
4. To enable the rule, select **Rule Enabled**.  
When the alert is active, any of its enabled rules can run, and disabled rules do not run. If the alert is not active, none of its rules can run, regardless of this setting.
5. Use other fields and options on the dialog box to specify some or all of the following:
  - Criteria for determining if the alert should be triggered.
  - Who should receive the alert.



- How the alert should be delivered to the recipients (for example, by email or through the Notification Center).
  - Email subject and message (if you select email as a delivery method).
6. Do one of the following:
    - To save the rule but leave the alert settings dialog box open so you can add or modify another rule for the alert, click  **Save Rule**. Repeat steps 3 - 6 for each rule.
    - To save the rule and close the alert settings dialog box, click **Save and Close**.
  7. To activate the alert, select **Active** for it in the grid on the Resource Planning Alerts form. When an alert is active, Vantagepoint triggers the alert when the criteria for one of its enabled rules are met.

## Fields and Options

Use the forms in the Resource Planning Settings to specify options that determine how you enter and view planning information for projects and resources.

The Resource Planning Settings form is only available if you activated the Resource Planning application.

### Summary Form

Review the sections on the Summary form to see a summary of the entries that are made on each of the Resource Planning settings forms.

### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

### Display the Summary Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Summary**.

### Contents of the Summary Form

Review the sections on this form to see a summary of the entries that are made on each of the Resource Planning settings forms.

#### Contents

Field	Description
<b>Company Name</b>	If you use multiple companies, the name of the active company displays at the top of the form.
<b>Plan Settings Section</b>	View the settings related to project plans that are selected on the Plan Settings form.
<b>Rates Section</b>	View the budget type and the cost and billing rate methods, tables, and multipliers used as the defaults for new plans as entered on the Rates form.
<b>Resource Settings Section</b>	View the settings that determine how you enter and view resource information for projects as selected on the Resource Settings form.
<b>Revenue Forecast Settings Section</b>	View the setting used for revenue calculation when forecasting revenue as selected on the Revenue Forecast Settings form.
<b>Grids Section</b>	View a list of the columns to display in the project planning grids on the Plan form in the Projects hub as selected on the Grids form.
<b>Non-Work Days Section</b>	View the number of company holidays and the non-work days as entered on the Non-Work Days form.

### Plan Settings Form

Use the Plan Settings form of Resource Planning Settings to specify a variety of settings related to entering and viewing plans for projects.

#### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

### Display the Plan Settings Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Plan Settings**.

## Contents of the Plan Settings Form

Use fields and options on the Plan Settings form to specify a variety of settings related to project plans.

### Contents: Global Plan Settings

If you set up multiple companies in Vantagepoint, the settings under this heading apply to all companies. If you did not set up multiple companies, the **Global Plan Settings** heading does not display.

Field	Description
<b>When No Organization Selected, Plan Settings Default from This Company</b>	<p>If you set up multiple companies in Vantagepoint, select the company whose default plan settings you want to use when a new project has no organization specified.</p> <p>If you set up Vantagepoint initially with multiple companies, this field defaults to the company that you use in the Vantagepoint setup process. If you first set up Vantagepoint with a single company and then switch to multiple companies, this field defaults to your lowest numbered company.</p> <p>When you add a new project, Vantagepoint automatically creates an empty plan for it using the default plan settings for the company it is associated with through its organization. However, you are not required to assign an in pursuit project to an organization, and you are not required to assign a project to an organization if <b>Accounting Users</b> is not selected in <b>Available To</b> on the Overview tab of the Projects form in the Projects hub in the Desktop application. If you do not specify an organization for a new project, Vantagepoint uses the default plan settings for the company you select in this field to create the project plan.</p> <p>While most of the default plan settings inherited from this company can be overridden for individual plans, the following settings are only set at the company level:</p> <ul style="list-style-type: none"> <li>■ Enable Expense Planning</li> <li>■ Enable Consultant Planning</li> <li>■ Starting Day of Week</li> </ul> <p>To change these settings for a project, you must assign it to an organization that is associated with the company with the correct settings.</p> <p>In addition, plan currencies for projects without organizations are set to the functional currency for the default company you select in this field if the currencies are not specified in the project record. You can override this default currency by assigning different currencies in the project record. (If a project plan has no planning assignments, you can also override the default currency by assigning the project to an organization that is associated with a company with a different functional currency.)</p>
<b>Hour Decimal Places</b>	Select the number of decimal places you want to display in plan hours values: none, one, or two.

Field	Description
<b>Amount Decimal Places</b>	<p>Select an option for decimal places in plan amounts:</p> <ul style="list-style-type: none"> <li>▪ <b>No Decimal:</b> Enter and display amounts with no decimal places.</li> <li>▪ <b>Currency:</b> Enter and display amounts with the number of decimal places set for the type of currency used.</li> </ul>
<b>Job-to-Date (JTD) Through</b>	<p>If you have not activated either the Time &amp; Expense module or the Accounting module, select the cutoff date for calculating job-to-date (JTD) hours and amounts, which in turn are used to calculate estimate-to-complete (ETC) and estimate-at-completion (EAC) hours and amounts.</p> <p>If you have activated either the Time &amp; Expense module or the Accounting module, this field is not available, and the current date is used to calculate JTD hours and amounts.</p> <p>Under normal circumstances, you do not need to set this date. Initially, it defaults to the current date. From that point on, when you use the API or the Historical Labor import process to load actual hours and amounts that employees have charged to projects, Vantagepoint automatically sets the JTD date to the date of the latest historical labor record in the database. If you need to set the date yourself temporarily, you can do that, but the next time that you load historical labor, your entry will be replaced with the latest labor record date.</p>
<b>WBS Level Delimiter</b>	<p>If the Resource Planning module is activated but the Accounting module is not activated, select the character (a period, for example) that you want to use as the delimiter between WBS levels in project numbers.</p> <p>When you import projects from a .CSV file or using the API, include this delimiter to separate the levels in the project numbers so Vantagepoint can create the plan structures correctly. Also include it in project numbers when you import plan assignments and actual labor, expenses, consultants, and overhead for plans so that those records can be assigned to the correct WBS elements.</p> <p>If you have activated the Accounting module, this field is not available</p>
<b>Include Projects in an In Pursuit Stage in Scheduled and Utilization Calculations</b>	<p>Indicate how Vantagepoint should determine whether or not projects that are assigned to an In Pursuit stage should be included in the calculation of scheduled and utilization hours and percentages. (Projects assigned to a Won stage are always included in those calculations. Projects assigned to a Lost or Do Not Pursue stage are always excluded.)</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>▪ To never include In Pursuit projects, select <b>Never</b>.</li> <li>▪ To always include In Pursuit projects, select <b>Always</b>.</li> <li>▪ To include or exclude based on the <b>Capacity Calculation</b> option selected for individual projects in the Projects hub, select <b>Set by Project</b>. If you select this setting, the default for all new In Pursuit</li> </ul>

Field	Description
	<p>projects is to exclude them from the calculations, even if they are created by copying an existing project that is included. To include In Pursuit projects, you must change the <b>Capacity Calculation</b> option for each one individually.</p> <ul style="list-style-type: none"> <li>To include projects that are assigned to specific In Pursuit stages, select <b>Automatically Set for Selected In Pursuit Stages</b>. When you select this option, the <b>In Pursuit Stages</b> field displays. Select the In Pursuit stages that qualify projects to be included in the calculations. (This option is only available if either the CRM module or CRM Plus module is activated.)</li> <li>To include projects that have a probability of being won that is equal to or greater than a specific probability, select <b>Automatically Set Based on Probability</b>. When you select this option the <b>Probability Greater Than or Equal</b> field displays. Select the probability to use to determine if a project should be included in the calculations.</li> </ul> <p>You can change this setting at any time. When you do, all In Pursuit projects are included or excluded from the calculations based on the new setting.</p>

### Contents: Active company settings

If you set up multiple companies in Vantagepoint, the name of the active company displays, and the settings under it apply to that company only. To specify settings for another company, select that company from the drop-down list on the Vantagepoint toolbar. If you did not set up multiple companies, the heading containing the company name does not display.

Field	Description
<b>Enable Expense Planning</b>	<p>Select <b>Yes</b> if you want to be able to enter plan data for expenses.</p> <p>You can enter plan data for direct, indirect, and reimbursable expenses.</p>
<b>Enable Consultant Planning</b>	<p>Select <b>Yes</b> if you want to be able to enter plan data for consultants.</p> <p>You can enter plan data for direct and reimbursable consultants.</p>
<b>Starting Day of Week</b>	<p>Select the first day in your work week.</p> <p>If you set up multiple companies in Vantagepoint, a resource manager working in Resource View or Project View or using a resource management report can display plans for projects from more than one company. Each of those companies could have different starting days for their work weeks. Because of that, the Resource Management applications always use the starting day of the week specified for the user's currently active company.</p>
<b>Target Multiplier</b>	<p>Enter the default target labor cost multiplier. The target multiplier represents how much revenue is anticipated for each labor cost dollar spent on a project.</p>

Field	Description
	<p>It is commonly used as the basis for evaluating the EAC labor cost multipliers as projects move forward.</p> <p>This target multiplier is assigned automatically to all new plans, but if you do not use the same target multiplier for all projects, it can be changed for individual plans on the Plan Settings dialog box.</p>
<b>Overhead %</b>	<p>Enter the default overhead percentage for plans, as a whole number. For example, enter <b>10</b> for 10 percent. With the necessary security rights, you can enter different percentages for individual projects.</p> <p>The overhead percentage is used to calculate the ETC portion of overhead, which is in turn used to calculate EAC profit for a plan.</p>
<b>Expense Planning Level</b>	<p>If you selected <b>Yes</b> for <b>Enable Expenses Planning</b>, select the default level of the plan structure at which to plan expenses:</p> <ul style="list-style-type: none"> <li>▪ <b>Plan Level 1, Plan Level 2,...:</b> Plan expenses at the specific level you select. Lower numbers are higher in the plan structure. For example, for a project plan, level 1 corresponds to the project level of the work breakdown structure (WBS).</li> <li>▪ <b>Lowest Level:</b> Plan expenses at the lowest level of each branch of the plan structure. For example, if the lowest level is level 2 for one branch and level 3 for another, you enter expense plan data for the first branch at level 2 and for the second branch at level 3.</li> </ul> <p>With the necessary security rights, you can select different levels for individual projects.</p>
<b>Consultant Planning Level</b>	<p>If you selected <b>Yes</b> for <b>Enable Consultant Planning</b>, select the default level of the work breakdown structure at which to plan consultants:</p> <ul style="list-style-type: none"> <li>▪ <b>Plan Level 1, Plan Level 2,...:</b> Plan consultants at the specific level you select. Lower numbers are higher in the plan structure. For example, for a project plan, level 1 corresponds to the project level of the WBS.</li> <li>▪ <b>Lowest Level:</b> Plan consultants at the lowest level of each branch of the plan structure. For example, if the lowest level is level 2 for one branch and level 3 for another, you enter consultant plan data for the first branch at level 2 and for the second branch at level 3.</li> </ul> <p>With the necessary security rights, you can select different levels for individual projects.</p>

## Rates Form

Use the Rates form of Resource Planning Settings to specify the budget type and the cost and billing rate methods, tables, and multipliers to use as the defaults for new plans.

### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

### Display the Rates Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Rates**.

### Contents of the Rates Form

Use the Rates form of Resource Planning Settings to specify the budget type and the cost and billing rate methods, tables, and multipliers to use as the defaults for new plans.

With the necessary access rights, users can override the defaults for individual plans.

If you set up multiple companies in Vantagepoint, you specify default rate settings separately for each company.

This form is only available if you activated the Resource Planning module.

### Contents: General

Field	Description
<b>Active company</b>	If you set up multiple companies in Vantagepoint, the active company displays at the top of the form. If that company is not the company for which you want to specify rate information, select the correct company from the drop-down list on the Vantagepoint toolbar.

### Contents: Standard Settings

Field	Description
<b>Budget Type</b>	<p>Select one of the following as the default budget type for new plans:</p> <ul style="list-style-type: none"> <li><b>Cost:</b> To include cost rates on plans, specify labor cost rate methods and cost rate tables.</li> <li><b>Billing:</b> To include billing rates on plans, specify labor cost and billing rate methods and billing rate tables, and a billing multiplier. If you have enabled</li> </ul>

Field	Description
	<p>planning for expenses and consultants, specify billing rate methods, tables, and multipliers for those also.</p> <ul style="list-style-type: none"> <li>▪ <b>Cost and Billing:</b> To include both cost and billing rates on plans, specify the rate methods, tables, and multipliers for both budget types.</li> </ul>

### Contents: Labor Cost Rates

If you select **Cost** or **Cost and Billing** in **Budget Type**, labor cost rate settings are used to calculate all planned labor cost amounts. If you plan based on billing, labor cost rates are only used to calculate labor estimate-at-completion (EAC) multipliers.

Field	Description
<b>Labor Cost Rates: Employee Rate Method</b>	<p>Select one of the following as the default employee cost rate method for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>From Employee Provisional Rate:</b> Use the provisional rates from the Employee hub.</li> <li>▪ <b>From Labor Rate Table:</b> Use the rates from a labor rate table.</li> <li>▪ <b>From Labor Category Table:</b> Use the rates from a labor category rate table.</li> <li>▪ <b>From Labor Code Table:</b> Use the rates from a labor code rate table. This option is only available if Vantagepoint is set up to use labor codes.</li> <li>▪ <b>None:</b> No default rate method.</li> </ul> <p>If you select <b>From Labor Rate Table</b>, <b>From Labor Category Table</b>, or <b>From Labor Code Table</b>, also select a default employee cost rate table.</p>
<b>Labor Cost Rates: Employee Rate Table</b>	<p>If you selected an employee cost rate method other than <b>From Employee Provisional Rate</b> or <b>None</b>, select a default employee cost rate table for new plans. The rate table provides the default cost rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning. In addition, if you use multiple currencies in Vantagepoint, the selection list only contains tables that contain rates in your functional currency or, if you have multiple companies, in the functional currency of the active company.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>
<b>Labor Cost Rates: Generic Resource Rate Method</b>	<p>Select <b>From Labor Category Table</b> or <b>From Labor Code Table</b> to indicate if you want to use labor category rate tables or labor code rate tables as the default cost rate method for generic resources for new plans.</p> <p>If you do not want to specify a rate method as the default, select <b>None</b>.</p>



Field	Description
<b>Labor Cost Rates: Generic Resource Rate Table</b>	<p>Select a default labor category or labor code rate table for generic resources in new plans. The rate table provides the default cost rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning. In addition, if you use multiple currencies in Vantagepoint, the selection list only contains tables that contain rates in your functional currency or, if you have multiple companies, in the functional currency of the active company.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>

### Contents: Labor Billing Rates

If you select **Billing** or **Cost and Billing** in **Budget Type**, labor billing rate settings are used to calculate all planned labor billing amounts. If you select **Cost** in **Budget Type**, these settings do not display.

Field	Description
<b>Labor Billing Rates: Employee Rate Method</b>	<p>If you select <b>Billing</b> or <b>Cost and Billing</b> in <b>Budget Type</b>, select one of the following as the default employee billing rate method for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>From Employee Provisional Rate:</b> Use the provisional rates from the Employee hub.</li> <li>▪ <b>From Labor Rate Table:</b> Use the rates from a labor rate table.</li> <li>▪ <b>From Labor Category Table:</b> Use the rates from a labor category rate table.</li> <li>▪ <b>From Labor Code Table:</b> Use the rates from a labor code rate table. This option is only available if Vantagepoint is set up to use labor codes.</li> <li>▪ <b>None:</b> No default rate method.</li> </ul> <p>If you select <b>From Labor Rate Table</b>, <b>From Labor Category Table</b>, or <b>From Labor Code Table</b>, also select a default employee billing rate table.</p>
<b>Labor Billing Rates: Employee Rate Table</b>	<p>If you selected an employee billing rate method other than <b>From Employee Provisional Rate</b> or <b>None</b>, select a default employee billing rate table for new plans. The rate table provides the default billing rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning. In addition, if you use multiple currencies in Vantagepoint, the selection list only contains tables that contain rates in your functional currency or, if you have multiple companies, in the functional currency of the active company.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>

Field	Description
<b>Labor Billing Rates: Generic Resource Rate Method</b>	This field displays the method selected in <b>Generic Resource Rate Method</b> under <b>Labor Cost Rates</b> .
<b>Labor Billing Rates: Generic Resource Rate Table</b>	<p>Select a default labor category or labor code rate table for generic resources in new plans. The rate table provides the default billing rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning. In addition, if you use multiple currencies in Vantagepoint, the selection list only contains tables that contain rates in your functional currency or, if you have multiple companies, in the functional currency of the active company.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>
<b>Labor Billing Rates: Employee and Generic Billing Multiplier</b>	<p>Enter a default multiplier (<b>2.7500</b>, for example) for calculating labor billing amounts for both employees and generic resources: Planned hours x Billing rate x Billing multiplier.</p> <p>If you select <b>None</b> in both <b>Employee Rate Method</b> and <b>Generic Resource Rate Method</b> under <b>Labor Cost Rates</b>, this field is not available.</p>

### Contents: Expense Billing Rates

If you select **Billing** or **Cost and Billing** in **Budget Type** and if planning is enabled for expenses, expense billing rate settings are used to calculate all planned expense billing amounts. If you select **Cost** in **Budget Type** or if planning for expenses is not enabled, these settings do not display.

Field	Description
<b>Expense Rate Method</b>	<p>Select one of the following as the default expense billing rate method for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier Only:</b> Calculate expense billing amounts using a multiplier without a rate table.</li> <li>▪ <b>From Account Rate Table:</b> Use rates from an expense account rate table.</li> <li>▪ <b>From Category Rate Table:</b> Use rates from an expense category rate table.</li> <li>▪ <b>None:</b> No default rate method.</li> </ul>
<b>Expense Rate Table</b>	If you selected an expense billing rate method other than <b>Multiplier Only</b> or <b>None</b> , select a default expense billing rate table for new plans. The rate table provides the default billing rates for WBS elements in the plans.

Field	Description
	<p>The only rate tables displayed for selection are those that match the rate method you selected (expense account tables or expense category tables) and that are marked as available for planning.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>
<b>Expense Billing Multiplier</b>	<p>If you selected an expense billing rate method other than <b>None</b>, enter a default multiplier for calculating expense billing amounts for reimbursable expenses (<b>1.2500</b>, for example). Billing amounts for direct expense line items are always set to zero.</p>

### Contents: Consultant Billing Rates

If you select **Billing** or **Cost and Billing** in **Budget Type** and if planning is enabled for consultants, consultant billing rate settings are used to calculate all planned consultant billing amounts. If you select **Cost** in **Budget Type** or if planning for consultants is not enabled, these settings do not display.

Field	Description
<b>Consultant Rate Method</b>	<p>Select one of the following as the default consultant billing rate method for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier Only:</b> Calculate consultant billing amounts using a multiplier without a rate table.</li> <li>▪ <b>From Account Rate Table:</b> Use rates from an expense account rate table.</li> <li>▪ <b>From Category Rate Table:</b> Use rates from an expense category rate table.</li> <li>▪ <b>None:</b> No default rate method.</li> </ul>
<b>Consultant Rate Table</b>	<p>If you selected an consultant billing rate method other than <b>Multiplier Only</b> or <b>None</b>, select a default rate table for new plans. The rate table provides the default billing rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>
<b>Consultant Billing Multiplier</b>	<p>If you selected an expense billing rate method other than <b>None</b>, enter a default multiplier for calculating consultant billing amounts for reimbursable consultant expenses (<b>1.2500</b>, for example). Billing amounts for direct consultant expense line items are always set to zero.</p>

## Resource Settings Form

Use the Resource Settings form (**Settings » Resource Planning » Resource Settings**) to specify utilization and schedule thresholds and to turn on soft and hard booking.

### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

### Display the Resource Settings Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Resource Settings**.

### Contents of the Resource Settings Form

Use the Resource Settings form to specify utilization and schedule thresholds and to turn on soft and hard booking.

If your enterprise uses multiple companies, these settings apply to all companies.

### Contents

Field	Description
<b>Utilization Thresholds</b>	<p>Use this slider to specify the thresholds that determine if employees are properly utilized. Drag one indicator along the slider scale to the lowest percentage of an employee's utilization target that is considered properly utilized. Drag the other indicator to the highest percentage of an employee's utilization target that is considered properly utilized. You can set the thresholds to any whole percentages.</p> <p><b>Example:</b> You set the lowest percentage to 95 and the highest percentage to 105. If an employee's target utilization is 80 percent, that employee is considered properly utilized for a given period if their utilization is between 76 percent (<math>.95 \times 80</math>) and 84 percent (<math>1.05 \times 80</math>). The employee is underutilized if their utilization is below 76 percent, and over-utilized if it is above 84 percent.</p> <p>A description of the thresholds based on your settings displays below the scale.</p> <p>Resource View and the Resource Utilization by Organization report use these settings to highlight employee utilization status using color: gray (properly scheduled), blue (under-scheduled), red (over-scheduled).</p>

Field	Description
<b>Scheduled Thresholds</b>	<p>Use this slider to specify the thresholds that determine if employees are properly scheduled. Drag one indicator along the slider scale to the lowest scheduled percentage of available hours that is considered properly scheduled. Drag the other indicator to the highest scheduled percentage of available hours that is considered properly scheduled. You can set the thresholds to any whole percentages.</p> <p><b>Example:</b> You set the lowest percentage to 95 and the highest percentage to 105. If an employee's available hours for a week is 40, that employee is considered properly scheduled if they are scheduled for between 38 hours (.95 x 40) and 42 hours (1.05 x 40). The employee is under-scheduled if their scheduled hours are less than 38, and over-scheduled if their hours exceed 42.</p> <p>A description of the thresholds based on your settings displays below the scale.</p> <p>Resource View and the Resource Utilization by Organization report use these settings to highlight employee scheduling status using color: gray (properly scheduled), blue (under-scheduled), red (over-scheduled).</p>
<b>Use Soft and Hard Booking for Assignments</b>	<p>To turn on the option to designate resource assignments as "soft" (tentative) or "hard" (confirmed or approved), select <b>Yes</b>.</p> <p>The soft and hard book feature enables you to distinguish between tentative or placeholder resource assignments and those confirmed or approved assignments that you consider a permanent part of the plan. When you generate planning reports, you can filter those reports to include or exclude assignments based on booking status if you include the <b>Booking</b> column on the report.</p> <p>When you turn on this option, no security roles have the access rights to hard book assignments. Before users can hard book assignments, you must also select <b>Allow to Hard Book Planned Hours</b> on the Planning tab of the Roles form in Security Settings, for those security roles that are authorized to hard book assignments.</p> <p>If you turn on soft and hard booking and later decide to turn off the feature, all existing assignments are automatically set to soft booked. If you then reactivate booking, they remain soft booked. The hard booked status is not restored to those assignments that had it before.</p>

## Revenue Forecast Settings Form

Use this setting to choose the type of calculation to use when forecasting revenue.

Revenue forecasts use this setting to determine which amounts to include in all impacted calculations; for example, JTD revenue, backlog, contract, planned, budget amounts, and so forth.

This setting is available if you have the Resource Planning module .

### Display the Revenue Forecast Settings Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Revenue Forecast Settings**.

### Contents of the Revenue Forecast Settings Form

Use this setting to choose the calculation to use when forecasting revenue. The field labels that display on the Revenue Forecast form depend on the option you select here.

Be aware that if you change the revenue forecast calculation method after planned revenue values have already been entered on the Revenue Forecast form, you should verify that those values represent the elements included in revenue for the new calculation method.

Choose one of the following:

Field	Description
<b>Gross Revenue</b>	Calculate the total revenue. When selected: <ul style="list-style-type: none"> <li>JTD Revenue = Gross Revenue. All revenue is included in all revenue calculations.</li> <li>Contract = Total compensation. All portions of the fees on the Compensation tab are included in contract calculations.</li> </ul>
<b>Net Revenue includes Direct Consultants</b>	Calculate the net revenue including direct consultants. When selected: <ul style="list-style-type: none"> <li>JTD Net Revenue = Gross Revenue - JTD Reimbursable Expenses @ Cost Amount - JTD Reimbursable Consultants @ Cost Amount</li> <li>Net Contract = Direct Labor + Direct Expenses + Direct Consultants compensation amounts</li> </ul>
<b>Net Revenue excludes Direct Consultants</b>	Calculate the net revenue excluding direct consultants. When selected: <ul style="list-style-type: none"> <li>JTD Net Revenue = Gross Revenue - JTD Direct Consultants @ Cost Amount - JTD Reimbursable Expenses @ Cost Amount - JTD Reimbursable Consultants @ Cost Amount</li> <li>Net Contract = Direct Labor + Direct Expenses compensation amounts</li> </ul>
<b>Labor Revenue</b>	Calculate the labor revenue. When selected: <ul style="list-style-type: none"> <li>JTD Labor Revenue = Gross Revenue - JTD Direct Expenses @ Cost Amount - JTD Direct Consultants @ Cost Amount - JTD Reimbursable Expenses @ Cost Amount - JTD Reimbursable Consultants @ Cost Amount</li> <li>Labor Contract = Direct Labor compensation amount</li> </ul>

## Grids Form

Use the Grids form of Resource Planning Settings to select the columns that can be displayed in the project planning grids on the Plan form in the Projects hub.

Users who work with the project planning grids can choose the columns that they want to display, but only the columns that you select on this Grids form are available to them. You can exclude columns that you do not use or that you do not want users to display for other reasons.

### Display the Grids Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Grids**.

### Contents of the Grids Form

Use the Grids form of the Resource Planning Settings to select the columns that can be displayed in the project planning grids on the Plan form in the Projects hub Plan mode. Users who work with the project planning grids can choose the columns that they want to display, but only the columns that you select on this Grids form are available to them. You can exclude columns that you do not use or that you do not want to display for other reasons.

If your enterprise sets up Vantagepoint for multiple companies, these settings apply to all companies.

Resource Planning Settings are only available if you activated the Resource Planning application.

### Contents: Columns in Labor Grid

Field	Description
<b>Cost and Billing Views</b>	Select the check boxes for the columns that you want to make available for both the cost view and billing view of labor plan data in the grid on the Labor tab.
<b>Cost View</b>	Select the check boxes for the columns that you want to make available for the cost view of labor plan data in the grid on the Labor tab.
<b>Billing View</b>	Select the check boxes for the columns that you want to make available for the billing view of labor plan data in the grid on the Labor tab.

### Contents: Columns in Expenses Grid

The following only display if you enabled planning for expenses.

Field	Description
<b>Cost and Billing Views</b>	Select the check boxes for the columns that you want to make available for both the cost view and billing view of expenses plan data in the grid on the Expenses tab.

Field	Description
<b>Cost View</b>	Select the check boxes for the columns that you want to make available for the cost view of expenses plan data in the grid on the Expenses tab.
<b>Billing View</b>	Select the check boxes for the columns that you want to make available for the billing view of expenses plan data in the grid on the Expenses tab.

#### Contents: Columns in Consultants Grid

The following only display if you enabled planning for consultants.

Field	Description
<b>Cost and Billing Views</b>	Select the check boxes for the columns that you want to make available for both the cost view and billing view of consultant plan data in the grid on the Consultants tab.
<b>Cost View</b>	Select the check boxes for the columns that you want to make available for the cost view of consultant plan data in the grid on the Consultants tab.
<b>Billing View</b>	Select the check boxes for the columns that you want to make available for the billing view of consultant plan data in the grid on the Consultants tab.

#### Contents: Columns in Contract Grid

Field	Description
<b>Columns in Contract Grid</b>	Select the check boxes for the columns that you want to make available for displaying contract plan data in the grid on the Contract tab.

### Non-Work Days Form

Use the Non-Work Days form in either the Resource Planning Settings or Time Settings to identify the days of the week on which your employees normally do not work and to specify your holidays. Entries that you make on either form update this information on both forms.

#### Video

Title	Description
<a href="#">Set Up Resource Planning</a>	Learn how to set up the resource planning module, including selecting options for entering and viewing project, opportunity, and resource plans.

#### Display the Non-Work Days Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Non-Work Days**.



### Contents of the Non-Work Days Form


Use the Non-Work Days form in either Resource Planning Settings or Time Settings to identify the days of the week on which your employees normally do not work and to specify your holidays.

Entries that you make on either form are update on both forms.

On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them.

When Vantagepoint spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

### Contents

Field	Description
<b>Active company</b>	If you have multiple companies, the active company displays at the top of the form. If that company is not the company for which you want to specify non-work days, select the correct company from the drop-down list on the Vantagepoint toolbar.
<b>Non-Work Days</b>	Select the check boxes for the days of the week that your employees normally do not work.
<b>Holidays grid</b>	Use this grid to specify the holidays or other special days on which your employees do not normally work.
<b>Date</b>	Click in this field and specify the date of the holiday. If you add holidays in an order other than chronologically, you can click the heading for this column to sort the grid rows by date.
<b>Type</b>	Select the type of time off: <b>Holiday</b> or <b>Other</b> .
<b>Description</b>	Enter the name or other description of the holiday.
	<p>To create a copy of a holiday immediately below it, hover over the row and click this icon. If a holiday includes two days, for example, you can add the first day, copy it for the second day of the holiday, and then change the date for the new row to the next day.</p> <p>You can also use the copy feature if you want to create rows for a particular holiday for several years at one time. You can then change the dates and sort the grid based on date if you want to list the holidays in chronological order.</p>

### Generic Resources Form (Browser)

Use the Generic Resources form of Resource Planning Settings to add and maintain generic resources that you want to use when planning projects. Generic resources are placeholders that

represent categories of employees (for example, principal, architect, engineer, or geologist) that you will use when you create your plans.



### Display the Generic Resources Form


Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Generic Resources**.

### Contents of the Generic Resources Form

Use the Generic Resources form to manage generic resources when planning projects. Generic resources are placeholders that represent categories of employees (for example, principal, architect, engineer, or geologist) that you will use when you create your plans.

Field	Description
<b>Search</b>	<p>Use the search field above the generic resource name to search for and select the generic resource that you want to review or edit.</p> <p>To refine the results set, click the search filter drop-down arrow ▼ and select a standard or custom search:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> Display a list of active generic resources.</li> <li>▪ <b>All:</b> Display a list of all generic resources.</li> <li>▪ <i>[saved custom search filter]:</i> Select a previously saved custom filter to display the generic resources returned by that search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul>
◀x of x▶	Use these arrow icons to scroll through the records and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
	Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ✖ to the right of the grid. This opens the Select Columns dialog box.
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. In detailed view, all selected fields are displayed on the form. The detail view is the format that is described in help topics in the Help system.

Field	Description
<b>+ New Generic Resource</b>	Click this option to open the Generic Resource form and add a new generic resource record.
<b>Name</b>	Enter a unique alphanumeric name for the generic resource in this text field. To edit the role, click  next to the <b>Name</b> field and use the text field to edit as needed.
<b>Code</b>	Enter a unique alphanumeric code for the generic resource.
<b>Supervisor</b>	Enter or select the name of the generic resource's supervisor. When you enter an employee name in this field, Vantagepoint creates a hyperlink between the employee name and the corresponding Employees hub record. Click the hypertext link to display the info bubble, and then click <b>More</b> to open the supervisor record in on a separate browser window.
<b>Status</b>	Use this drop-down list to select a status of <b>Active</b> or <b>Inactive</b> . You cannot assign an inactive generic resource to a project plan.
<b>Labor Category</b>	Use this drop-down list to select a labor category for the generic resource, such as Principal, Project Manager, Architect, and so on. You can change the labor category if the generic resource is not assigned to any type of plan.
<b>Labor Code</b>	Enter or select the labor code name and mask associated with the generic resource. You can only select a single labor code name. Available values are alphanumeric labor code names and masks derived from labor code billing rate tables that are marked as available for use in planning. <ul style="list-style-type: none"> <li>■ The code name only (not the mask) is shown in the field when a selection is made.</li> <li>■ This is conditionally shown.</li> <li>■ The labor code name may only be edited if the generic resource is not assigned to any plan.</li> <li>■ If the labor codes are not in use, this field is not displayed.</li> <li>■ Administrators must select labor code combinations that are consistent with the labor code billing rate tables that have been established for use in Planning. Therefore, only labor codes set up in rate tables are available.</li> </ul>
<b>Organization</b>	Enter or select the organization for which the generic resource works. Organizations are discrete business units in your company. You can set up organizations by region, function, responsibility, and so on. If no organizations are set up, this field is not displayed.

## Skills Grid

Use this grid in Detail View to enter or edit skill information for the generic resource. You cannot enter or edit skill information on the List View.

Your administrator defines employee skills/disciplines and their associated levels in Settings > Labels and Lists > Lists.

Field	Description
<b>+Add Skill</b>	Click this option to open the Add Skill form and add a new skill record for the generic resource.
<b>Skill</b>	Click in this field and use the drop-down list to associate a skill, such as Computer Programmer or Project Manager, with the generic resource.
<b>Level</b>	Click in this field and use the drop-down list to select a skill level for the employee, such as 1-2 years.
<b>Primary</b>	Select this option if the skill is the generic resource's primary skill. You must assign one primary skill for a generic resource.  If the generic resource has multiple skills and you attempt to delete the primary skill, a message appears prompting you to first designate a different skill as the primary. You can then delete the original primary skill from the grid.

## Alerts Form

Use this form to set up alerts that are triggered by key planning events, such as the creation of a new plan, addition of a work breakdown structure (WBS) element to a plan, assignment of a resource, and so on. For a given type of alert, you can define multiple rules that specify the criteria for triggering the alert, who receives the alert, and how it is delivered to the recipients.

If Vantagepoint is set up to have multiple companies, these alerts apply to all companies. You cannot set up different alerts for different companies.

### Display the Resource Planning Alerts Form

Go to **Settings** in the Navigation pane to display this Resource Planning Alerts form.

In the Navigation pane, select **Settings » Resource Planning » Alerts**.

### Contents of the Resource Planning Alerts Form

Use the fields and options on this form to set up and activate alerts that are triggered by key resource planning events.

## Contents

Field	Description
<b>Alert</b>	This column displays the resource planning alerts that are available. To set up an alert, click the alert name.  To activate an alert, you must first set it up by selecting the options you want.

Field	Description
<b>Active</b>	After you set up an alert, select this check box to activate it. If no options have been saved for an alert, you cannot activate it.

### Baseline Change Dialog Box

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

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

#### Display the Baseline Change Dialog Box




You display the dialog box from the Resource Planning Alerts form.

1. In the Navigation pane, click **Settings » Resource Planning » Alerts**.
2. In the grid, click **Baseline Change**.

#### Contents of the Baseline Change Dialog Box

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

#### Toolbar

Field	Description
 <b>Save Rule</b>	Click this option to save your entries but leave the dialog box open so that you can continue working on the alerts. Click <b>Save and Close</b> to save your entries and close the dialog box.
<b>+ Add Rule</b>	Click this option to add a new rule for the alerts.
 <b>Copy Rule</b>	Click this option to add a new rule by copying the currently selected rule. All rule information except the name is copied. You can then make changes to the new rule.
 <b>Delete Rule</b>	Click this option to delete the currently selected rule.

#### Rule

Field	Description
<b>Alert Rule</b>	Select the rule that you want to view or make changes to. The other entries you make on the dialog box apply to the rule currently selected in this field.

Field	Description
<b>Rule Enabled</b>	Select this check box to enable the rule.  When the alert is active, any of its enabled rules can run, and disabled rules do not run. If the alert is not active, none of its rules can run, regardless of this setting.
<b>Languages</b>	If Vantagepoint is set up to use multiple languages, you can select one or more specific languages for the rule. Only employees who use one of the selected languages receive the alert when it is triggered by that rule. However, if you leave this field blank, all employees who are selected as recipients, regardless of their designated language, receive the alert.  For example, if you create an alert rule for US English and International English that is delivered using email, only the employees who have US English or International English as their designated language in the <b>Language</b> field in the Employees hub receive the email message in English specified for that rule. The system administrator must set up a separate rule for Spanish employees to have them receive an equivalent email message in Spanish.

#### Alert Criteria

Field	Description
<b>Selected Projects</b>	To set up the alert rule to apply only to selected projects, select those projects in this field.

#### Show Alert To

Select the types of employees or a set of specific employees to receive the alert.

Field	Description
<b>Principal</b>	Select this option to send the alert to the project principals.
<b>Project Manager</b>	Select this option to send the alert to the project managers.
<b>Supervisor</b>	Select this option to send the alert to the project supervisors.
<b>Selected Employees</b>	Select specific employees to receive the alert.

#### Delivery Options

You can select one or both of these options.

Field	Description
<b>Email</b>	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the related fields under the <b>Email</b> heading.


Field	Description
<b>Notification Center</b>	Select this option to send the alert via the notification center.

### Email

These fields are available when you select **Email** as an alert delivery method.

Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>
	If you insert the <b>:RecordLink</b> field in either the subject or message text, the alert notifications will include a link that recipients can use to display the project plan in the Projects hub.

### Buttons

Field	Description
<b>Save and Close</b>	Click this button to both save your latest entries and close the dialog box. If instead you want to save your entries but continue working in the dialog box, click  <b>Save Rule</b> near the top of the dialog box.
<b>Cancel</b>	Click this button to close the dialog box. Unsaved work is discarded.

### Budget Milestone Dialog Box

Budget milestone alerts notify specified employees when amounts spent or the spent percentage of planned amounts for selected project plans equal or exceed milestone amounts or percentages.

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

If the alert is active, it is triggered by the process server.

### Display the Budget Milestone Dialog Box




You display the dialog box from the Resource Planning Alerts form.

1. In the Navigation pane, click **Settings » Resource Planning » Alerts**.
2. In the grid, click **Budget Milestone**.

### Contents of the Budget Milestone Dialog Box

Use these fields and options to set up alerts to notify specified employees when actual spending for a project reaches milestones that you define.

#### Toolbar

Field	Description
 <b>Save Rule</b>	Click this option to save your entries but leave the dialog box open so that you can continue working on the alerts. Click <b>Save and Close</b> to save your entries and close the dialog box.
<b>+ Add Rule</b>	Click this option to add a new rule for the alerts.
 <b>Copy Rule</b>	Click this option to add a new rule by copying the currently selected rule. All rule information except the name is copied. You can then make changes to the new rule.
 <b>Delete Rule</b>	Click this option to delete the currently selected rule.

#### Rule

Field	Description
<b>Alert Rule</b>	Select the rule that you want to view or make changes to. The other entries you make on the dialog box apply to the rule currently selected in this field.
<b>Rule Enabled</b>	Select this check box to enable the rule. When the alert is active, any of its enabled rules can run, and disabled rules do not run. If the alert is not active, none of its rules can run, regardless of this setting.

#### Alert Criteria

Field	Description
<b>Selected Projects</b>	To set up the alert rule to apply only to selected projects, select those projects in this field.
<b>Selected Vendors</b>	To set up the alert rule to apply only to selected vendors, select those vendors in this field.



Field	Description
<b>Selected Accounts</b>	To set up the alert rule to apply only to selected accounts, select those accounts in this field.
<b>Notify if Baseline Changes</b>	Select this option if you want to be alerted when the baseline version of the project plan changes.
<b>Report In</b>	If Vantagepoint is set up to use multiple currencies, specify the currency in which amounts display. If you do not select a currency, your functional currency is used.

### Milestones

For each milestone in the grid, you can enter either a spent amount or a percentage of budget spent, but not both.

Field	Description
<b>Budget Amount</b>	To trigger the alert when actual spending equals or exceeds a specific amount, enter that amount. Notifications for a given milestone are only sent once per plan, the first time the triggering condition is detected.
<b>Budget Percent</b>	To trigger the alert when actual spending equals or exceeds a specific percentage of the plan amount, enter that percentage. Notifications for a given milestone are only sent once per plan, the first time the triggering condition is detected.
<b>X</b>	To delete a row, hover over the row and click <b>X</b> at the end of the row.
<b>+ Add</b>	Click this option to add a blank row so you can set up another budget milestone.

### Show Alert To

Select the types of employees or a set of specific employees to receive the alert.


Field	Description
<b>Principal</b>	Select this option to send the alert to the project principals.
<b>Project Manager</b>	Select this option to send the alert to the project managers.
<b>Supervisor</b>	Select this option to send the alert to the project supervisors.
<b>Selected Employees</b>	Select specific employees to receive the alert.

### Delivery Options

The alert notifications contain a list of the plans for which spending passed a milestone, along with the spent amount and percentage, milestone, and rule name. If any alert rules include specific vendors or accounts, the list contains separate lines for each of them. You can select one or both of these delivery options:

Field	Description
<b>Email</b>	Select this option to send the alert via email messages.
<b>Notification Center</b>	Select this option to send the alert via the notification center.

### Buttons

Field	Description
<b>Save and Close</b>	Click this button to both save your latest entries and close the dialog box. If instead you want to save your entries but continue working in the dialog box, click  <b>Save Rule</b> near the top of the dialog box.
<b>Cancel</b>	Click this button to close the dialog box. Unsaved work is discarded.

### EAC Exceeds Baseline Dialog Box

Use this dialog box to set up an alert to notify specified employees when the estimate-at-completion (EAC) hours or amounts exceed the established baseline for a project plan.

If the alert is active, it is triggered immediately when EAC for a plan that is selected in the alert criteria for an enabled alert rule exceeds the baseline.

#### Display the EAC Exceeds Baseline Dialog Box


You display the dialog box from the Resource Planning Alerts form.

1. In the Navigation pane, click **Settings » Resource Planning » Alerts**.
2. In the grid, click **EAC Exceeds Baseline**.

#### Contents of the EAC Exceeds Baseline Dialog Box

Use these fields and options to set up an alert to notify team members when the estimate-at-completion (EAC) hours or amounts exceed the established baseline for the plan.

### Toolbar

Field	Description
 <b>Save Rule</b>	Click this option to save your entries but leave the dialog box open so that you can continue working on the alerts.

Field	Description
	Click <b>Save and Close</b> to save your entries and close the dialog box.
<b>+ Add Rule</b>	Click this option to add a new rule for the alerts.
<b>Copy Rule</b>	Click this option to add a new rule by copying the currently selected rule. All rule information except the name is copied. You can then make changes to the new rule.
<b>Delete Rule</b>	Click this option to delete the currently selected rule.

### Rule

Field	Description
<b>Alert Rule</b>	Select the rule that you want to view or make changes to. The other entries you make on the dialog box apply to the rule currently selected in this field.
<b>Rule Enabled</b>	Select this check box to enable the rule. When the alert is active, any of its enabled rules can run, and disabled rules do not run. If the alert is not active, none of its rules can run, regardless of this setting.
<b>Languages</b>	If Vantagepoint is set up to use multiple languages, you can select one or more specific languages for the rule. Only employees who use one of the selected languages receive the alert when it is triggered by that rule. However, if you leave this field blank, all employees who are selected as recipients, regardless of their designated language, receive the alert.  For example, if you create an alert rule for US English and International English that is delivered using email, only the employees who have US English or International English as their designated language in the <b>Language</b> field in the Employees hub receive the email message in English specified for that rule. The system administrator must set up a separate rule for Spanish employees to have them receive an equivalent email message in Spanish.

### Alert Criteria

Field	Description
<b>Selected Projects</b>	To set up the alert rule to apply only to selected projects, select those projects in this field.
<b>Schedule</b>	Select how often you want the selected plans checked to see if EAC has exceeded baseline: Daily, Weekly, Monthly, or Yearly.
<b>Baseline to Evaluate</b>	Indicate whether the alert should be triggered based on a comparison of EAC and baseline cost amounts, billing amounts, or hours. You can select one or more of these options.

Field	Description
	This field is used in conjunction with the <b>Amount to Evaluate</b> field. For example, if you select <b>Cost</b> and <b>Billing</b> in this section, and select <b>Labor</b> in <b>Amount to Evaluate</b> , the alert is triggered if the labor cost or labor billing exceeds the corresponding baseline amount.
<b>Amount to Evaluate</b>	<p>Indicate whether the alert is triggered based on a comparison of EAC and baseline for labor amounts or hours, expense amounts, or consultant amounts. You can select one or more of these options.</p> <p>This field is used in conjunction with the <b>Baseline to Evaluate</b> option. For example, if you select <b>Total for All</b>, the alert is sent if the EAC total exceeds the total baseline for those options selected in the <b>Baseline to Evaluate</b> field.</p>
<b>EAC and JTD Date Basis to Use</b>	<p>Select the date on which you want to base the calculation of EAC amounts. Planned amounts after the selected date are included in estimate-to-complete (ETC) amounts, and job-to-date (JTD) actual amounts dated after that date are excluded.</p> <ul style="list-style-type: none"> <li>▪ <b>Current Date:</b> EAC is calculated as of today's date.</li> <li>▪ <b>Period End Date:</b> EAC is calculated as of the current period end date.</li> <li>▪ <b>JTD Through Date:</b> EAC is calculated as of the date in <b>Job-to-Date (JTD) Through</b> on the Plan Settings form (<b>Settings » Resource Planning » Plan Settings</b>). If <b>Job-to-Date (JTD) Through</b> contains no date, the current date is used. (This date basis option is only available if the Resource Planning module is activated but the Accounting module is not.)</li> </ul>

### Show Alert To

Select the types of employees or a set of specific employees to receive the alert.

Field	Description
<b>Principal</b>	Select this option to send the alert to the project principals.
<b>Project Manager</b>	Select this option to send the alert to the project managers.
<b>Supervisor</b>	Select this option to send the alert to the project supervisors.
<b>Selected Employees</b>	Select specific employees to receive the alert.

### Delivery Options

You can select one or both of these options.


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

### Email

These fields are available when you select **Email** as an alert delivery method.

Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>
	If you insert the <b>:RecordLink</b> field in either the subject or message text, the alert notifications will include a link that recipients can use to display the project plan in the Projects hub.

### Buttons

Field	Description
<b>Save and Close</b>	Click this button to both save your latest entries and close the dialog box. If instead you want to save your entries but continue working in the dialog box, click  <b>Save Rule</b> near the top of the dialog box.
<b>Cancel</b>	Click this button to close the dialog box. Unsaved work is discarded.

### Plan Creation, Modification or Deletion Dialog Box

Use this dialog box to set up an alert that notifies the specified employees when someone creates a new project plan or changes or deletes an existing plan.

If the alert is active, it is triggered immediately when any of the following occur for a project plan that is selected in the alert criteria for an enabled alert rule:

- A new project is added. When you add a project, a new plan is automatically created for that project.
- An existing plan is changed and then published.
- An existing project is deleted. When you delete a project, its plan is automatically deleted also.

### Display the Plan Creation, Modification or Deletion Dialog Box




You display the dialog box from the Resource Planning Alerts form.

1. In the Navigation pane, click **Settings » Resource Planning » Alerts**.
2. In the grid, click **Plan Creation, Modification or Deletion**.

### Contents of the Plan Creation, Modification or Deletion Dialog Box

Use these fields and options to set up alerts to notify specified employees when someone creates a new project plan or changes or deletes an existing plan.

#### Toolbar

Field	Description
 <b>Save Rule</b>	Click this option to save your entries but leave the dialog box open so that you can continue working on the alerts. Click <b>Save and Close</b> to save your entries and close the dialog box.
<b>+ Add Rule</b>	Click this option to add a new rule for the alerts.
 <b>Copy Rule</b>	Click this option to add a new rule by copying the currently selected rule. All rule information except the name is copied. You can then make changes to the new rule.
 <b>Delete Rule</b>	Click this option to delete the currently selected rule.

#### Rule

Field	Description
<b>Alert Rule</b>	Select the rule that you want to view or make changes to. The other entries you make on the dialog box apply to the rule currently selected in this field.
<b>Rule Enabled</b>	Select this check box to enable the rule. When the alert is active, any of its enabled rules can run, and disabled rules do not run. If the alert is not active, none of its rules can run, regardless of this setting.

Field	Description
<b>Languages</b>	<p>If Vantagepoint is set up to use multiple languages, you can select one or more specific languages for the rule. Only employees who use one of the selected languages receive the alert when it is triggered by that rule. However, if you leave this field blank, all employees who are selected as recipients, regardless of their designated language, receive the alert.</p> <p>For example, if you create an alert rule for US English and International English that is delivered using email, only the employees who have US English or International English as their designated language in the <b>Language</b> field in the Employees hub receive the email message in English specified for that rule. The system administrator must set up a separate rule for Spanish employees to have them receive an equivalent email message in Spanish.</p>

### Alert Criteria

Field	Description
<b>Selected Projects</b>	To set up the alert rule to apply only to selected projects, select those projects in this field.
<b>Notify if Plan Is Created</b>	Select this option if you want an alert to be sent when a plan is created. The alerts are triggered when a new project is created because a new plan is created at that point as well.
<b>Notify if Plan Is Modified</b>	Select this option if you want an alert to be sent when a plan is changed. The alerts are triggered when a modified plan is published.
<b>Notify if Plan Is Deleted</b>	Select this option if you want an alert to be sent when a plan is deleted. The alerts are triggered when a project is deleted because the associated plan is also deleted.

### Suppress Alerts if Modified By

Field	Description
<b>Principal</b>	Select this option if you want to suppress the alert when the plan is modified by the principal associated with the project.
<b>Supervisor</b>	Select this option if you want to suppress the alert when the plan is modified by the supervisor associated with the project.
<b>Project Manager</b>	Select this option if you want to suppress the alert when the plan is modified by the project manager.
<b>Current User</b>	Select this option if you want to suppress the alert when the plan is modified by the current user.

### Show Alert To

Select the types of employees or a set of specific employees to receive the alert.

Field	Description
<b>Principal</b>	Select this option to send the alert to the project principals.
<b>Project Manager</b>	Select this option to send the alert to the project managers.
<b>Supervisor</b>	Select this option to send the alert to the project supervisors.
<b>Selected Employees</b>	Select specific employees to receive the alert.

### Delivery Options

You can select one or both of these options.

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


### Email

These fields are available when you select **Email** as an alert delivery method.

Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>
	If you insert the <b>:RecordLink</b> field in either the subject or message text, the alert notifications will include a link that recipients can use to display the project plan in the Projects hub.



## Buttons

Field	Description
<b>Save and Close</b>	Click this button to both save your latest entries and close the dialog box. If instead you want to save your entries but continue working in the dialog box, click  <b>Save Rule</b> near the top of the dialog box.
<b>Cancel</b>	Click this button to close the dialog box. Unsaved work is discarded.

## Resource Assignment Dialog Box

Use this dialog box to set up an alert to notify specified employees when an employee resource assignment is added to a plan, changed in some way, or deleted from a plan.

If the alert is active, it is triggered when the updated plan is published.

### Display the Resource Assignment Dialog Box




You display the dialog box from the Resource Planning Alerts form.

1. In the Navigation pane, click **Settings » Resource Planning » Alerts**.
2. In the grid, click **Resource Assignment**.

### Contents of the Resource Assignment Dialog Box

Use these fields and options to set up an alert to notify selected employees when an employee resource assignment is added to a plan, changed in some way, or deleted from a plan. The alert is triggered when the updated plan is published.

## Toolbar

Field	Description
 <b>Save Rule</b>	Click this option to save your entries but leave the dialog box open so that you can continue working on the alerts. Click <b>Save and Close</b> to save your entries and close the dialog box.
<b>+ Add Rule</b>	Click this option to add a new rule for the alerts.
 <b>Copy Rule</b>	Click this option to add a new rule by copying the currently selected rule. All rule information except the name is copied. You can then make changes to the new rule.
 <b>Delete Rule</b>	Click this option to delete the currently selected rule.

## Rule

Field	Description
<b>Alert Rule</b>	Select the rule that you want to view or make changes to. The other entries you make on the dialog box apply to the rule currently selected in this field.
<b>Rule Enabled</b>	Select this check box to enable the rule. When the alert is active, any of its enabled rules can run, and disabled rules do not run. If the alert is not active, none of its rules can run, regardless of this setting.

## Alert Criteria

Field	Description
<b>Included Assignments For</b>	<p>Use these options to indicate the project plans to which you want this alert to apply:</p> <ul style="list-style-type: none"> <li>■ <b>Projects Included in Capacity Calculations:</b> The alert only applies to project plans that are included in the calculation of scheduled hours and percentages and of utilization hours and percentages. (The capacity calculation status for individual projects displays in the summary pane in the Projects hub.)</li> <li>■ <b>All Projects:</b> The alert applies to all project plans, whether or not they are included in capacity calculations.</li> </ul> <p>The following types of projects are included if you select <b>Projects Included in Capacity Calculations</b>:</p> <ul style="list-style-type: none"> <li>■ Projects assigned to a won stage.</li> <li>■ Projects assigned to an in pursuit stage if Vantagepoint is configured to include them using the <b>Include Projects in an In Pursuit Stage in Scheduled and Utilization Calculations</b> setting on the Plan Settings form (<b>Settings » Resource Planning » Plan Settings</b>.)</li> <li>■ Projects with either the Overhead or Promotional charge type. (These projects are always included in scheduled calculations but are excluded from utilization calculations.)</li> </ul>

## Show Alert To

Field	Description
<b>Supervisor</b>	Select this option to send the alert to the supervisors of the employees whose assignments were affected.
<b>Assignee</b>	Select this option to send the alert to the employees whose assignments were affected.
<b>Selected Employees</b>	Select specific employees to receive the alert.

## Delivery Options

The alert notifications contain a list of the employees for which assignments were added, changed, or deleted, along with the work breakdown structure element to which the employee is or was assigned. The affected plan and who made the changes are also included. You can select one or both of these delivery options:

Field	Description
<b>Email</b>	Select this option to send the alert via email messages.
<b>Notification Center</b>	Select this option to send the alert via the notification center.

## Buttons

Field	Description
<b>Save and Close</b>	Click this button to both save your latest entries and close the dialog box. If instead you want to save your entries but continue working in the dialog box, click <b>Save Rule</b> near the top of the dialog box.
<b>Cancel</b>	Click this button to close the dialog box. Unsaved work is discarded.

## Resource Utilization Dialog Box

Use this dialog box to set up an alert to notify specified employees when employee scheduled percentages or utilization percentages based on planned hours exceed, or fall short of, percentage thresholds that you specify for the alert.

This alert only applies to the following types of projects:

- Projects assigned to a won stage.
- Projects assigned to an in pursuit stage if Vantagepoint is configured to include them using the **Include Projects in an In Pursuit Stage in Scheduled and Utilization Calculations** setting on the Plan Settings form (**Settings » Resource Planning » Plan Settings**.)
- Projects with either the Overhead or Promotional charge type. (These projects are always included in scheduled calculations but are excluded from utilization calculations.)

You can use the **Select Projects** field to further restrict the projects to which the alert applies.

If the alert is active, it is triggered by the process server when the alert criteria are met for any of the alert rules. Note that, unlike for other alerts, you cannot enable or disable individual alert rules. If the alert is active, all rules are enabled.

## Display the Resource Utilization Dialog Box

You display the dialog box from the Resource Planning Alerts form.




- In the Navigation pane, select **Settings » Resource Planning » Alerts**.

2. In the grid, click **Resource Utilization**.

### Contents of the Resource Utilization Dialog Box

Use these fields and options to set up an alert that notifies selected employees when employee utilization and/or scheduled percentages based on planned hours exceed, or fall short of, percentage thresholds that you specify for the alert.

#### Toolbar

Field	Description
 <b>Save Rule</b>	Click this option to save your entries but leave the dialog box open so that you can continue working on the alerts. Click <b>Save and Close</b> to save your entries and close the dialog box.
<b>+ Add Rule</b>	Click this option to add a new rule for the alerts.
 <b>Copy Rule</b>	Click this option to add a new rule by copying the currently selected rule. All rule information except the name is copied. You can then make changes to the new rule.
 <b>Delete Rule</b>	Click this option to delete the currently selected rule.

#### Rule

Field	Description
<b>Alert Rule</b>	Select the rule that you want to view or make changes to. The other entries you make on the dialog box apply to the rule currently selected in this field.

#### Alert Criteria

Field	Description
<b>Selected Projects</b>	By default, this alert automatically applies to all projects that are included in capacity calculations (scheduled calculations and/or utilization calculations). To apply the alert to only some of those project, select those projects in this field. By default, this alert always applies to the following types of projects: <ul style="list-style-type: none"> <li>■ Projects assigned to a won stage.</li> <li>■ Projects assigned to an in pursuit stage if Vantagepoint is configured to include them using the <b>Include Projects in an In Pursuit Stage in Scheduled and Utilization Calculations</b> setting on the Plan Settings form (<b>Settings » Resource Planning » Plan Settings.</b>)</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Projects with either the Overhead or Promotional charge type. (These projects are always included in scheduled calculations but are excluded from utilization calculations.)</li> </ul> <p>Note that while you can select projects in this field that are not included in capacity calculations, the alert processing will ignore them. This alert only applies to projects included in capacity calculations.</p>
<b>Selected Employees</b>	To set up the alert rule to apply only to selected employees, select those employees in this field.
<b>Under Utilization Percentage</b>	<p>If an employee's utilization or scheduled percentage for a utilization period within the alert period is below the percentage you enter in this field, an alert will be sent.</p> <p>An employee's utilization percentage is calculated as follows: Planned billable hours in published plans for the utilization period / Available hours for the utilization period. An employee's scheduled percentage is calculated as follows: Scheduled hours in published plans / Available hours for the utilization period.</p> <p>Planned billable hours are planned hours for regular Won projects and any in pursuit projects that meet the criteria for inclusion in the percentage calculation that are specified on the Plan Settings form (<b>Settings » Resource Planning » Plan Settings</b>).</p> <p>Scheduled hours are planned hours for overhead projects, promotional projects, regular Won projects, and any in pursuit projects that meet the criteria for inclusion in the percentage calculation that are specified on the Plan Settings form (<b>Settings » Resource Planning » Plan Settings</b>).</p>
<b>Over Utilization Percentage</b>	<p>If an employee's utilization for a utilization period within the alert period is over the percentage you enter in this field, an alert will be sent. An employee's utilization percentage is calculated as follows: Planned billable hours in published plans for the utilization period / Available hours for the utilization period. An employee's scheduled percentage is calculated as follows: Scheduled hours in published plans / Available hours for the utilization period.</p> <p>Planned billable hours are planned hours for regular Won projects and any in pursuit projects that meet the criteria for inclusion in the percentage calculation that are specified on the Plan Settings form (<b>Settings » Resource Planning » Plan Settings</b>).</p> <p>Scheduled hours are planned hours for overhead projects, promotional projects, regular Won projects, and any in pursuit projects that meet the criteria for inclusion in the percentage calculation that are specified on the Plan Settings form (<b>Settings » Resource Planning » Plan Settings</b>).</p>
<b>Utilization Period</b>	Specify the time periods for which you want to calculate an employee's utilization and/or scheduled percentage. For example, if you set this to 1 week and an employee has 30 planned hours in a week but has 40 available hours, then that employee's utilization percentage is 75% for that week.

Field	Description
<b>Alert Period</b>	Specify how far into the future the alert should check utilization and scheduled percentages. For example, if you set <b>Utilization Period</b> to one week and <b>Alert Period</b> to one month, Vantagepoint checks utilization and scheduled percentages week-by-week for one month into the future.

#### Show Alert To


Field	Description
<b>Principal</b>	Select this option to send the alert to the project principals.
<b>Project Manager</b>	Select this option to send the alert to the project managers.
<b>Supervisor</b>	Select this option to send the alert to the project supervisors.
<b>Employee Supervisor</b>	Select this option if you want to send the alert to the supervisors of the employees who are under or over utilized or scheduled.
<b>Selected Employees</b>	Select specific employees to receive the alert.

#### Delivery Options

The alert notifications contain a list of the employees who are either under or over utilized or scheduled, their utilization and/or scheduled percentage, and the utilization period. You can select one or both of these delivery options:

Field	Description
<b>Email</b>	Select this option to send the alert via email messages.
<b>Notification Center</b>	Select this option to send the alert via the notification center.

#### Buttons

Field	Description
<b>Save and Close</b>	Click this button to both save your latest entries and close the dialog box. If instead you want to save your entries but continue working in the dialog box, click  <b>Save Rule</b> near the top of the dialog box.
<b>Cancel</b>	Click this button to close the dialog box. Unsaved work is discarded.

## WBS Level Added or Deleted Dialog Box

Use this dialog box to set up alerts to notify specified employees when a work breakdown structure (WBS) element (a phase or task, for example) is added to, or deleted from, a project and, thus, from that project's plan.

If the alert is active, it is triggered immediately when the project plan is checked in following the addition or deletion.

### Display the WBS Level Added or Deleted Dialog Box




You display the dialog box from the Resource Planning Alerts form.

1. In the Navigation pane, click **Settings » Resource Planning » Alerts**.
2. In the grid, click **WBS Level Added or Deleted**.

### Contents of the WBS Level Added or Deleted Dialog Box

Use these fields and options to notify specified employees when a work breakdown structure (WBS) element (a phase or task, for example) is added to, or deleted from, a project plan. The alert is triggered when the updated plan is checked in.

#### Toolbar

Field	Description
 <b>Save Rule</b>	Click this option to save your entries but leave the dialog box open so that you can continue working on the alerts. Click <b>Save and Close</b> to save your entries and close the dialog box.
<b>+ Add Rule</b>	Click this option to add a new rule for the alerts.
 <b>Copy Rule</b>	Click this option to add a new rule by copying the currently selected rule. All rule information except the name is copied. You can then make changes to the new rule.
 <b>Delete Rule</b>	Click this option to delete the currently selected rule.

#### Rule

Field	Description
<b>Alert Rule</b>	Select the rule that you want to view or make changes to. The other entries you make on the dialog box apply to the rule currently selected in this field.
<b>Rule Enabled</b>	Select this check box to enable the rule.

Field	Description
	When the alert is active, any of its enabled rules can run, and disabled rules do not run. If the alert is not active, none of its rules can run, regardless of this setting.
<b>Languages</b>	<p>If Vantagepoint is set up to use multiple languages, you can select one or more specific languages for the rule. Only employees who use one of the selected languages receive the alert when it is triggered by that rule. However, if you leave this field blank, all employees who are selected as recipients, regardless of their designated language, receive the alert.</p> <p>For example, if you create an alert rule for US English and International English that is delivered using email, only the employees who have US English or International English as their designated language in the <b>Language</b> field in the Employees hub receive the email message in English specified for that rule. The system administrator must set up a separate rule for Spanish employees to have them receive an equivalent email message in Spanish.</p>

### Alert Criteria

Field	Description
<b>Selected Projects</b>	To set up the alert rule to apply only to selected projects, select those projects in this field.
<b>Notify if WBS Level Is</b>	<p>Select the event or events for which you want to be notified:</p> <ul style="list-style-type: none"> <li>Added</li> <li>Deleted</li> <li>Added or Deleted</li> </ul>

### Show Alert To

Select the types of employees or a set of specific employees to receive the alert.

Field	Description
<b>Principal</b>	Select this option to send the alert to the project principals.
<b>Project Manager</b>	Select this option to send the alert to the project managers.
<b>Supervisor</b>	Select this option to send the alert to the project supervisors.
<b>Selected Employees</b>	Select specific employees to receive the alert.

### Delivery Options

You can select one or both of these options.




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

### Email

These fields are available when you select **Email** as an alert delivery method.

Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>
	If you insert the <b>:RecordLink</b> field in either the subject or message text, the alert notifications will include a link that recipients can use to display the project plan in the Projects hub.

### Buttons

Field	Description
<b>Save and Close</b>	Click this button to both save your latest entries and close the dialog box. If instead you want to save your entries but continue working in the dialog box, click  <b>Save Rule</b> near the top of the dialog box.
<b>Cancel</b>	Click this button to close the dialog box. Unsaved work is discarded.

## Learn More About...

Learn more about settings for Resource Planning Settings.

### Resource Utilization Calculation

Whether an employee's planned hours are included in the calculation of utilization hours and percentages depends on the project charge type, the project's current pipeline stage (if

applicable), and the **Include Projects in an In Pursuit Stage in Scheduled and Utilization Calculations** setting on the Plan Settings form (**Settings » Resource Planning » Plan Settings**)

### Utilization Calculations

An employee's utilization hours and utilization percentage for a give period of time are calculated as follows:

- **Utilization hours:** Sum of billable planned hours
- **Utilization percentage:** (Sum of billable planned hours / Total available hours) x 100

### Included Hours

If the CRM, CRM Plus, or Resource Planning module is activated, billable planned hours are planned hours for the following:

- Projects with the Regular charge type that are assigned to a Won stage.
- Projects with the Regular charge type that are assigned to an In Pursuit stage and also meet the criteria for inclusion that are specified on the Plan Settings form (**Settings » Resource Planning » Plan Settings**).

If none of the three modules listed above is activated, projects are not assigned to stages, and billable planned hours are simply planned hours for projects with the Regular charge type.

Total available hours are calculated as follows: Hours/day from the Employees hub x Number of work days in the period

### Excluded Hours

Planned hours for the following are not considered billable and are not included in utilization calculations:

- Projects with the Overhead charge type.
- Projects with the Promotional charge type.
- Projects with the Regular charge type that are assigned to a Lost or Do Not Pursue stage.
- Projects with the Regular charge type that are assigned to an In Pursuit stage but do not meet the criteria for inclusion that are specified on the Plan Settings form.

### Generic Resources

Utilization hours and percentages are not calculated for generic resources, only for employees.

### Soft and Hard Booking

The optional soft and hard booking feature enables you to differentiate between resource assignments that are tentative (soft booked) and those that are a confirmed part of the plan (hard booked). You can soft or hard book assignments for employees and for generic resources, and you can apply booking to assignments for projects.

### Implement Soft and Hard Booking

To implement soft and hard booking, go to the Resource Settings form (**Settings » Resource Planning » Resource Settings**), and select **Yes** under **Use Soft and Hard Booking for Assignments**.

Note that if you turn on soft and hard booking and later decide to clear the **Use Soft and Hard Booking for Assignments** check box to turn off the feature, all existing assignments are automatically set to soft booked. If you then reactivate booking, they remain soft booked. The hard booked status is not restored to those assignments that had it before.

### Control Who Can Hard Book

When you activate soft and hard booking, all existing resource assignments, by default, are soft booked, and no users have the necessary access rights to hard book assignment. To enable users to hard book assignments, go to the Planning tab on the Roles form (**Settings » Security » Roles**) and select **Allow to Hard Book** for those security roles that you want to authorize to hard book assignments.

### Soft or Hard Book Assignments

You can set the booking status for resource assignments when you do either of the following in Resource View or Project View or on the Labor tab of the Plan form in the Projects hub:

- Add or edit resource assignments
- Reassign resource assignments

If you import resource assignments from a .CSV file or through an API, those assignments are all soft booked by default. Once you have imported them, you can change their booking status in either Resource View or Project View.

Some additional notes:

- The booking status for a resource assignment for a work breakdown structure element always applies to the entire assignment. For example, you cannot hard book planned hours for some of the days in the assignment date range and soft book the hours for the other days.
- Changing assignment dates or hours does not affect the assigned booking status. In other words, hard booking an assignment does not prevent you from adjusting dates or hours.
- If, when you reassign hours from one resource to another, you select **Hard Book**, and the reassigned hours are merged with another assignment that is soft booked, the entire merged assignment is hard booked. If you do not select **Hard Book** and the reassigned hours are merged with another assignment that is hard booked, the entire merged assignment is hard booked.

### Booking Status and Calculations

In calculating planned hours totals, utilization percentages, or scheduled percentages, the application treats soft and hard booked assignments the same. Booking status does not affect those calculations. In the Reporting area of the Resource Planning application, however, you can filter reports to include or exclude assignment data based on booking status.

**Filter Reports Based on Booking**

If you include the **Booking** column on a report, you can filter that report based on that column to include or exclude assignments based on booking status. For example, you could generate a report that shows only the soft booked assignments so you can easily identify those that need to be confirmed.

**Project Settings**

Use the Project settings forms to select options related to entering budgets, compensation and contract amounts, and service estimate information for projects. If Vantagepoint is set up to support multiple companies, these settings apply to all of your companies.

**Budget**

The project budget settings determine which types of columns can be displayed on the Budget form in the Projects hub.

**Set Up Project Budgeting**

Use Project Budgeting Setup to specify whether or not certain project budgeting data is to be included in the Project Budget Worksheet and included in Project Planning.

**To set up Project Budgeting:**

1. In the Navigation pane, select **Settings » Project » Budget**.
2. Complete the fields on the Budget form and click **Save**.

**Budget Form**

Use this form to specify the types of columns that can be displayed on the Budget form in the Projects hub.

**Display the Budget Form**

You display this form in Settings.

In the Navigation pane, select **Settings » Project » Budget**.

## Contents of the Budget Form

Use the options on this form to specify the types of columns that can be displayed on the Budget form in the Projects hub and on the Budget Worksheet report.

### Contents

Field	Description
<b>Include JTD</b>	Select this option to make available columns that display job-to-date (JTD) posted hours and amounts.
<b>Show ETC</b>	Select this option to make available columns that display estimate-to-complete (ETC) hours and amounts. The ETC hours and amounts represent the estimates of what is necessary to complete the project from tomorrow forward.
<b>Show EAC</b>	Select this option to make available columns that display estimate-at-completion (EAC) amounts. The EAC hours and amount represent the current estimate of the total that will have been worked or spent when the project is completed.
<b>Show Detail Start and End Dates</b>	Select this option to make available start and end date columns for each budget row.
<b>Enable Budgeting by Vendor</b>	Select this option to enable entry of budget amounts by vendor for expenses and consultants on the Budget form. If you select this option, you can enter budget amounts for an account only or for a combination of an account and a specific vendor. If you do not select this option, you can only enter budget amounts for accounts.

## Contract Management

The contract management settings specify the work breakdown structure levels at which project compensation amounts and contract detail amounts can be entered, indicate whether or not to synchronize compensation amounts with contract amounts, and define defaults for allocating estimated fees.

The primary overall benefits of the contract management feature in Vantagepoint are that it helps you coordinate the contract process, keep everyone up to date on its current status, and ensure that the compensation amounts that will be billed and received as you execute the project are in sync with the amounts spelled out in the contract.

The contract management capabilities enable you to do the following:

- Enter contract information at any point in the life cycle of a project. For example, you can specify contract amounts and other information while the contract is being negotiated, and later update amounts and fill in details after it is signed. Later, if the scope of the project changes, you could add a change order contract for the same project.
- Set up workflows to automatically alert key people and update fields when important contract-related events occur (when the contract is approved and signed, for example).

- Use system settings to establish the extent to which you want expected compensation amounts to be controlled by contract amounts and to indicate how contract and compensation amounts can be spread across lower levels of the project work breakdown structure (WBS).
- Manage the allocation of sales credit to employees who are instrumental in winning a contract.
- Use the Estimated Fee tab of the Contract Management form to set up estimated fee allocations that are then used to forecast your potential revenue stream on the Project Forecast report. (This feature is only available if you have activated the Resource Planning, CRM, or CRM Plus module.)
- Use the Contract Management report and other project reports to review contract information for one or more projects. You can filter those reports in a variety of ways (for example, by contract status, contract type, or approved date).
- Set up custom revenue methods that make use of either compensation amounts or contract amounts to calculate revenue when you run the revenue generation process.

How to...

When you specify settings related to managing contracts, you determine the default allocation method for estimate fees and create templates for estimated revenue allocation.

#### Select a Default Allocation Method for Estimated Fees

You can select a default allocation method for allocating estimated fees to specific dates. A different allocation method can be selected in the Projects hub for individual projects.

The option to allocate estimated fees is only available if at least one of the following modules is activated: CRM, CRM Plus, or Resource Planning.

#### To select the default allocation method for estimated fees:

1. In the Navigation pane, select **Settings » Project » Contract Management**.
2. Click the Estimated Fee tab of the Contract Management settings form.
3. In **Allocation Method**, select one of the following methods:

Option	Description
<b>Specific Date</b>	This setting allocates the estimated fee to specific dates. Selecting this setting activates the <b>Allocation Template</b> field so that you can select a default template.
<b>Spread Evenly Across Time Scale</b>	This setting spreads estimated fees in even amounts across the units of the time scale selected in the Projects hub (for example, weekly or monthly) between the estimated start date and the estimated completion date. Selecting this setting

Option	Description
	activates the <b>Time Scale</b> field so that you can select a time scale such as weekly or monthly.
<b>Allocate All Fees to Estimated Start Date</b>	This setting allocates the estimated fees to the project's estimated start date (the date entered for the Estimated Start milestone for the project).
<b>Allocate All Fees to Close Date</b>	This setting allocates the estimated fees to the date on which the project was won (the date in <b>Won/Lost Date</b> under <b>Win/Loss Details</b> in the Projects hub Summary pane).
<b>Allocate All Fees to Estimated Completion Date</b>	This setting allocates the estimated fees to the project's estimated completion date (the date entered for the Estimated Completion milestone for the project).

- If you set **Allocation Method** to **Specific Date** and want to specify a default allocation template for determining the dates to which estimated fees will be allocated, use **Allocation Template** to select the template.  
If the template that you want has not yet been created, click **+ Add Template** below the Manage Allocation Templates grid, and use the Manage Allocation Templates dialog box to add the template.
- If you set **Allocation Method** to **Spread Evenly Across Time Scale**, use **Time Scale** to specify the time scale for spreading estimated fees evenly between the estimated start date and the estimated completion date.
- Click **Save**.

### Create Estimated Fees Allocation Templates

You can set up and save templates for use as the basis for fee allocations on the Estimated Fee tab of the Contract Management form in the Projects hub.

You can only set up estimated fees template if at least one of the following modules is activated: CRM, CRM Plus, or Resource Planning.

#### To create estimated fees allocation templates:

- In the Navigation pane, select **Settings » Project » Contract Management**.
- Click the Estimated Fee tab of the Contract Management Settings form.
- Click **+ Add Template** below the Allocation Templates grid.
- In **Allocation Template Name** on the Manage Allocation Templates dialog box, enter a template name or description.
- To activate the grid, click **+Add Milestone** below the grid.
- In **Description**, enter a description for the first allocation.

7. In **Time Frame**, select one of the following as the time frame for the allocation: **Days**, **Weeks**, **Months**, or **Years**.  
This field is used in conjunction with the **Time From Estimated Start** field to determine the date in the **Fee Date** field in the Estimated Fees Allocation grid, on the Estimated Fee tab of the Contract Management form in the Projects hub. For example, if you want the fee date to be five months after the estimated start date, select **Months** in **Time Frame** and enter **5** in **Time From Estimated Start**.
8. In **Time From Estimated Start**, enter the number of time frame units after the estimated start date to establish the fee date for the milestone.  
This field is used in conjunction with the **Time Frame** field to determine the date in the **Fee Date** field in the Estimated Fees Allocation grid, on the Estimated Fee tab of the Contract Management form in the Projects hub.
9. In **Percent of Total Fee**, enter the percentage of the total estimated fees that you want to allocate.
10. Repeat steps 5 - 9 to add more allocations to the template.
11. Click **Apply**.
12. On the Contract Management form, click **Save**.

## Fields and Options

Use the fields and options on the Contract Management settings form to specify the work breakdown structure levels at which compensation amounts for projects can be entered, to indicate if you want to synchronize compensation amounts with contract amounts, and to define defaults for allocating estimated fees.

### Contract Management Form

Use the Contract Management settings form to specify the work breakdown structure levels at which compensation amounts for projects can be entered, to indicate if you want to synchronize compensation amounts with contract amounts, and to define defaults for allocating estimated fees.

### *Display the Contract Management Form*

You display the form in Settings.

In the Navigation pane, select **Settings » Project » Contract Management**.



### General Tab of the Contract Management Form

Use this tab to specify settings related to entering compensation and contract information for projects.

#### Contents

These two options work in combination to determine the level of control over entry of compensation and contract amounts. For additional information about their interaction, see [How Contract Management Settings Affect Contract and Compensation Entry](#).

Field	Description
<b>Project Entering Method</b>	<p>Select one of the following options to indicate the levels of the work breakdown structure (WBS) at which you can enter project compensation amounts and contract detail amounts on the Contract Management form in the Projects hub:</p> <ul style="list-style-type: none"> <li>■ <b>At All Levels of the Work Breakdown Structure:</b> You can specify amounts for WBS elements at any or all levels of the WBS.</li> <li>■ <b>At Lowest Level Only (System Will Automatically Update Higher Levels):</b> You can enter amounts only for WBS elements at the lowest level of the WBS. Vantagepoint rolls up those amounts to higher levels of the WBS.</li> </ul> <p><b>At Lowest Level Only</b> is the most commonly selected option because Vantagepoint automatically calculates amounts for higher WBS levels. However, you might choose <b>At All Levels of the Work Breakdown Structure</b> if, for example, you want to provide the flexibility, on a project by project basis, to enter amounts at a level of the WBS above the lowest level.</p> <p><b>Important:</b> If at some point you switch this setting from the first option to the second option and save that change, Vantagepoint refreshes all compensation amounts for higher level WBS elements based on lowest level amounts for all your projects and project templates. Because you cannot undo those changes, it is strongly recommended that you make a backup copy of your database before you proceed.</p>
<b>Synchronize Contract Values to Project Compensation</b>	<p>If instead of entering separate compensation and contract amounts, you want Vantagepoint to update compensation amounts based on the contract amounts, select this option.</p> <p>If you select this option, the fields on the Compensation tab of the Contract Management form in the Projects hub become display-only fields when the first contract amount is entered on the Contract tab, and they are updated automatically thereafter by entries on the Contract tab. (If no contract amounts have been entered for a project, compensation amounts can be entered on the Compensation tab.)</p> <p>If any projects already have amounts entered on the Compensation tab when you select this option, a message displays to alert you to that situation and to let you know that you can use the Create Contracts from Fees utility (<b>Utilities » Updates » Create Contracts from Fees</b> in the desktop</p>

Field	Description
	application) to fill in contract amounts for multiple projects based on their existing compensation amounts.

### *Estimated Fee Tab of the Contract Management Form*

Use the Estimated Fee tab to specify the default settings that define how the estimated fees for a project will be spread over time on the Project Forecast report. These defaults can be overridden for individual projects.

This tab is only available if the CRM, CRM Plus, or Resource Planning module is activated.

## Contents

### Set Defaults

Field	Description
<b>Allocation Method</b>	<p>Select the default allocation method for estimated revenue:</p> <ul style="list-style-type: none"> <li>▪ <b>Specific Date:</b> This setting allocates the estimated fees to specific dates for each project. Selecting this setting activates the <b>Allocation Templates</b> field so that you can select a default template.</li> <li>▪ <b>Spread Evenly Across Time Scale:</b> This setting spreads estimated fees in even amounts across the units of the selected time scale between the estimated start date and the estimated completion date. Selecting this setting activates the <b>Time Scale</b> field so you can select a time scale (for example, weekly or monthly).</li> <li>▪ <b>Allocate All Fees to Estimated Start Date:</b> This setting allocates the estimated fees to the project's estimated start date (the date entered for the Estimated Start milestone for the project).</li> <li>▪ <b>Allocate All Fees to Close Date:</b> This setting allocates the estimated fees to the date the project was won (the date in <b>Won/Lost Date</b> under <b>Win/Loss Details</b> in the Projects hub Summary pane).</li> <li>▪ <b>Allocate All Fees to Estimated Completion Date:</b> This setting allocates the estimated fees to the project's estimated completion date (the date entered for the Estimated Completion milestone for the project).</li> </ul>
<b>Allocation Template</b>	<p>When <b>Allocation Method</b> is set to <b>Specific Date</b>, you can select a default allocation template for determining the dates to which estimated fees will be allocated.</p> <p>If the template you want has not yet been created, click <b>+ Add Template</b> below the grid and use the Manage Allocation Templates dialog box to add the template.</p>

### Allocation Templates Grid

Use the Allocation Templates grid to set up and save templates for allocating estimated fees to dates for projects in the Projects hub.

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

Field	Description
<b>Template Name</b>	This column displays the names or descriptions of the allocation templates.
:	To edit, copy, or delete a template, hover over the grid row, click this icon at the end of the row, and select the option you want.
<b>+ Add Template</b>	Click this option to display the Manage Allocation Template dialog box and add a new allocation template.

### Manage Allocation Templates Dialog Box

If you want to provide templates for default allocations of project estimated fees to specific dates, use the Manage Allocation Templates dialog box to create those allocation templates.

Vantagepoint uses the templates to determine the default dates to receive fee allocations and the default percentages of the total estimated fees to allocate on those dates. Those defaults can be overridden for individual projects.

This dialog box is only available if the CRM, CRM Plus, or Resource Planning module is activated.

#### *Display the Manage Allocation Templates Dialog Box*

You display this dialog box from the Contract Management settings form.

1. In the Navigation pane, select **Settings » Project » Contract Management**.
2. Click the Estimated Fee tab of the Contract Management settings form.
3. Click **+ Add Template** below the Manage Allocation Templates grid.

#### *Contents of the Add Allocation Templates Dialog Box*

If you want to provide templates for default allocations of project estimated fees to specific dates, use the fields and options on this dialog box to set up those allocation templates.

Field	Description
<b>Allocation Template Name</b>	Enter a name or description for the template.

### Allocation Template Grid

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

Field	Description
<b>Description</b>	Enter a description of the allocation.
<b>Time Frame</b>	Select the time frame for determining fee dates for the allocation: Days, Weeks, Months, or Years. This field is used in conjunction with the <b>Time From Estimated Start</b> field to determine the date in the <b>Fee Date</b> field in the Estimated Fee Allocation grid on the Estimated Fee tab of the Contract Management form in the Projects hub. For example, if you want the fee date to be five months after the estimated start date, select <b>Months</b> in <b>Time Frame</b> and enter <b>5</b> in <b>Time From Estimated Start</b> .
<b>Time From Estimated Start Date</b>	Enter the number time frame units after the estimated start date to establish the fee date for the allocation. This field is used in conjunction with the <b>Time Frame</b> field to determine the date in the <b>Fee Date</b> field in the Estimated Fee Allocation grid on the Estimated Fee tab of the Contract Management form in the Projects hub.
<b>Percent of Total Fee</b>	Enter the percentage of the total estimated fees that you want to allocate.
:	To copy or delete a template, hover over the grid row, click this icon at the end of the row, and select the option you want.
<b>+ Add Milestone</b>	Click this option to add an allocation to the template.

Learn More About...

Learn more about some important or complex aspects of setting up Vantagepoint to support contract management.

### How Contract Management Settings Affect Contract and Compensation Entry

Use the combination of the two settings on the General tab of the Contract Management settings form to establish the extent to which you want expected compensation amounts to be controlled by contract amounts and to indicate how compensation amounts and contract amounts can be spread across lower levels of the project work breakdown structure (WBS) in the Projects hub.

You display the Contract Management settings form in **Settings » Project » Contract Management**.

The two settings are the following:

- **Project Entering Method:** Select **At All Levels of the Work Breakdown Structure** or **At Lowest Level Only**.

- **Synchronize Contract Values to Project Compensation:** Select **Yes** or **No**.

The available combinations of these two settings define the scenarios described below.

**Entry Method = Lowest Level Only / Synchronize... = Yes**

This combination of settings provides a high level of accountability by enabling the option to synchronize compensation to contract amounts and by forcing contract detail amounts, if entered, to be entered for lowest level WBS elements and to sum up to the project level contract amounts.

This combination has the following results in the Projects hub:

- If any contract amounts have been entered for a project, compensation amounts cannot be entered.
- Compensation amounts can be entered prior to the entry of the first contract amount but will be overwritten if you synchronize them with contract amounts.
- An **Include in Fee** check box column is available in the Contract Management grid on the Contract tab. If that check box is selected for one or more contracts, the compensation amounts are automatically set to the corresponding contract amounts and thereafter kept in sync.
- Contract amounts are entered at the project level in the Contract Management grid. If the project has lower WBS levels, you can also use the Contract Details grid to spread those contract amounts across WBS elements at the lowest level of the WBS.
- If you enter compensation or contract amounts for lowest level WBS elements, Vantagepoint rolls up lower level amounts to higher levels. Lower level contract amounts must sum up to the contract amounts entered at the project level in the Contract Management grid.

**Entry Method = At All Levels... / Synchronize... = Yes**

This combination of settings also provides a high level of accountability by enabling the option to synchronize compensation to contract amounts, but in contrast to the combination described above, it offers more flexibility in the entry of contract detail amounts.

This combination has the following results in the Projects hub:

- If any contract amounts have been entered for a project, compensation amounts cannot be entered.
- If compensation amounts have been entered prior to the entry of the first contract amount, Vantagepoint provides the option to set the contract amounts to the corresponding compensation amounts.
- An **Include in Fee** check box column is available in the Contract Management grid on the Contract tab. If that check box is selected for one or more contracts, the compensation amounts are automatically set to the corresponding contract amounts and thereafter kept in sync.
- Contract amounts are entered at the project level in the Contract Management grid. If the project has lower WBS levels, you can also use the Contract Details grid to enter contract amounts for any WBS elements at any level.

- Vantagepoint does not automatically roll up lower level compensation or contract amounts to higher levels in every case. If you first enter an amount for a phase, for example, and then enter amounts for tasks under that phase, the phase amount you entered is not updated as you enter task amounts. However, if you first start entering amounts for tasks, the amount for the phase is automatically set to the sum of its task amounts. Vantagepoint also does not require that the sum of entered lower level amounts equal amounts entered at higher levels, nor does it require that lower level amounts sum up to the contract amounts entered at the project level in the Contract Management grid.

#### **Entry Method = Lowest Level Only / Synchronize... = No**

This combination of settings provides a lower level of accountability. There is no option to have Vantagepoint synchronize compensation to contract amounts, and rules for entering contract detail amounts, while restricting entry to lowest level WBS elements, are less restrictive than when synchronization is applied.

This combination has the following results in the Projects hub:

- Because compensation amounts and contract amounts are not synchronized, both can be entered, and there is no defaulting of values from one set of amounts to the other.
- Because there is no synchronization, the **Include in Fee** check box column is not available in the Contract Management grid on the Contract tab.
- Contract amounts are entered at the project level in the Contract Management grid. If the project has lower WBS levels, you can also use the Contract Details grid to spread those contract amounts across WBS elements at the lowest level of the WBS.
- If you enter compensation or contract amounts for lowest level WBS elements, Vantagepoint rolls up lower level amounts to higher levels. However, lower level contract amounts are not required to sum up to the contract amounts entered at the project level in the Contract Management grid.

#### **Entry Method = At All Levels... / Synchronize... = No**

This combination of settings provides a lowest level of accountability. There is no option to have Vantagepoint synchronize compensation to contract amounts, and rules for entering contract detail amounts are less restrictive than in any of the other scenarios.

This combination has the following results in the Projects hub:

- Because compensation amounts and contract amounts are not synchronized, both can be entered, and there is no defaulting of values from one set of amounts to the other.
- Because there is no synchronization, the **Include in Fee** check box column is not available in the Contract Management grid on the Contract tab.
- Contract amounts are entered at the project level. If the project has lower WBS levels, contract amounts can also be entered for any WBS elements at any level.
- Vantagepoint does not roll up lower level compensation or contract amounts to higher levels. It also does not require that the sum of entered lower level amounts equal the amounts entered at higher levels.
- Vantagepoint does not automatically roll up lower level compensation or contract amounts to higher levels in every case. If you first enter an amount for a phase, for

example, and then enter amounts for tasks under that phase, the phase amount you entered is not updated as you enter task amounts. However, if you first start entering amounts for tasks, the amount for the phase is automatically set to the sum of its task amounts. Vantagepoint also does not require that the sum of entered lower level amounts equal amounts entered at higher levels, nor does it require that lower level amounts sum up to the contract amounts entered at the project level in the Contract Management grid.

### Estimated Fee Allocation Methods

If the CRM, CRM Plus, or Resource Planning module is activated, you can use the Project Forecast report to allocate your estimated fees for projects across time to help you forecast your future revenue stream. To do that, you use the Estimated Fee tab on the Contract Management form in the Projects hub to select an allocation method for estimated fees.

You select an allocation method at the project level of the work breakdown structure (WBS). That allocation method then applies to all WBS elements at lower levels of the structure.

Vantagepoint provides six allocation methods.

#### Definition: Total Estimated Fee

The allocations assign all or part of the total estimated fee amount to one or more dates on which you expect to receive payment.

The total estimated fee for a project is one of the following:

- **For an In Pursuit Project:** For a project assigned to an In Pursuit stage, the total estimated fee is the amount entered in the **Estimated Fee** field in the Summary pane under **Pursuit Details**. This amount is only entered at the project level of the WBS, so allocations only occur at the project level.
- **For a Won Project:** For a project assigned to a Won stage, the total estimated fee is the total compensation amount entered for the currently selected WBS element on the Compensation tab of the Contract Management form, less the job-to-date (JTD) amount of that fee that has already been earned. For Won projects, you can allocate estimated fees at the project level and for any lower-level WBS elements for which not-yet-earned compensation amounts exist.

### User-Defined Allocation Methods

#### Use Fee Allocation Grid with Specific Dates Method

Select this method to allocate the total estimated fee to specific dates. This activates the Estimated Fee Allocation grid. Use this grid to identify the dates on which you expect to receive fee payments and the payment amounts. This feature is useful for companies who receive revenue for a project at irregular intervals, rather than monthly or quarterly. For example, you could submit a fee schedule with a proposal that specifies that an inspection will occur on a specific date and, upon completion, a payment will be due.

For this method, you can either enter the allocations in an empty grid, or if allocation templates have been set up, you can select a template that provides default allocations. If you select a template, you can still change any of the default allocation information in the Estimated Fee Allocation grid, if necessary.

The Project Forecast report only spreads estimated fees to future dates. It ignores any fee allocation dates that are earlier than the date the report is generated.

**Example (No Template):** A won project has 10,000 in **Total Compensation** on the Compensation tab at the project level and 2,000 in that field for phase 01. JTD compensation already earned is 1,000 for phase 01. In the Estimated Fee Allocation grid, you enter the following:

Description	Fee Date	Percent of Total Fee
Fee Payment 1	01/31/2019	25
Fee Payment 2	03/15/2019	25
Fee Payment 3	06/30/2019	50

This method allocates 2250 as expected fee revenue received at the project level to the first date, 2250 to the second date, and 4500 to the third date. For phase 01, it allocates 250 to the first date, 250 to the second date, and 500 to the third date.

**Example (Template):** A won project has 10,000 in **Total Compensation** on the Compensation tab at the project level and 2,000 in that field for phase 01. JTD compensation already earned is 0. You click **Use Template** and select a template that contains the following settings:

Description	Time Frame	Time from Estimated Start Date	Percent of Total Fee
Fee Payment 1	Months	2	25
Fee Payment 2	Months	5	25
Fee Payment 3	Months	11	50

If the Estimated Start milestone is set to 01/01/2019, the selection of the template results in the following default allocations in the Estimated Fee Allocation grid:

Description	Fee Date	Percent of Total Fee
Fee Payment 1	03/01/2019 (2 months after est. start date)	25
Fee Payment 2	06/01/2019 (5 months after est. start date)	25
Fee Payment 3	12/01/2019 (11 months after est. start date)	50

If you make no changes to these default allocations, Vantagepoint will allocate 2250 as expected fee revenue received at the project level to the first date, 2250 to the second date, and 4500 to the third date. For phase 01, it allocates 500 to the first date, 500 to the second date, and 1000 to the third date.

### Pre-Defined Allocation Methods

#### Spread Evenly Across Time Scale Method



Select this method to spread the total estimated fee in even amounts across the units of a time scale, between the estimated start date (the date entered for the Estimated Start milestone for the project) and the estimated completion date (the date entered for the Estimated Completion milestone for the project).

The Project Forecast report only spreads estimated fees to future dates. It ignores any fee allocation dates that are earlier than the date the report is generated.

**Example:** An in pursuit project has 10,000 in **Estimated Fee** in the Summary pane, the Estimated Start milestone date is 01/13/2019, and the Estimated Completion milestone date is 03/23/2019. If you select **Weekly** in **Time Scale** on the Estimated Fee tab, this method allocates 1,000 as expected fee revenue to the first day of each of the 10 weeks between the estimated start date and the estimated completion date.

**Example:** A won project has 10,000 in **Total Compensation** on the Compensation tab at the project level and 2,000 in that field for phase 01. JTD compensation already earned is 1,000 for phase 01. The Estimated Start milestone date is 01/13/2019, and the Estimated Completion milestone date is 03/23/2019. If you select **Weekly** in **Time Scale** on the Estimated Fee tab, this method allocates 900 as expected fee revenue received at the project level to the first day of each of the 10 weeks between the estimated start date and the estimated completion date. For phase 01, it allocates 100 to the first day of each of the 10 weeks.

#### **Allocate All Fees to Estimated Start Date Method**

Select this method to allocate the total estimated fee to the project's estimated start date (the date entered for the Estimated Start milestone for the project).

The Project Forecast report only spreads estimated fees to future dates. If the estimated start date is prior to the report date, the total estimated fee amount is allocated to the date the report is generated.

**Example:** An in pursuit project has 10,000 in **Estimated Fee** in the Summary pane, and the Estimated Start milestone date is 01/15/2019. This method allocates 10,000 as expected fee revenue received on 01/15/2019.

**Example:** A Won project has 10,000 in **Total Compensation** on the Compensation tab at the project level and 2,000 in that field for phase 01. JTD compensation already earned is 1,000 for phase 01. The Estimated Start milestone date is 01/15/2019. As expected fee revenue received on 01/15/2019, this method allocates 9,000 at the project level and 1,000 for phase 01.

#### **Allocate All Fees to Close Date Method**

Select this method to allocate the total estimated fee to the date the project is won (the date in **Won/Lost Date** under **Win/Loss Details** in the Projects hub Summary pane).

The Project Forecast report only spreads estimated fees to future dates. If the won/lost date is prior to the report date, the total estimated fee amount is allocated to the date the report is generated.

**Example:** A won project has 10,000 in **Total Compensation** on the Compensation tab at the project level and 2,000 in that field for phase 01. No compensation has been earned yet. The date in **Won/Lost Date** is 01/15/2019. As expected fee revenue received on 01/15/2019, this method allocates 10,000 at the project level and 2,000 for phase 01.

### Allocate All Fees to Estimated Completion Date Method

Select this method to allocate the total estimated fee to the project's estimated completion date (the date entered for the Estimated Completion milestone for the project).

The Project Forecast report only spreads estimated fees to future dates. If the estimated completion date is prior to the report date, the total estimated fee amount is allocated to the date the report is generated.

**Example:** An in pursuit project has 10,000 in **Estimated Fee** in the Summary pane, and the Estimated Completion milestone date is 07/31/2019. This method allocates 10,000 as expected fee revenue received on 07/31/2019

**Example:** A won project has 10,000 in **Total Compensation** on the Compensation tab at the project level and 2,000 in that field for phase 01. JTD compensation already earned is 1,000 for phase 01. The Estimated Completion milestone date is 07/31/2019. As expected fee revenue received on 07/31/2019, this method allocates 9,000 at the project level and 1,000 for phase 01.

### Additional Setup Tasks for Contract Management

In addition to the settings on the Contract Management settings form, you should complete some additional tasks to facilitate contract management.

### Formulate Policies and Procedures

Consistent and clear policies and procedures will promote better contract management and make contract management reports more useful. Review the data that can be entered for contracts in the Projects hub and make decisions about how you want to use those fields, particularly in terms of filtering reports.

For example:

- How do you want to number contracts? Will contracts you are pursuing have different numbering schemes than your final contracts?
- What date should be used as contract request date? (Typically, this is the date when the contract discussion started.)
- What date should be used as contract approved date? (This date is usually the date that the contract is signed.)
- How do you want to associate contracts with a fiscal period? (Some examples are the period in which the request date falls, the period in which the current contract status was assigned, or the period in which the approved date falls.)

Note that the associated period is not only a reporting concern. It is particularly important if you plan to use contract amounts in custom revenue methods to calculate revenue using the revenue generation process. That process only includes in its revenue calculations the amounts for contracts that are associated with the current fiscal period or an earlier period.

### Set Up Contract Status and Contract Type Lists

Two key contract fields, **Contract Status** (for example, In Negotiation or Approved & Signed) and **Contract Type** (for example, Original or Change Order), provide lists of valid entries that users select from. You define those lists for your enterprise on the Lists form in **Settings » Labels and Lists » Lists**.

Review the default values for these lists, and add, change, or delete values to tailor the lists to your needs. In general, it is best to keep the lists as simple as possible while still meeting your procedural and reporting needs.

In addition to the Contract Management report, you can also filter other project reports by contract status and contract type (for example, the Office Earnings, Project Earnings, and Project Summary reports).

### Set Up Workflows

You can use the workflow capabilities to trigger notifications and update fields automatically based on changes in contract information. For example, you could automatically generate an email notification to the principal for the project when the status of a contract changes to Pending. A second workflow could alert your accounting department when the contract is signed so they can approve the project for processing.

You can set up workflows for contract management in **Settings » Workflow » User Initiated Workflows** or **Settings » Workflow » Scheduled Workflows**. You should select **Projects** in the **Area** field for the workflow, but to trigger actions based on contract data, you must change the default workflow table to the Contracts table.

## Estimates

Use the estimate settings to enable and specify defaults for service and proposal estimates. Service estimates enable you to create a simple estimate that denotes the billing value and cost value for a project you are pursuing, using generic labor resources, consultants, expenses, and units. Proposal estimates allow you to insert a project estimate into your proposal.

Estimate settings are only available if the CRM Plus module is activated.

### Enable Service Estimates and Specify Related Settings

Use the Service Estimate tab of the Estimate Settings form to enable service estimates, specify the default settings for use on the Estimates form in the Projects hub, and create commonly used clauses for use on Project Service Estimate reports.

#### To enable service estimates and set up default settings and clauses:

1. In the Navigation pane, select **Settings » Projects » Estimates**.
2. Select **Enable Service Estimates** to turn on the ability to use service estimates in the Projects hub.  
When you do, the following occurs:
  - The Estimates form becomes available in the Projects hub.
  - The Project Service Estimate report becomes available in Reporting.
  - The Estimates feature becomes available in Proposals.
  - The **Available for Project Estimates** option on the Unit Tables form becomes available in Units Settings.
3. Under **Estimate Grids**, select the grids that you want to display on the Estimates form in the Projects hub.

4. Under **Decimal Digits**, select the number of decimal digits that you want for hours, quantities, and monetary amounts in service estimates.
5. In **Estimate Type**, select the type or types of service estimates that you want. Your selection determines the columns that display in the enabled grids. You have the following options:

Option	Description
<b>Cost</b>	Displays only cost columns, such as <b>Cost Rate</b> and <b>Planned Cost</b> . The Analysis grid on the Summary tab displays only <b>Total Cost</b> .
<b>Billing</b>	Displays only billing columns, such as <b>Billing Rate</b> and <b>Planned Bill</b> . The Analysis grid on the Summary tab displays only <b>Total Bill</b> .
<b>Cost and Billing</b>	Displays both cost and billing columns. The Analysis grid on the Summary tab displays <b>Total Cost</b> , <b>Total Bill</b> , <b>Gross Margin</b> , and <b>Gross Margin %</b> .

The Project Service Estimate reports are only available if you select **Billing** or **Cost and Billing**.



6. Select default labor category tables for service estimates:

Option	Description
<b>Cost</b>	Select a default labor category table for cost, or select <b>None</b> if you do not want a default table. This setting is only available if you selected <b>Cost</b> or <b>Cost and Billing</b> in <b>Estimate Type</b> . Only those tables that are marked as available for project planning appear on this list.
<b>Billing</b>	Select a default labor category table for billing, or select <b>None</b> if you do not want a default table. This option is only available if you selected <b>Billing</b> or <b>Cost and Billing</b> in <b>Estimate Type</b> . Only those tables that are marked as available for project planning appear on this list.

These defaults can be overridden for individual projects on the Estimates form in the Projects hub.

7. Select default billing multipliers for expenses and consultants:

Option	Description
<b>Expense</b>	If the Expenses grid is enabled and <b>Cost and Billing</b> is selected in <b>Estimate Type</b> , Vantagepoint automatically applies the billing multiplier to the planned cost to calculate the planned billing amount for reimbursable expenses. This value can be overridden in the Projects hub.
<b>Consultants</b>	If the Consultants grid is enabled and <b>Cost and Billing</b> is selected in <b>Estimate Type</b> , Vantagepoint automatically applies the billing multiplier to the planned cost to calculate the planned billing amount for reimbursable consultants. This value can be overridden in the Projects hub.

8. To set up clauses that can be selected for inclusion on Project Service Estimate reports, do the following:
  - a) Either click **+ Add Clause** below the Clauses grid to display a blank row for entering a new clause, or hover over the row for an existing clause that you want to copy, click , and then click **Copy**.
  - b) In **Type**, enter a unique identifier for the clause.
  - c) In **Clauses**, enter the text of the clause. Click  to display a larger work area and to use the available formatting options.

Repeat this step to set up other clauses.
9. Click **Save**.

## Estimate Settings Form

Use the Estimate Settings form to enable and specify defaults for service estimates.

### Display the Estimate Settings Form

You display this form in Project Settings.

In the Navigation pane, select **Settings » Projects » Estimates**.

### Service Estimate Tab of the Estimate Settings Form

Use the Service Estimate tab to enable service estimates in the Projects hub and specify service estimate settings.

Service estimates provide an overview of the estimated services and materials that are required for a project you are pursuing.

This tab is available if the CRM Plus module is activated.

### Service Estimate Settings

Field	Description
<b>Enable Service Estimate</b>	<p>Select this option to enable service estimates for projects. When you do, the following occurs:</p> <ul style="list-style-type: none"> <li>■ The Estimates form becomes available in the Projects hub.</li> <li>■ The Project Service Estimate report becomes available in Reporting.</li> <li>■ The Estimates feature becomes available in Proposals.</li> <li>■ The <b>Available for Project Estimates</b> check box becomes available on the Unit Tables form in <b>Settings » Accounting » Units</b>.</li> </ul>

### Estimate Grids

Use these options to select the grids that you want to display on the Estimates form in the Projects hub and in Proposal Estimates. The Labor grid always displays, but you can also enable grids for unit, expense, and consultant service estimates.

Field	Description
<b>Enable Units Grid</b>	Select this option to provide a grid to estimate unit quantities and cost and/or billing amounts for projects.
<b>Enable Expenses Grid</b>	Select this option to provide a grid to estimate cost and/or billing expense amounts for projects.
<b>Enable Consultants Grid</b>	Select this option to provide a grid to estimate cost and/or billing consultant amounts for projects.

### Decimal Digits

Field	Description
<b>Hours</b>	Select the number of decimal digits that you want for hours entry and display in service estimates.
<b>Quantity</b>	Select the number of decimal digits that you want for quantity entry and display in service estimates.
<b>Amount</b>	Select the number of decimal digits that you want for entry and display of monetary amounts in service estimates. If you select <b>Currency</b> , amounts display in the currency format that your system administrator has set up.

### Estimate Type

This option determines which columns display in the enabled grids.

Field	Description
<b>Estimate Type</b>	<p>Select the type or types of estimate columns that you want: cost, billing, or both:</p> <ul style="list-style-type: none"> <li>▪ <b>Cost:</b> Only cost columns, such as <b>Cost Rate</b> and <b>Planned Cost</b>. The Analysis grid on the Summary tab displays only <b>Total Cost</b>.</li> <li>▪ <b>Billing:</b> Only billing columns, such as <b>Billing Rate</b> and <b>Planned Bill</b>. The Analysis grid on the Summary tab displays only <b>Total Bill</b>.</li> <li>▪ <b>Cost and Billing:</b> Both cost and billing columns. The Analysis grid on the Summary tab displays <b>Total Cost</b>, <b>Total Bill</b>, <b>Gross Margin</b>, and <b>Gross Margin %</b>.</li> </ul> <p>Project Service Estimate reports are only available if you select <b>Billing</b> or <b>Cost and Billing</b>.</p>

### Default Labor Category Tables

Field	Description
<b>Cost</b>	Select the default labor category table for cost. This option is only available if you selected <b>Cost</b> or <b>Cost and Billing</b> in <b>Estimate Type</b> . This default can be overridden for individual projects on the Estimates form in the Projects hub.
<b>Billing</b>	Select the default labor category table for billing. This option is only available if you selected <b>Billing</b> or <b>Cost and Billing</b> in <b>Estimate Type</b> . This default can be overridden for individual projects on the Estimates form in the Projects hub.


### Multipliers

Field	Description
<b>Expense</b>	If the Expenses grid is enabled and <b>Cost and Billing</b> is selected in <b>Estimate Type</b> , Vantagepoint automatically applies this billing multiplier to the planned cost to calculate the planned billing amount for reimbursable expenses. This value can be overridden in the Projects hub.
<b>Consultant</b>	If the Consultants grid is enabled and <b>Cost and Billing</b> is selected in <b>Estimate Type</b> , Vantagepoint automatically applies this billing multiplier to the planned cost to calculate the planned billing amount for reimbursable consultants. This value can be overridden in the Projects hub.

### Clauses Grid

Use the Clauses grid to set up and save clauses that can be selected for inclusion on Project Service Estimate reports. The codes/clauses you enter here appear as selectable options when you are setting up the Project Service Estimate report. Clauses can be inserted at the top or bottom of the report. For example, a top clause may read "Please quote us your firm price for the following goods." A bottom clause may read "Please indicate all prices FOB our place of business."

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

Field	Description
<b>Type</b>	Enter a unique identifier for the clause.
<b>Clauses</b>	Enter the text of the clause. Click  to display a larger work area and to use the available formatting options.
<b>+Add Clause</b>	Click <b>+ Add Clause</b> to enter a new clause.

## Project Templates

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

If your enterprise commonly has projects that have a similar WBS and similar sets of key characteristics, project templates are an efficient tool for setting up new projects and ensuring that they conform to your normal practices. Templates provide a baseline for new projects, which you can then modify to meet the needs of individual projects.

You can also use a project template to add new phases or tasks to an existing project.

In addition to creating a new project template from scratch, you can also create one by copying an existing template or an existing project. You can then make any necessary changes to the copied data and save the new template.

How to...

You can create, modify, and delete project templates.

### Create a Project Template

Create a project template to use for creating new projects with pre-defined work breakdown structure (WBS) and field values.

#### To create a project template:

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

Option	Description
To create a new template from scratch	Click <b>New » New Project Template</b> .
To create a template that is similar to the currently selected template	Select the template if it is not already displayed, and click <b>New » Copy Current Project Template</b> .
To create a template that is similar to an existing project or project template that is not currently displayed	Click <b>New » Create Project Template from</b> , indicate if you want to copy a project or a template, and select the project or template.

3. Complete or modify the fields on the tabs.  
The tabs and fields correspond to tabs and fields found in the Projects hub.



4. If the project template has standard phases, click **New » New Phase** or **New » Create Phase from** and complete the appropriate fields. Repeat for each phase.
5. If the project template has standard tasks for any phases, select the phase, click **New » New Task** or **New » Create Task from**, and complete the appropriate fields. Repeat for each task.
6. Click **Save**.

### Modify Project Templates

You can modify a project template in the desktop application.

#### To modify project templates:

1. On the Navigation menu in the desktop application, click **Settings » Projects » Project Templates**.
2. On the Project Templates form, search for and select the project template that you want to modify.
3. Complete or modify the fields on the tabs.
4. To modify data for a phase or task, navigate to that phase or task in the WBS and complete or modify the appropriate fields.
5. Click **Save**.

### Delete Project Templates

You can delete a project template in the desktop application.

#### To delete a project template:

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

## CRM Plus Settings

If the CRM Plus module is activated, use the CRM Plus Settings form to specify settings for that module.

### How to...

You can enable the Lead Qualification process with CRM Plus.

## Enable Lead Qualifications

If your firm uses the CRM Plus module, you can enable the Lead Qualification feature to allow users to manage the entry and qualification of contacts (leads) during the sales process.

When the Lead Qualification feature is enabled, the Contacts hub includes a **Qualified Status** field in the Summary pane to help you manage the entry and qualification of contacts that start out as leads. See [Qualifying Contacts](#) for additional information.

**Video:** [See related video below](#)

### To enable the Lead Qualifications feature:

1. From the Navigation menu, click **Settings » CRM**.
2. On the CRM Plus Settings form, select **Yes** for **Enable Lead Qualifications**.
3. Click **Save**.

### Video

Title	Description
<a href="#">Lead Qualification</a>	Learn how to search for, create, qualify, and disqualify leads.

## Fields and Options

Use the forms and related dialog boxes to establish default settings for CRM Plus.

### CRM Plus Settings Form

If the CRM Plus module is activated, use the CRM Plus Settings form to specify settings for that module.

### Display the CRM Plus Settings Form

You display this form in Settings.

In the Navigation pane, select **Settings » CRM**.

### Options Tab of CRM Plus Settings

If you use the CRM Plus module, on this tab you enable the Lead Qualification feature.

### Contents

Field	Description
<b>Enable Lead Qualification</b>	Select <b>Yes</b> to turn on the lead qualification feature in the Contacts hub. A <b>Qualified Status</b> field is added to the Summary pane of the Contacts hub.

Field	Description
	<p>This field allows you to specify that a contact is a lead that will go through the qualification process to become a qualified contact.</p> <p>With this feature turned on, you:</p> <ul style="list-style-type: none"> <li>Enter a lead as a contact record in the Contacts hub.</li> <li>Determine the lead's level of interest in doing business with your enterprise.</li> <li>Qualify the contact and build a relationship because the contact meets your requirements and is interested in doing business with your enterprise.</li> <li>After the lead is qualified, create or associate it with a project or firm record if it has an upcoming project for which it accepting bids. This allows you to begin tracking related activities and status.</li> <li>Associate a marketing campaign with contacts, projects, and firms.</li> </ul>

## Labels and Lists Settings

You can replace the default Vantagepoint labels with those that are used in your firm (for example, replace the default "Client" with "Customer"). You can also specify the valid values that appear in drop-down selection lists for some Vantagepoint fields (for example, a list of the valid project stages). You complete these customization tasks in Labels and Lists Settings.

You can export your custom labels as a .CSV file for review.

### Video

Title	Description
<a href="#">Set Up Labels and Lists</a>	Learn how to set up a new custom label, edit an existing label, and edit lists and their drop-down values.

## How to...

On the Labels and Lists Settings form, you can replace default system labels with those that are used in your firm, and you can specify the valid values that display in drop-down selection lists for some Vantagepoint fields.

### Change System Labels

You can replace the default system labels with those that are used in your firm (for example, replace the default "Client" with "Customer").

**Video:** [See related video below](#)

**To change one or more system labels:**

1. In the Navigation pane, select **Settings » Labels and Lists » Labels**.
2. In the **Custom Label** field for the first label that you want to change, click and enter the new label.
3. If the label that you changed has a plural form listed, repeat step 2 for the plural form.
4. Repeat steps 2 and 3 for each label that you want to change.
5. Click **Save**.

If Vantagepoint is set up to use multiple languages, log in for each of your languages and enter the custom label that is appropriate for each one.

**Video**

Title	Description
<a href="#">Set Up Labels and Lists</a>	Learn how to set up a new custom label, edit an existing label, and edit lists and their drop-down values.

## Add Values for Drop-Down Lists

You can provide the values that display in drop-down lists for certain options.

**Video:** [See related video below](#)

**To enter one or more values for a list:**

1. In the Navigation pane, select **Settings » Labels and Lists » Lists**.
2. To locate the field for which you want to enter values, either scroll through the Lists form, or use the **Lists** field to search for the field.
3. Hover over the row for a field for which you want to add a value, and click \* at the end of the row to display the Settings dialog box for that list.  
The settings that you specify for each value on the Settings dialog box vary, depending on the field for which you are defining values.
4. Click **+ Add Entry** below the grid to create a blank row and then enter the new value and code.
5. If the Settings dialog box includes a **Code** field, do one of the following:
  - Enter a unique code for the list value.
  - Leave **Code** blank to have a code generated for you.
6. If the Settings dialog box includes other fields or options for the values, make those additional entries.
7. Repeat steps 4 through 7 for each value that you want to add to the list.
8. Click **Save**.

If Vantagepoint is set up to use multiple languages, log in for each of your languages and specify new or changed list values separately for each available language.

#### Video

Title	Description
<a href="#">Set Up Labels and Lists</a>	Learn how to set up a new custom label, edit an existing label, and edit lists and their drop-down values.

## Fields and Options

Use the Labels and Lists Settings forms to replace the default system labels with those that are used in your firm and to specify the valid values that appear in drop-down selection lists for some Vantagepoint fields.

### Summary Form

Use the Summary form in Labels and Lists Settings to review your current labels and the number of values specified for each of the drop-down lists for fields.

#### Video

Title	Description
<a href="#">Set Up Labels and Lists</a>	Learn how to set up a new custom label, edit an existing label, and edit lists and their drop-down values.

### Display the Summary Form

You display the Summary form in Label and Lists Settings.

In the Navigation pane, select **Settings » Labels and Lists » Summary**.

### Contents of the Summary Form

Use the Summary form in Labels and Lists Settings to review your current labels and the number of values specified for each of the drop-down lists for fields.

#### Contents

Field	Description
<b>Labels</b>	This grid lists your current system labels. If you have changed any of the default labels, those changes are reflected in this list. To change a label, either click <b>Labels</b> above the list, or click the Labels tab.
<b>Lists</b>	This grid displays the fields for which you can specify drop-down list values. Next to each field name is the number of values specified for that field's drop-down list. To change the values for a list, either click <b>Lists</b> above the list, or click the Lists tab.

## Labels Form of Labels & Lists Settings

Use the Labels form in Labels & Lists Settings to replace the default system labels with those that your firm uses. For example, if you specify "Customer" as the label to replace the default "Client" system label, "Customer" automatically replaces "Client" everywhere that label appears in Vantagepoint.

### Video

Title	Description
<a href="#">Set Up Labels and Lists</a>	Learn how to set up a new custom label, edit an existing label, and edit lists and their drop-down values.

### Display the Labels Form


You display the Labels form in Label and Lists Settings.

In the Navigation pane, select **Settings » Labels and Lists » Labels**.

### Contents of the Labels Form

Use the Labels form in Labels and Lists Settings to replace the default system labels with those that your firm uses.

### Contents

Field	Description
<b>System Label</b>	This column displays the system labels for which you can specify alternate labels. Many terms have both a singular and a plural label. The labels in this column are the default labels and display for reference only. The labels in <b>Custom Label</b> are the labels that Vantagepoint actually uses.
<b>Custom Label</b>	Initially, this column displays the default labels that Vantagepoint uses on its tabs, forms, and dialog boxes. To replace a default label with your own label, enter your label and its plural form in this column.
	To search for a label based on the system label or your custom label, click this icon and enter search text in the fields that display above the grid columns.

## Lists Form of Labels & Lists Settings

Use the Lists form in Labels and Lists Settings to specify the valid values that appear in drop-down selection lists for some Vantagepoint fields (for example, a list of the valid project stages).

### Video

Title	Description
<a href="#">Set Up Labels and Lists</a>	Learn how to set up a new custom label, edit an existing label, and edit lists and their drop-down values.

### Display the Lists Form

You display the Lists form in Label and Lists Settings.


In the Navigation pane, select **Settings » Labels and Lists » Lists**.

### Contents of the Lists Form

Use the Lists form to specify the valid values that appear in drop-down selection lists for some Vantagepoint fields (for example, a list of the valid project stages).

Vantagepoint provides default lists for most of these fields, but you can add other values, delete default values that you do not want to use, and edit existing default values.

The field lists that are available on the Lists form vary depending on the modules you have activated and on other Vantagepoint settings.


Field	Description
<b>Lists</b>	To search the form for a particular field list rather than scrolling, type one or more characters from the field list name in the field next to <b>Lists</b> . To limit the field names in the grid to those that relate to a particular part of Vantagepoint, select the part you want in the second field to the right of <b>Lists</b> .
<b>Field List</b>	This column displays the fields for which you can specify a list of values.
	To add, delete, or edit values for a field list, hover over the grid row for the list and click this icon to display the Settings dialog box for the list. The settings that you specify for each value in the Settings dialog box vary, depending on the list for which you are defining values.

### Settings Dialog Box for Lists

Use the Settings dialog box that you display from the Lists form to add, delete, or reorder valid values that appear in drop-down selection lists for some Vantagepoint fields.

### Display the Settings Dialog Box for Lists

You display the dialog box from the Lists form in Settings.

1. In the Navigation pane, select **Settings » Labels and Lists » Lists**.
2. Hover over the row for a field for which you want to add values, and click  at the end of the row.

### Contents of the Settings Dialog Box for Lists

Use the fields and options on the Settings dialog box to add, delete, or reorder valid values that appear in drop-down selection lists for some Vantagepoint fields.

#### Contents

Field	Description
<b>+ Add Entry</b>	To add a new value for the system field, click this option below the grid to create a blank grid row.
<b>Value</b>	<p>This column displays the current list of valid values for the field. In most cases, you can edit an existing value, and you can click <b>+ Add Entry</b> to enter a new value. The exception is the Employee Role list. That list includes a set of standard values, such as Project Manager, that are also system labels. As a result, you cannot change them on the Lists form. You must change them on the Labels form instead.</p> <p>For some field lists, this column label is something other than <b>Value</b> (for example, <b>Description</b>).</p>
<b>Code</b>	<p>Some lists associate a code with each value. If a <b>Code</b> field is available, do either of the following:</p> <ul style="list-style-type: none"> <li>■ Enter a unique code for the value.</li> <li>■ Leave <b>Code</b> blank to have Vantagepoint generate a code for you when you move off of the grid row.</li> </ul> <p><b>Exceptions:</b></p> <ul style="list-style-type: none"> <li>■ <b>Country list:</b> Vantagepoint will not generate a code when you add a country for the Country list or a new NAICS code for the NAICS list. You must enter a code for those.</li> <li>■ <b>Labor Category:</b> Use the <b>Code</b> field instead of the <b>Category</b> field if you use Costpoint integration with Vantagepoint. Enter a unique code for a labor category that contains numbers, letters, or a combination of both. Leave the <b>Category</b> field blank. After you save and close the Labor Category Setting dialog box, Vantagepoint automatically assigns the next numeric category number as the category number for a labor category, based on the previous numbers entered in the <b>Category</b> field in the grid. For more information, see <a href="#">Set Up Labor Categories</a>.</li> </ul> <p>Before you save a new list value, you can change the code, including a generated code. After you save a list value with a code, you cannot change the code. If you</p>



Field	Description
	want the value to have a different code, delete the value and add it again with the correct code.
<b>Other fields</b>	<p>The Settings dialog boxes for the following lists contain one or more fields in addition to <b>Value</b> and <b>Code</b>:</p> <ul style="list-style-type: none"> <li>▪ <b>Activity Type:</b> Enter an activity type description in <b>Description</b> and select a display option in <b>Display: Calendar, Task, or Activity Hub Only</b>.</li> <li>▪ <b>Country:</b> For each country, use the <b>Display State/Province</b> field to indicate if you want to include a state or province when you print formatted addresses for that country on invoices, checks, remittance advices, statements, and similar documents. If you select the <b>&lt;Do Not Display&gt;</b> option, you can still select a state/province when you specify addresses for the country but it will not be included in the formatted address. If you want to include the state/province, you can also elect to display either its abbreviation or its name. Use the <b>Address Format</b> fields to select an address format for each country: Format 1 (typical U. S. format), Format 2 (United Kingdom), or Format 3 (European).</li> <li>▪ <b>Employee Citizenship:</b> Use the <b>Status</b> check box to control whether individual values appear in the list. If <b>Status</b> is selected, the value is included on the list for users to select. If <b>Status</b> is not selected, the value does not display on the list.</li> <li>▪ <b>Labor Category:</b> Use the <b>Category</b> field if you do <b>not</b> use Costpoint integration with Vantagepoint. In this field, enter a unique number by which to identify the labor category. You must enter numbers, not letters. Leave the <b>Code</b> field blank. After you save and close the Labor Category Setting dialog box, Vantagepoint automatically assigns the category number as the code for a labor category.</li> <li>▪ <b>Project Probability:</b> Enter a probability percentage in <b>Value</b> (for example, <b>60</b>) and a description or explanation in <b>Description</b> (for example, <b>Proposal Stage</b>).</li> <li>▪ <b>Project Stage:</b> Enter the possible stages in <b>Description</b>, and indicate in <b>Step</b> whether a project assigned to that stage is being pursued, is not being pursued, is lost, or is won.</li> <li>▪ <b>NAICS:</b> If the NAICS field list is available, the default list of NAICS values is very long. Often the quickest way to find a specific NAICS code is to use the <b>Search NAICS</b> field above the grid. You can search for either a partial code or partial description.</li> <li>▪ <b>Phone Format:</b> Enter a description of the format (for example, <b>Standard Format</b>) in <b>Value</b>, the country for which you use the format in <b>Country</b>, and the format itself (for example, <b>(###) ###-####</b>) in <b>Phone Format</b>.</li> <li>▪ <b>State/Province:</b> First select the country in <b>Country</b>, and then enter an abbreviation for the state or province in <b>Abbreviation</b> and the full name in <b>Value</b>.</li> </ul>

Field	Description
<b>X</b>	To remove one of the values for the system field, hover over the row for that value, and click <b>X</b> at the end of the row. Some system fields have one or more special values that you cannot remove because Vantagepoint requires them for internal processing. You can, however, change the text that displays in drop-down lists for those values.
<b>+ Add Entry</b>	To add a new value to the list, click this option below the grid to create a blank grid row.

## Learn More About...

Learn more about system labels and drop-down selection lists, and how to modify them.

### System Labels and Custom Labels

You can use the Labels form of Labels and Lists Settings to replace the default Vantagepoint labels with those that are used in your firm (for example, replace the default "Client" with "Customer"). If you enter a custom label, it is used throughout the Vantagepoint user interface and online help in place of the default label.

Customize the key terms that are in use in your firm, so that they are familiar to your employees. Many firms substitute at least a few of their own labels for the default labels.

#### System Labels

On the Labels form of the Labels and Lists Settings, the **System Label** column displays a set of standard labels as a baseline. That column is for reference only.

#### Custom Labels

The labels in the **Custom Label** column are the labels that Vantagepoint actually uses. The default labels in this column when you install Vantagepoint are based on your industry.

To replace a default label with your own label, enter your label in **Custom Label**. Many terms also have a label for the plural form so make sure that you change that label as well.

#### If You Use Multiple Languages

If using multiple languages, users can select their preferred language from a list of languages when they log in to Vantagepoint. You must specify new or changed list values separately for each language you expect users to use.

For example, if you are using both German and U.S. English, log in with German, add the new custom label value in German, log out and back in with English, and enter the new custom label value in English. Users who log in with German will see the German version of the list value, while those who log in with English will see the English version. If you add a new list value in one language but do not enter the corresponding value for another language, users who log in with that second language will see **Text Not Translated** as the value when they display the label.

Since custom labels are used in online Help (in English), when changing a label in any language, it is wise to always log in with English and translate the label to be used in online Help.

You can use the Translation Analysis Report in **Utilities » Analysis » Translation Analysis** as a reference to display the current translation values of system labels and lists for each language of Vantagepoint.

For more information, go to [Translation Analysis](#).

### System Label Descriptions

This table lists the system labels, along with a brief definition of each to help you map these labels to the terms that you use, if these are not familiar to you.

The labels available to you depend on the applications you have activated and, in some cases, on how you set up Vantagepoint. As a result, some labels described here may not display in your instance of Vantagepoint.

In addition to the labels listed here, the Labels form displays singular and plural labels for any user-defined hubs that you set up.

Label	Description/Notes
Account	A general ledger account.
Boilerplate	Blocks of text that can be reused repeatedly in proposals and other documents.
Business Development Lead	An employee of your company who manages business development efforts.
Client	A business or government agency with which you have, or hope to have, a contract to provide goods or services.
Compensation	The sum of the expected direct labor costs and direct non-labor expenses for a project or for a specified part of a project (one phase of a multi-phase project, for example).
Consultant	An individual or firm that participates with your company in pursuing an in pursuit project and/or provides a subset of the goods or services to the client if you win the contract. A subcontractor.
Contact	An employee or other representative of a client, vendor, subcontractor, government agency, or competitor through whom your company can communicate with the contact's firm.
Cost Group	
EAC	An abbreviation for Estimate-at-Completion. This label cannot exceed five characters.
Employee	An employee of your company.
Equipment	Equipment items for regular projects, which are not depreciable, but may be billable to the client, or asset items, which are capitalized and depreciated over time.

Label	Description/Notes
Estimate-at-Completion	Forecast of the final cost of work performed: Actual cost of work performed to date + Estimate of the cost to complete the remaining work (ETC).
Estimate-to-Complete	Best estimate of the cost required to complete the remaining authorized work.
ETC	An abbreviation for Estimate-to-Complete. This label cannot exceed five characters.
Firm	A client, vendor, subcontractor, government agency, or competitor that is in some way associated with your company.
Functional Group	
Job-to-Date	Equivalent term: inception to date (ITD). Refers to aggregate values that represent some aspect of total performance from the beginning of a project through a specified date, such as today's date. For example, job-to-date revenue as of today is the total revenue earned for the project through today.
JTD	An abbreviation for Job to Date. This label cannot exceed five characters.
Labor Code	A classification of a type of work that your staff performs. Labor costing and budgeting can be based on labor codes.  Individual labor codes often consist of components from each level of a multiple-level structure. For example, you might set up a labor code structure with these levels: Department, Service, and Staff Level.
Labor Code Level 1, 2, 3...	The list of system labels includes a Labor Code Level label for each level of your labor code structure. The level labels that you specified on the Key Convert Labor Code Format form in <b>Utilities » Key Formats » Labor Codes</b> display in <b>Custom Label</b> . If you decide to change those labels, you can do it on the Labels form of the Labels and Lists Settings or on the on the Key Convert Labor Code Format form.
Marketing Campaign	An event or activity designed to reach new and existing clients to generate new business.
Marketing Coordinator	An employee of your company who is responsible for pursuing one or more in pursuit projects.
Organization	A specific component of your company's operational structure.
Organization Level 1, 2,3...	If you define a fixed organization structure on the General Settings form, the list of system labels includes an Organization Level label for each level of the organization structure. The level labels you specified on the General Settings form display in <b>Custom Label</b> . If you decide to change those labels, you can do it on the Labels form of the Labels and Lists Settings or on the Organization tab of the General Settings form.
Owner	An employee of your company who has primary responsibility for establishing and maintaining your relationship with a firm that you do business with.

Label	Description/Notes
Principal	An employee of your company who oversees the company's services in connection with one or more projects and who may have ownership interest in your firm.
Project Manager	An employee of your company who is directly responsible for managing one or more projects.
Proposal	Information about your company, your employees, your services, and your previous work that you present to a prospective client when you compete for a contract.
Proposal Manager	An employee of your company who manages the proposal process.
Service Profile	
Supervisor	An employee of your company who has supervisory responsibility for a group of employees.
Unit	A non-labor expense for goods or services, such as lab tests or survey crews, that you bill at a flat rate per item.
Vendor	A firm from which your company purchases goods or services.
WBS1 - 3	Work breakdown structure (WBS) levels. Your WBS divides each of your projects into distinct, manageable work elements to meet management needs and to collect an appropriate and effective level of project data. The WBS can have up to three levels, each with its own label (for example, Project, Phase, and Task).

## Field Lists

You can use the Lists form to specify the valid values for selected fields. Those values are then displayed in drop-down selection lists for entering data in those fields.

### Example: Values for the Project Type Field

When you implement Vantagepoint, you can use the Lists form to specify the valid values for the **Project Type** field. To do that, click **\*** at the end of the grid row for **Project Type** to display the default values that Deltak provides. Then, delete any of those values that do not apply to your company, and click **+ Add Entry** to add any types of projects that were not included in the default list of values.

The values that you define for **Project Type** then become the only values that can be selected in the **Project Type** field in the Projects hub when someone adds a new project.

### Import List Values

In addition to entering list values on the Lists form, you can also import values for many of the lists using the **Lists** import option on the Imports form in **Utilities » Imports & Exports » Imports** or by using an API.


## Value Codes

Some field lists require a unique code for each value. In most cases, you can either enter a code yourself, or you can leave **Code** blank to have Vantagepoint generate a code for you. For some lists, however, either because they are defined by the government or otherwise need to be meaningful, you must enter the codes. The Country list and the NAICS list are two examples of this.

If you import records, such as employee records, into Vantagepoint from a .CSV file or using an API, those imported records use the codes to identify related list values. For example, when you import employee skills, the import file contains the code for each employee skill, not the skill description itself.

## Values Order in Drop-Down Lists

When a user displays the drop-down list to select a value, the list displays the available values in the order in which they appear in the Settings dialog box that you use to define the list. To change the order of the values for a list in its Settings dialog box, hover over a value that you want to

move, and click and drag  to move the value to its new location.

## Fields Not Restricted to the List

The following fields provide drop-down lists of values, but they also allow users to enter a value that is not on the drop-down list for the field:

- **Activity Subject**
- **Contact Title**
- **Employee Title**

Fields that are not restricted to the options on the drop-down list behave differently from other fields in a couple of other ways also:

- If you delete one of the values from the list of standard values for the field on the Lists form, those deleted values remain in any records for which they were previously selected. For fields that restrict entries to values on the drop-down lists, deleting a value removes that value from all records for which it was previously selected.
- If you change a value in the list of standard values on the Labels and Lists settings (correct a typing error, for example), that change does not affect any records for which that value was previously selected. For fields that restrict entries to values on the drop-down lists, changing a value on the Lists form also changes that value in all records for which it was previously selected.

When a user enters a value that is not in the drop-down list, that entry only applies to that one instance. It is not added to the standard list of values for that field. The only ways to add a new value to a field list is to add it in the grid on the Lists form or to import new values from a .CSV file or using the API.

## Deleting Values

To delete a value from field list, display the list in the Settings dialog box, hover over the value in the grid, and click **X**.

In most cases, if the value you want to delete was previously selected as part of one or more records (a stage to which projects are currently assigned, for example), a warning message displays. If you continue and delete the value, it is removed from all records for which it was selected. The exceptions are values for fields that allow users to type in values that are not included in the drop-down list. For those fields, the value selected for records remains in those records after you delete the value from the list.

Some lists have one or more default values that cannot be deleted because Vantagepoint requires them for internal processing.

### If You Use Multiple Languages

If using multiple languages, users can select their preferred language when they log in to Vantagepoint. You must specify new or changed list values separately for each available language.

For example, if you are using both German and U. S. English, log in with German, add the new list value in German, log out and back in with English, and enter the new list value in English. Users who log in with German will see the German version of the list value, while those who log in with English will see the English version. If you add a new list value in one language but do not enter the corresponding value for another enabled language, users who log in with that second language will see **Text Not Translated** as the value when they display the list.

You can use the Translation Analysis Report in **Utilities » Analysis » Translation Analysis** as a reference to display the current translation values of system labels and lists for each language of Vantagepoint that is available to you.

For more information, go to [Translation Analysis](#).

### Labor Categories List: Code and Category Fields

When you add a new value to the list of labor categories, you must enter a code, a category number, or both, along with the value. A code can contain letters or numbers, while a category number must be numeric. The code must be unique among labor category codes, and the category number must be unique among category numbers.

If you enter a code but do not enter a category number, Vantagepoint automatically assigns a valid category number when you save. If you enter a category number but do not enter a code, Vantagepoint automatically assigns the category number as the code.

If you import labor categories, you must map a value to the **Code** field, and you do not have the option to map a value to the **Category** field. Vantagepoint automatically assigns the next available category number.

After you save a labor category, you cannot change either the code or the category number. If you need to change either of those for a previously saved labor category, delete it and add it again with the correct code and category number. Note, however, that once a labor category has been used elsewhere in Vantagepoint, you cannot delete it.

### Project Milestones List

Vantagepoint provides a predefined list of system milestones. Milestones are key dates both for the project pursuit process and for the life of the project after you win the contract. Milestones can be assigned at the project level and to individual work breakdown structure (WBS) elements at any lower WBS levels.

If the CRM module or the CRM Plus module is activated, you can add other milestones to this list. If neither of those modules is activated, you can change the descriptions for the system milestones in the Project Milestone Settings dialog box but you cannot create additional milestones. System milestones cannot be deleted from the list.

The system milestones are listed below using their default descriptions. Note, however, that the default list of system milestones and their default descriptions may differ based on your primary industry.

- **Estimated Start:** Expected start date for the WBS element.
- **Estimated Completion:** Expected completion date for the WBS element.  
When you create a new project without copying another plan, Vantagepoint creates an empty plan for that project using default settings. Generally, the date in this field for each WBS element is used as the default plan end date for that WBS element. However, a later default plan end date may be used if that is necessary to include the full plan date ranges for all WBS elements at lower WBS levels.
- **Bid Submitted:** Date on which you submitted your bid for the WBS element.
- **Contract Awarded:** Date on which you were awarded the contract for the WBS element.
- **Actual Start:** Date on which you started work on the WBS element or the date on which you intend to start work.  
When you create a new project without copying another plan, Vantagepoint creates an empty plan for that project using default settings. Generally, the date in this field for each WBS element is used as the default plan start date for that WBS element. However, an earlier default plan start date may be used if that is necessary to include the full plan date ranges for all WBS elements at lower WBS levels.
- **Professional Services Completion:** Date on which your company completed all professional services work on the WBS element or expects to complete all such work. This includes any professional services you provide after you have completed construction-related activities on the WBS element. This date might be after the construction completion date.
- **Construction Completion:** Date on which your company completed all construction-related activities on the WBS element or expects to complete all such work.
- **Actual Completion:** Date on which your company actually completes all work on the WBS element or expects to complete all work.

In the Deltek Vision family of products and in Deltek for Professional Services 1.x, this list does not exist; milestones are treated as a type of activity and are included in the Activity Subject list.

If you upgrade to Vantagepoint 2.0 or a later version from one of the Deltek Vision family of products or from Deltek for Professional Services 1.x, the upgrade process updates this list to include milestones associated with opportunities in those products, and it also associates those milestones with the projects into which those opportunities were either merged or converted.

### Project Stages List

If the CRM or CRM Plus module is activated, you can define a set of stages that you use to mark the progress of a potential project through your business opportunity pipeline. Only regular projects have stages; overhead and promotional projects do not. Vantagepoint provides a default



set of stages based on your primary industry, but you can add other stages to the list, change the default stage descriptions, and remove default stages you do not want to use. (If you do not have the CRM or CRM Plus module but the Resource Planning module is activated, you can assign projects to one these three stages: In Pursuit, Won, or Lost. These provide a way to filter your project plans based on stage. In this case, however, there is no list of project stages in the Lists form, and you cannot change those stages or add other stages.)

As you define the stages you want to use, you assign each stage to one of the following "steps":

- Do Not Pursue
- In Pursuit
- Lost
- Won

You could define multiple stages for each of these steps. The default stages provide some examples of this.

Vantagepoint uses the steps in the following ways:

- Project stages are used to determine which projects should be included in the calculation of employee scheduled and utilization hours and percentages.
- If a project is assigned to a stage with an In Pursuit step, you can create a linked promotional project for tracking the costs associated with pursuing that contract. That option is not available for projects assigned to stages with one of the other three steps.
- If a project is assigned to a stage with an In Pursuit step, the project is available in the Project list to use as the basis for a proposal in Custom Proposals. Only In Pursuit projects are available in the list.
- If a project is assigned to a stage with either the Do Not Pursue step or the Lost step, the status of that project is changed to Inactive. It is assumed that you are no longer pursuing the project and that did not win the contract, so no additional work will be charged to it.
- If you change the stage for a project from one with the In Pursuit step to one with the Won, Lost, or Do Not Pursue step, additional fields are made available for entering information about that change (a won or lost date, for example).
- If you change the stage for a project to one with the Won step and your security role is for Accounting users, the **Approved for Use in Processing** check box on the Accounting tab is selected automatically to indicate that accounting transactions can now be entered for the project.

If you upgrade to Vantagepoint 2.0 or later from Vision, Ajera, GovWin Capture Management, or Deltek for Professional Service, the upgrade process attempts to assign your existing stages to the appropriate steps. However, you should review the stages after the upgrade to verify that they are assigned to the correct steps.

## Country List

This list enables users to select countries when they are entering addresses for employees, contacts, projects, and so on. To make the list easier to use, delete countries from it that you do not anticipate using.

This list also enables you to do the following:

- Use the **Display State/Province** field for each country to indicate if you want to include a state or province when you print formatted addresses for that country on invoices, checks, remittance advices, statements, and similar documents. If you want to include the state/province, you can also elect to use either its abbreviation or its name. If instead you select the **<Do Not Display>** option, you can still specify a state/province when you enter addresses for the country, but it will be omitted from the formatted addresses on documents.
- Use the **Address Format** field for each country to select an address format for it: Format 1 (typical U. S. format), Format 2 (United Kingdom), or Format 3 (European).

## Diaries

Diaries provide you with a way to produce reports that contain a set of sequentially numbered transactions that were posted to the general ledger during the fiscal year or for specific fiscal periods.

You assign diaries to transactions when you enter the transactions in the Transaction Center. You also assign diaries when you process accounting transactions such as accounts payable payments or revenue generation. Diary numbers are automatically assigned to each transaction when you save a transaction. The diary numbers tie the specific transactions to debit and credit entries that are posted to the general ledger for the purpose of producing diary reports.

You can set up different types of diaries to assign to different types of transactions. For example, you can set up diary types for purchase transactions and sales transactions. You set up diaries by diary type and company (if you have multiple companies) and assign a specific fiscal period or a fiscal year to which they apply.

Diary numbers are used in addition to other existing reference numbers, such as voucher, payment, receipt, invoice, and other reference numbers.

Note: If you have activated the PSA module, the diary feature is not available.

## Settings

To set up diaries and auto numbering for them:

- In **Settings » Labels and Lists » Lists**, you enter diary types in the **Diary Type** code table. For example, you can set up diary types for purchase transactions and sales transactions.
- In the Diary Auto Numbering section of the Transaction Settings form in **Settings » Accounting » Transactions**, you set up diaries for your company or for each of your companies, if you have multiple companies. Diaries are assigned a diary type, and you specify whether the diary applies for a specific fiscal period or a fiscal year. You also set up the next diary number to be automatically assigned to the next posted transaction.

## Assigning Diaries to Transactions and Auto-Generated Diary Numbers

If you have set up a diary for the fiscal period or fiscal year in which you are entering transactions, a **Diary** field displays in various places throughout Vantagepoint, and you must enter a diary code for transactions entered in all of these locations.

You assign diary codes to transactions when you:

- Enter transactions in the Transaction Center.
- Create processing runs in Accounting, Billing, Timesheets, Expense reports, and Inventory.
- Create entries using the Key Conversion and Data Import utilities.

A **Diary Number** field also displays on various transaction entry forms. This field prefills with an auto-generated number when you save a transaction. For processing forms that do not display a **Diary Number** field, diary numbers are automatically assigned to the transactions when you process the run, such as for accounts payable payment processing. The automatic numbering ensures that the diary numbers are sequential, based on the order that transactions are posted.

### **Deleting a Transaction after it Has Been Saved with a Diary Number**

You cannot delete a transaction after it has been saved with a diary number. If a transaction is incorrect and you need to delete it, you must enter zero amounts for the transaction, or enter a reversing transaction.

### **Summary Entries to the General Ledger**

Vantagepoint makes automatic, summary entries to the general ledger in several processing situations. For example, when you post accounts payable vouchers, the general ledger liability account receives a single posting for the sum of all accounts payable vouchers that affect that liability account in the posting run. If a company is using the Auto-Numbering with Diaries feature, Vantagepoint breaks down these general ledger summary entries so that each separate diary entry has an offsetting amount. General ledger postings and reports on those details will show more entries when using the Auto-numbering with Diaries feature.

### **Transactions Created During Scheduled and Recurring Processing**

For transactions that are created for scheduled or recurring processing, the diary numbers are assigned when the process runs. The numbers assigned are based on the next diary number that is specified in the Diary Auto Numbering section of the Transaction Settings form in **Settings » Accounting » Transactions**, for the fiscal period or fiscal year in which you run the process.

### **Reporting**

Use the Diary report to generate various diary reports based on periods, diary codes, diary types, and diary numbers.

## **General Settings**

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

## Options

Use Options Settings to establish both system-wide and company-specific settings. System-wide settings include workflow logs, internet authentication, polling intervals for alerts, exported report destinations, FileStream file size upload limits, and Text Editor font defaults. Company-specific settings include your company's name, address, and phone format.

If your enterprise uses multiple companies, you must specify company settings for each company.

How to...

You can define overall features of your implementation, both system-wide and on a company-by-company basis.

### Set Up the Workflow Troubleshooting Log

Use this log only as a short-term troubleshooting tool to determine why user-defined workflows do or do not work correctly.

- The log records the progress of each user-defined workflow when a workflow is triggered, such as when events start, and when individual actions succeed, fail, or are not executed because the conditions defined are not met.
- After you enable the log and then you disable it, all the data in the log is cleared automatically.
- When you upgrade Vantagepoint to a new release, the **Enable Workflow Troubleshooting Log** check box is cleared automatically, and all the data in the log is cleared.

**Warning:** If you leave the log enabled for extended periods of time, it may result in Vantagepoint performance degradation.

#### To enable the workflow troubleshooting log:

1. In the Navigation pane, select **Settings » General » Options**.
2. On the Options form, in the Global Options section, select the **Enable Workflow Troubleshooting Log** check box.
3. Make entries in the **Number of Seconds for Web Service Timeout** and **Number of Minutes for Application Session Timeout** fields, as desired.
4. Click **Save**.

**To view the log:** Open the WorkflowLog table in the Vantagepoint database using a direct connection to the SQL database or using ODBC access.

### Set Up Authentication for Internet Access

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

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

**To set up authentication for internet access:**

1. In the Navigation pane, select **Settings » General » Options**.
2. In the **Internet Authentication** section of the Options form, enter information in the **Domain**, **Username**, and **Password** fields.
- 3.
4. Click **Save**.

**Allow Calendar Sharing**

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

**To allow activity calendar sharing:**

1. In the Navigation pane, select **Settings » General » Options**.
2. In the **Activity Settings** section of the Options form, select the **Allow users to share their calendars** option.
3. Click **Save**.

**Set Up Default Fonts for the Text Editor**

In Options Settings, you specify the default font and size that the Text Editor uses whenever someone enters text in a memo, comment, note, description, or proposal field. The default font and text size are also used in reports that include these fields.

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

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

1. In the Navigation pane, select **Settings » General » Options**.
2. In the **Text Editor Defaults** section of the Options form, select the default font and text size.
3. Click **Save**.

**Set Up Language Options**

Use the Language setting to determine the languages that are available to the users upon logging in.

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

### To set up language options:

1. In the Navigation pane, select **Settings » General » Options**.
2. Use the **Enable Languages** options to specify the languages that are available for selection in the Vantagepoint application.
  - **Language:** This column displays the names of the languages that are currently enabled. To enable more languages, use the **+ Add Language** option to open the Language lookup and select from the languages that are available for your role. The languages that you enable are then available for selection in the **Language** option on the Vantagepoint login screen, as well as the **Language** options on various forms throughout the application.
  - **Primary:** If more than one language is in use, select the language that is used as the default language for a new employee record. This is the language that displays for the employee upon initial login, as well as the default language for email and workflow notifications.

If only one language is specified, that language is used at login time and the **Language** option does not display on the Login screen.

If no primary language is specified, the language most recently used at login displays. If that language is not available, the language that is specified for the browser settings is used. If that language is not detectable, Vantagepoint defaults to the first available allowed language in the list.

3. Click **Save**.

### Set Up Alert Polling Interval

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

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

### To set up the alert polling interval:

1. In the Navigation pane, select **Settings » General » Options**.
2. In the **Activity Settings** section of the Options form, use the **Number of seconds to poll for alerts** check box to specify the polling interval, in seconds.  
The value that you enter must be greater than 0. Deltek recommends a value of at least 60.
3. Click **Save**.

## Set Up General Company Settings

Specify your company's name and address, set a default address format, and set a default phone format. You also enable or disable currencies and enable the Payroll application in General Company Settings.

### To set up general company settings:

1. In the Navigation pane, select **Settings » General » Options**.
2. In the company-specific section of the Options form, specify your company's name, address, and contact information.
3. Click **Save**.

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

## Options Form in General Settings

Use the Options form to enter system-wide settings for workflow logs, internet authentication, polling intervals for alerts, exported report destinations, FileStream file size upload limits, and Text Editor font defaults. You also use this form to enter company-specific information, such as your company's name, address, and phone format.

## Display the Options Form

You display the form in General Settings.

In the Navigation pane, select **Settings » General » Options**.

## Contents of the Options Form in General Settings

Use the Options form to enter various system-wide and company-specific settings.

Field	Description
<b>Save</b>	Click this button to save your changes on the Options form.

## Global Options Section

The options in this section do not change when a user switches companies.

### Hey Deltek

Field	Description
<b>Enable Hey Deltek! Natural Language Interaction Feature</b>	Select this check box to allow users to easily interact with Vantagepoint using natural language and common commands.

## Activity Settings

Field	Description
<b>Number of Seconds to Poll for Alerts</b>	<p>Activity alerts are designed to remind you of calendar events, tasks to be assigned or approved, and the need to submit timesheets, expense reports, and project budgets. The polling interval that you specify determines how often Vantagepoint checks for alert activity.</p> <p>Enter the polling interval in seconds. The value you enter must be greater than 0. Deltek recommends a value of 6; however, it can be higher if needed.</p>

## Employees

Field	Description
<b>Restrict Terminated Employees from Being Reactivated</b>	<p>Select this check box to restrict employees with a terminated status from the being reactivated. If you select this restriction check box and then, on the Summary pane in the Employees hub, set the <b>Status</b> option to <b>Terminated (cannot reactivate)</b>, two things happen:</p> <ul style="list-style-type: none"> <li>The <b>Status</b> option in the Employees hub becomes non-editable.</li> <li>A banner displays on the employee's photograph, to indicate that the employee has been terminated and cannot be reactivated.</li> </ul>

## Export Reports as Files

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

Field	Description
<b>Export Reports as Files</b>	<p>Use this option to select the type of export process, if any, that you want to apply to reports, including Billing invoices:</p> <ul style="list-style-type: none"> <li><b>Allow Reports to be Exported to Application Server:</b> Select this option to export reports to a file on the application server. The export process occurs when the <b>Export Reports as Files When Printing</b> option is selected on the Print Setup dialog box, where you can define the format for saving the report. For example, you might want to save an invoice file on the application server when the invoice is final printed but not when the draft invoice is created.</li> <li><b>Allow Reports to be Uploaded via SFTP:</b> Select this option to use Secure File Transfer Protocol (SFTP) to export and save invoices to an application server of your choice. When you choose to upload via SFTP, you also specify the SFTP Host Name, User Name, and Password to ensure that your files are securely transferred to the appropriate location. The export process occurs when the <b>Upload</b></li> </ul>



Field	Description
	<p><b>Reports via SFTP when Printing</b> option is selected on the Printer dialog box, where you can define the format for saving the report.</p> <p>For additional information on implementing SFTP with Microsoft IIS, see: <a href="http://www.iis.net/learn/publish/using-the-ftp-service/using-ftp-over-ssl-in-iis-7">http://www.iis.net/learn/publish/using-the-ftp-service/using-ftp-over-ssl-in-iis-7</a></p> <p>If you do not use Microsoft IIS for SFTP, refer to your vendor's documentation for additional information.</p> <ul style="list-style-type: none"> <li>▪ <b>Do Not Allow Reports to be Exported:</b> Select this option if reports will not be exported.</li> </ul>
<b>SFTP Host Name</b>	If you set the <b>Export Reports as Files</b> option to <b>Allow Reports to be Uploaded via SFTP</b> , use this field to specify the name of the SFTP host.
<b>SFTP User Name</b>	If you set the <b>Export Reports as Files</b> option to <b>Allow Reports to be Uploaded via SFTP</b> , use this field to specify the SFTP username.
<b>SFTP Password</b>	If you set the <b>Export Reports as Files</b> option to <b>Allow Reports to be Uploaded via SFTP</b> , use this field to specify the SFTP password.

### Filestream File Size

Field	Description
<b>Number of Megabytes Upload Limit</b>	<p>This field displays if Vantagepoint is configured to allow employees to upload documents for transactions, templates, and hubs (it does not apply Adobe InDesign templates). When you upload a document, a copy of the file is stored in Vantagepoint. To control the size limit for each file, enter the maximum allowable file size in Megabytes (MB). If the uploaded file exceeds the allowable limit, Vantagepoint displays an error message and includes the impacted file names.</p> <p>You must enter a number in this field. You cannot leave it blank.</p>

### Text Editor Defaults

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

Field	Description
<b>Font</b>	Use this field to select the default font.
<b>Size</b>	Use this field to select the default size.

**Calendar**

Field	Description
<b>Allow Users to Share Their Calendars</b>	Select this check box to allow calendars to be shared and viewed among Vantagepoint users.

**Active Directory**

Field	Description
<b>Tenant Domain Name</b>	Enter a domain name in this field, based on the type of directory that you are using: <ul style="list-style-type: none"><li>For an on-premises active directory, enter the domain name ending with <b>.com</b>. For example: <b>abcengineering.com</b>.</li><li>For Azure Active Directory, enter the name of your Azure tenant domain.</li><li>For multiple tenant domains, specify the name of the primary tenant domain.</li></ul>
<b>Client ID</b>	Enter the <b>Application ID</b> that was generated when you added and configured the Vantagepoint (Client) application in Azure AD.
<b>Server Client ID</b>	Enter the <b>Application ID</b> that was generated when you added and configured the Vantagepoint application in Azure AD.
<b>Secret Server Key</b>	Enter the key value that was generated when you added and configured the Vantagepoint application in Azure AD.

**Internet Authentication**

Field	Description
<b>Domain</b>	If your company requires credentials for Vantagepoint to make an Internet (HTTP) call, enter the authentication domain name.
<b>Username</b>	If your company requires credentials for Vantagepoint to make an Internet (HTTP) call, enter the authentication username.
<b>Password</b>	If your company requires credentials for Vantagepoint to make an Internet (HTTP) call, enter the authentication password name.

**Workflow**

Field	Description
<b>Enable Workflow Troubleshooting Log</b>	Select this check box to enable the Workflow Troubleshooting log. The log records the progress of each user-initiated workflow, such as when events start, and when individual actions succeed, fail, or are

Field	Description
	<p>not executed because defined conditions are not met. You set up user-initiated workflows in <b>Settings » Workflow » User Initiated Workflows</b>.</p> <p><b>Warning:</b> Use this log only as a short-term troubleshooting tool to determine why workflows do or do not work correctly. If you leave the log enabled for extended periods of time, it may result in Vantagepoint performance degradation.</p> <p>To view the log, open the WorkflowLog table in the Vantagepoint database using a direct connection to the SQL database or using ODBC access.</p> <p>After you enable the log and then you disable it, all the data in the log is cleared automatically.</p> <p>When you upgrade Vantagepoint to a new release, the <b>Enable Workflow Troubleshooting Log</b> check box is cleared automatically, and all the data in the log is cleared.</p>
<b>Number of Seconds for Web Service Timeout</b>	Use this field to prolong the duration before web service timeout. The default duration for web service timeout is 100 seconds. To make the duration infinite, enter 0 or leave the field blank.
<b>Number of Minutes for Application Session Timeout</b>	Enter the amount of idle time after which a user will be prompted to log back into Vantagepoint. A blank value indicates that no timeout exists, and users will not be required to log back into Vantagepoint, no matter how long they have been idle.

### Desktop Lookups Section

Field	Description
<b>Allow Users to Automatically Retrieve Records in Lookups</b>	<p>If you select this check box, Vantagepoint controls whether or not records are automatically retrieved when users open lookups. If the option is not selected, Vantagepoint does not retrieve records automatically on lookups.</p> <p>You can determine whether Vantagepoint retrieves records automatically when <b>you</b> open a lookup. To do this, click <b>» My Preferences</b> on the title bar. On the General tab of the My Preferences dialog box, select the <b>Automatically retrieve your record in Employee Hub/Employee Review</b> option.</p> <p>If your company has a large database, you may decide against selecting this option because retrieving records may take some time.</p>
<b>Use lookup limits</b>	<p>Select this check box to control the number of records displayed at one time in the results grid in a lookup dialog box. This setting affects all lookups. If your enterprise has a large database, you may want to limit the number of records displayed because retrieval may take some time.</p> <p>When you select this check box and enter a number in the <b>Maximum number of records</b> field below the check box, the following items display on a lookup dialog box after you click the <b>Search</b> button:</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Show Results (x-xx)</b> displays above the results grid on the right side of the lookup. It helps to know your place in the list of records since you cannot see or scroll through them all at one time. Use the right or left arrow beside this text to scroll through and view the next or previous set of retrieved records in the lookup grid.</li> <li>▪ <b>Get Total Rows</b> text displays in the lower right corner of the lookup. Click the text to display the total record count for the search results. The <b>Get Total Rows</b> text is replaced with <b>Total Rows</b>.</li> </ul>
<b>Maximum number of records</b>	If you selected the <b>Use lookup limits</b> check box, enter the maximum number of records to display at one time in the results grid of a lookup.

### <Company Name> Section

The options in this section apply only to the currently-selected company. Use this section to establish your company's name and address and set the default address format. Name and address information displays at the top of screens, on your invoices (if you use Billing), and in the headings of reports.

Field	Description
<b>Firm Name</b>	Enter your company's name, which displays at the top of screens, on your invoices (if Billing is installed), and in the headings of all reports.
<b>Byline</b>	Enter the byline of the firm.
<b>Company Email</b>	Enter your firm's email address.
<b>Company Phone</b>	Enter your firm's phone number.
<b>Default Address Format</b>	Select the default format for the Address fields. If the <b>Country</b> field is blank on a record, the setting in this field determines which address format is used in reports.
<b>Enable Payroll Module</b>	If your company purchased the Payroll application, select this option to enable Payroll in the Vantagepoint desktop application.
<b>Address Line 1 - 4</b>	Enter address information.
<b>Country</b>	Select the country associated with the firm's address.
<b>Allow No Format</b>	Select this check box to allow users to choose <b>Do not format</b> when they enter a phone number. This gives them the option to enter a phone number in a format other than one of the defined formats.

Field	Description
<b>Default Country</b>	Select the country associated with the phone number format you want to use as the default. This drop-down list contains all countries for which you have defined one or more phone number formats on the Lists form (in <b>Settings » Labels and Lists » Lists</b> ).
<b>Default Description</b>	If more than one format exists for the country in <b>Default Country</b> , select the format you want to use as the default for phone number fields for the company.

### Enabled Languages Section

Use these options to specify the languages that are available for selection in Vantagepoint. This includes the **Language** option on the Vantagepoint login screen, as well as the **Language** options on various forms throughout the application.

If more than one language is in use, you can specify a primary language for new employee records. This is the language that displays when a user logs in to the browser initially, as well as the default language for email and workflow notifications.

If only one language is specified, that language is used when you log in and the **Language** option does not display on the Login screen.

If no primary language is specified, the language most recently used at login time is used. If that language is not available, the language that is specified for the browser settings is used. If that language is not detectable, Vantagepoint defaults to the first available allowed language in the list.

Field	Description
<b>Language</b>	This column displays the names of the languages that are currently enabled. To enable more languages, use the <b>+ Add Language</b> option to open the Language lookup and select from the languages that are available for your role. The languages that you enable are then available for selection in the <b>Language</b> options in the Employees hub and <b>Settings » Workflow</b> .
<b>Primary Language</b>	Select the language that is used as the default language for a new employee record. This is the language that displays for the employee upon initial login, as well as the default language for email and workflow notifications.

## Firm Hierarchy Overview

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


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

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

**Smith Associates**

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

When you set up firm hierarchies, you set up the number of levels for the hierarchy and a label for each level. After you set it up, the following happens:

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

**How To...**

You create hierarchy levels using the Firm Hierarchy form. You can also disable the feature after you have set it up.

**Establish Firm Hierarchy Levels**

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

**To create firm hierarchy levels:**

1. In the Navigation pane, select **Settings » General » Firm Hierarchy**.
2. Select the **Use** check box next to each hierarchy level you want to enable.  
 When a level is in use, the **Label** column is also enabled for that level. By default, the hierarchy is set up to include four parent levels. This allows users to configure hierarchies with a maximum of five levels (firm is the lowest). The order of the hierarchy levels determines the actual hierarchy.  
 If you attempt to remove the selection of the **Firm** level, a message prompts you to disable the firm hierarchy feature.
3. In the **Label** column for each hierarchy level that is in use, enter the description of the hierarchy level.  
 The description of the hierarchy level is used when grouping firm information on associated reports.
4. Click **Save**.

### Disable Firm Hierarchy

Use the disable option to turn off the firm hierarchy feature.

#### To disable firm hierarchy:

1. In the Navigation pane, select **Settings » General » Firm Hierarchy**.
2. Clear the check box selections next to each hierarchy level, including **Firm**.
3. In response to the confirmation prompt, click **Disable Firm Hierarchy** to disable the feature.  
This removes the ability to create a firm hierarchy in the Firms hub.
4. Click **Save**.

### Firm Hierarchy Form

Use the form to specify the firm hierarchy levels available to users.

### Display the Firm Hierarchy Form

You display the Firm Hierarchy form in General Settings.

In the Navigation pane, select **Settings » General » Firm Hierarchy**.

### Contents of the Firm Hierarchy Form

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

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

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

#### Firm Hierarchy Levels Grid

Field	Description
<b>Use</b>	Select the check box in the <b>Use</b> column to activate the hierarchy levels. By default, the hierarchy is set up to include four parent levels. The order of the hierarchy levels determines the actual hierarchy. If you attempt to clear the <b>Firm</b> level, Vantagepoint displays a message prompting you to disable firm hierarchy. With this setup, users can configure hierarchies up to five levels with the firm as the lowest level, and use any of the four parent levels as groupings in report.
<b>Label</b>	Enter a label for the hierarchy level, for example <b>Sub Level 1</b> . The order of the hierarchy levels determines the actual hierarchy and the descriptions are listed in the hierarchy in

Field	Description
	the Firms hub. These descriptions are also used on the Project Forecast, Project Hit Rate List, Project List, and Firm List reports.

**Example**

This section reflects the current settings in the Firm Hierarchy Levels section of this form. If you change the Firm Hierarchy Levels settings and click **Save**, this section updates accordingly.

Field	Description
<b>Save</b>	Click this button to save your changes.

## Communications

If you installed Vantagepoint on your own server, use Communications Settings to set system-wide options for sending email messages for alerts or errors.

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

### Set Up Email Preferences

Use the Communications form to set up system-wide email message options. Identify your enterprise's email servers and passwords to facilitate sending email messages for alerts or errors.

**To set up email preferences:**

1. In the Navigation pane, click **Settings » General » Communications**.
2. Complete or modify the fields on this form.
3. Click **Send Test Email** to check your settings and send a test email to the default help desk that you specified.  
Any modified settings take effect the next time a user logs in.

### Communications Form

Use the Communications form to set up system-wide email message options.

**Display the Communications Form**

You display the Communications form in General Settings.

In the Navigation pane, click **Settings » General » Communications**.



## Contents of the Communications Form

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

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

### Contents

Field	Description
<b>Email Size Limit (In Megabytes)</b>	Enter the size limit in megabytes for each email message.
<b>Number of Emails at Once</b>	Enter the number of emails that Vantagepoint sends for each batch.
<b>Default Sender for Outgoing Email</b>	Enter the default email address that you want to use when Vantagepoint sends email messages. Vantagepoint also uses this address if an employee sends an email message from within Vantagepoint and that employee does not have an associated email address.
<b>Add DeltekAdmin_ prefix to the Default Sender Email Address</b>	<p>This option is selected by default. For email authentication, Vantagepoint automatically adds the prefix <b>DeltekAdmin_</b> to the sender's email address. This allows the recipient to validate the authenticity of the sender.</p> <p>For example, if you enter <b>IT@webb.com</b> in the <b>Default Sender Email</b> field, the Vantagepoint default sender email address is <b>DeltekAdmin_IT@webb.com</b>.</p> <p>Clear this option if you do not want to add the prefix to the default sender email address.</p>
<b>Use Default Sender Email for Reply To</b>	<p>Select this option if you want the default email address for replies to Vantagepoint email messages to be the same as the email address that you entered in the <b>Default Sender Email</b> field.</p> <p>If you want the reply address to be different from the address that you entered in the <b>Default Sender Email</b> field, do not select this check box. Instead, enter a different address in the <b>Default Reply To Email</b> field.</p>
<b>Default Reply To Email</b>	If you do not select <b>Use Default Sender Email for Reply To</b> , enter the default email address for replies to Vantagepoint email messages in this field.
<b>Send Test Email for Outgoing Email</b>	Click this link to send a test email message. On the Test Email dialog box, enter the address to which you want to send the message.

Field	Description
<b>Default Email Recipient for Help Desk</b>	Enter the default email address recipient where Vantagepoint sends help desk concerns.
<b>Send Test Email for Help Desk</b>	Click this link to send a test email message to the default help desk email recipient. Vantagepoint displays the status of sending the test email in a separate dialog box.
<b>Application URL</b>	This field displays the application URL of your Vantagepoint instance. This field appears only if you have an on-premises database and is hidden for hosted versions.

## Process Server Options

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

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

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

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

### Set Up Server Options

Use the Process Servers form to configure process queues and application servers.

#### To set up server options:

1. In the Navigation pane, select **Settings » General » Process Servers**.
2. Select one of the following actions:

Option	Description
To add a new application server	Click <b>+ New Application Server</b> beneath the Application Servers grid to add a blank row, in which you can enter the name of the server.
To delete an existing server	Select the server and click <b>X</b> at the right end of the row.
To add a new process queue	Click <b>+ New Process Queue</b> beneath the Process Queues grid to add a blank row, in which you can enter the name of the queue.

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

- Optional: Select the number of days to retain job history or errors.
- Click **Save**.

## Process Servers Form

Use the Process Servers form to specify process queues and application servers.

### Display the Process Servers Form

You display the form in General Settings.

In the Navigation pane, select **Settings » General » Process Servers**.

### Contents of the Process Servers Form

Complete the fields on this form to set up your servers.

#### Contents

Field	Description
<b>Number of Days to Retain Job History</b>	<p>Select this option to save history for completed processes in the queue. The default for this field is to retain process history.</p> <ul style="list-style-type: none"> <li>If you do not retain process history, process entries are deleted from the queue after they run, fail, or get cancelled. If the process entry has an alert pending, the process entry is deleted after the submitter has been notified.</li> <li>If you do retain process history, process entries are deleted from the queue after the number of days that you enter in this field.</li> </ul> <p>If the job has an alert pending, the process entry is deleted after the specified number of days and only after the submitter has been notified.</p> <p>Deltek strongly recommends that you <b>do not</b> enter zero, which saves the process history indefinitely.</p>
<b>Number of Day to Retain Errors</b>	<p>Use this option to set a limit on the number of days that the server retains error reports for successful processing runs. Deltek strongly recommends that you <b>do not</b> enter zero, which saves the reports indefinitely.</p>

### Application Servers Grid

Field	Description
<b>Server Name</b>	This field displays the names of existing application servers. You can enter a new server name. You can enter the name of the server on which the Process Server Service is running. If you leave this field blank, Vantagepoint assumes that the Process Server Service is running on the Web Server.
<b>+ New Application Server</b>	Click this link to insert a new row in the grid.

### Process Queues Grid

Field	Description
<b>Name</b>	Enter a name by which to identify this process queue. The queue name should be descriptive. This name displays wherever process queue information is displayed and may be selected.
<b>Dedicated Server</b>	If you want to dedicate a queue to a specific server, select the server in this field. Only that process server will run jobs on that queue. This is useful if you want a particular machine to run jobs of a particular type. For example, you may want all large jobs to run on the most powerful machine.
<b>Max</b>	Enter the maximum number of jobs that will run concurrently in this queue, regardless of how many jobs are actually in the queue. Enter zero for no limit.
<b>Priority</b>	Enter the priority of the process queue, zero being the highest priority.
<b>Status</b>	This field displays the status of the queue: Running or Stopped.
<b>:</b>	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions: <ul style="list-style-type: none"> <li>▪ <b>Pause:</b> Select a job in the grid and click this grid option to pause it.</li> <li>▪ <b>Continue:</b> Select a paused job in the grid and click this grid option to continue it.</li> <li>▪ <b>Delete:</b> Select a job in the grid and click this grid option to delete it.</li> </ul>
<b>+ New Process Queue</b>	Click this link to insert a new row in the grid.
<b>Save</b>	Click this button to save your changes.

## Audit Trail

Use the Audit Trail feature to track changes to hubs and Chart of Accounts settings.

If you are using Microsoft SQL Server Express, the Audit Trail feature is not available.

Audit trails are triggered when users make updates, deletions, or insertions. Audit trail reporting is supported at both the record level and the field level. Auditing tracks the following information:

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

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

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

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

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

The Audit Trail Reporting feature also creates log files for configuration changes.

### Set Up Audit Trail Reporting

Use audit trail reporting to track changes made to your hub and settings records. Audit trails are triggered when users perform update, delete, and insert actions.

#### To set up audit trail reporting:

1. In the Navigation pane, select **Settings » General » Audit Trail**.
2. On the Audit Trail Settings form, enter the number of days to retain audit history.
3. To audit specific hubs and settings, select the **Enable Hub Audit Trail** check box and then select the hubs and settings to audit.
4. To enable audit tracking for a user-defined component, select the **Audit** check box beside the component in the User Defined Components grid.
5. To determine how audit trail changes are tracked in specific application areas, select the **Enable Setting Audit Trail** check box and then select the areas to audit.
6. Click **Save**.

## Audit Trail Form

Use the fields on this form to enable and set up audit trails.

### Display the Audit Trail Form

You access this form in General Settings.

In the Navigation pane, select **Settings » General » Audit Trail**.

### Contents of the Audit Trail Form

Use the Audit Trail form to set up the audit trail feature, which you use to track changes made to your hub records and settings records.

### Hub/ User Activity Audit Trail

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

Field	Description
<b>Number of Days to Retain Audit History</b>	Enter the number of days for which you want to retain audit trail information for your hubs. For example, if you enter 20, all audit trail information older than 20 days is deleted. If you reduce the value in this field, then records that are older than the new value are deleted upon save. This option does not apply to settings audits.
<b>Enable Hub Audit Trail</b>	<p>Select this option to enable the Audit Trail feature for a hub. When you select this option, the check boxes for individual hubs and Chart of Accounts Settings become available. To enable user activity monitoring for a hub or for the Chart of Accounts Settings, select the corresponding check box.</p> <ul style="list-style-type: none"> <li>■ Activities</li> <li>■ Billing Terms</li> <li>■ Chart of Accounts (<b>Settings » General Ledger » Chart of Accounts</b>)</li> <li>■ Contacts</li> <li>■ Employees</li> <li>■ Firms</li> <li>■ Marketing Campaigns</li> <li>■ Projects</li> <li>■ Boilerplates</li> <li>■ Units (available if you have the Accounting module installed)</li> </ul>

### User Defined Components Grid

Field	Description
<b>Application</b>	This column displays the applications that you can audit. The list is based on the applications that your enterprise owns and any user-defined components that are available.
<b>Audit</b>	Select this check box to enable audit tracking for the user-defined component beside it.

### Settings Audit Trail

Field	Description
<b>Enable Settings Audit Trail</b>	<p>Select this option to enable audit trail configuration, which allows you to determine how audit trail changes are tracked in specific application areas.</p> <ul style="list-style-type: none"> <li>▪ <b>Roles:</b> Select this option to track the insertions, deletions, and changes made to <b>Settings » Security » Roles</b>.</li> <li>▪ <b>Users:</b> Select this option to track the insertions, deletions, and changes made to <b>Settings » Security » Users</b>.</li> <li>▪ <b>Screen Designer Security:</b> Select this option to track changes made to hidden, locked, or required field values in the Screen Designer. This option tracks changes made in the Screen Designer in the Vantagepoint browser application. It does not track any Screen Designer changes made for the Equipment hub in the Vantagepoint desktop application.</li> <li>▪ <b>Open and Close Periods:</b> Select this option to track the changes made to <b>Utilities » Periods » Period Setup</b>.</li> <li>▪ <b>Exchange Rates:</b> This option is available if you use multiple currencies. Select this option to track the insertions, deletions, and changes made to <b>Settings » Currency » Daily Exchange Rates</b> and <b>Settings » Currency » Period Exchange Rates</b>.</li> </ul>

Field	Description
<b>Save</b>	Click this button to save your changes.

## Modules

The Modules form displays the Vantagepoint modules that you purchased and activated.

If you purchase additional modules later, use this form to activate those new modules by entering the passwords that Deltek provides.

After you activate a module, the module is not available to you until you log out of Vantagepoint and log back in.

## Activate New Vantagepoint Modules

If you implement Vantagepoint and later purchase one or more additional modules, use the Modules form to activate those new modules.

### To activate a new module:

1. In the Navigation pane, select **Settings » General » Modules**.
2. In the **Password** field, for each module that you purchased and want to activate, enter the module password that you received from Deltek.  
As you type, the field displays asterisks in place of the characters to keep the password secure.
3. Log out of Vantagepoint, log back in, and verify that the new module is now available.  
Note that if you add either the Accounting module or the PSA module to Vantagepoint, no one can log in to Vantagepoint until a starting accounting period and fiscal year have been specified. If you are a user with an Administrator security role, a message displays when you attempt to log in to notify you of this situation and provides the option to open the Accounting Period Setup form. If you fully understand the implications of specifying the initial accounting period and fiscal year, you can use that form to do so. If you do not fully understand the implications, click **Cancel** and discuss this decision with the appropriate people in your enterprise before proceeding. After you save the starting accounting period and fiscal year, you cannot change them.

## Modules Form

The form displays the Vantagepoint modules that you purchased and activated.

### Display the Modules Form

You display the Modules form in General Settings.

In the Navigation pane, select **Settings » General » Modules**.

### Contents of the Modules Form

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

After you activate a module, the module is not available to you until you log out of Vantagepoint and log back in.

Note that if you add either the Accounting module or the PSA module to Vantagepoint, no one can log in to Vantagepoint until a starting accounting period and fiscal year have been specified. To do that, a user with an Administrator security role must log in to the browser application. An explanatory message then displays, along with the option to open the Accounting Period Setup form. If you fully understand the implications of specifying the initial accounting period and fiscal year, you can use that form to do so. If you do not fully understand the implications, click **Cancel**



and discuss this decision with the appropriate people in your enterprise before proceeding. After you save the starting accounting period and fiscal year, you cannot change them.

### Contents

Field	Description
<b>Client ID</b>	This field displays the client ID that you received from Deltak.
<b>Legacy Licensing</b>	Do not modify this option unless notified otherwise. If your firm upgraded to Vantagepoint, this option is selected and editable. This signifies that your firm uses the licensing model of Vision, CRM, GovWin CM, or Ajera CRM. If your firm is a new customer of Vantagepoint, this option is cleared (not selected) and is disabled.
<b>Module</b>	This column displays the names of the Vantagepoint modules that are available for your industry.
<b>Password</b>	For each of the currently activated modules, this column contains the password that you received from Deltak. The passwords display as a string of asterisks to keep them secure.  When you purchase a new module, enter the password for that module to activate it. When you do, license information, if applicable, displays in <b>License</b> and <b>Expiration</b> .  Because the Accounting module and the PSA module provide similar functionality but for groups of Vantagepoint customers with different needs, both of these modules cannot be activated at the same time. If, for example, PSA is activated and you later want to activate Accounting, you must first remove the password for the PSA module.
<b>License</b>	If your firm purchased the module, this column displays the type of license that you have.
<b>Expiration</b>	If your firm purchased the module, this column displays the date on which your current license expires.

## Screen Designer

Administrators use Screen Designer to customize hubs and the chart of accounts. This includes adding user-defined tabs, fields, and grids, setting field security, and adding new hubs.

Screen Designer options in the browser application and desktop application are similar but have key differences.

### Screen Designer in the Browser Application

Screen Designer in the browser application applies for the chart of accounts in **Settings » General Ledger » Chart of Accounts** and for all hubs except the Equipment hub.

In Screen Designer in the browser application, you:

- Manage the layout of the screens, such as the tab order, field and grid placement on a tab, and so on.
- Add user-defined tabs, fields, grids, and hubs.
- Set security for individual fields, grids, and grid columns based on role security. This allows you to secure, hide, display, lock, or unlock these individual elements.
- Hide tabs and workflow buttons.
- Require an entry in a field.

### Screen Designer in the Desktop Application

In the desktop application, use Screen Designer in conjunction with User Defined Components to customize the Equipment hub:

- In User Defined Components, you add new tabs, fields, and grids to the Equipment hub.
- In Screen Designer, you manage the layout for fields, grids, and tabs, and you can also set field security for the Equipment hub.

### Screen Designer Help

Separate help topics cover how to use Screen Designer in the browser and desktop applications.

### Screen Designer in the Browser Application

Administrators use Screen Designer in the browser application to customize hubs and the chart of accounts, and to create user-defined hubs.

You can do the following in Screen Designer in the browser application for hubs and the chart of accounts:

- Manage the layout of fields and grids on tabs, such as moving fields around, resizing fields, changing the order of tabs.
- Change the name of a tab, field, or grid.
- Add user-defined tabs, fields, grids, workflow buttons, and hubs.
- Add tooltips to provide more information for fields.
- Insert labels (text) or divider lines on a tab.
- Add and manage user-defined fields and sections for Mobile CRM (mobile).

In Screen Designer, you can also do the following to limit what users see or enter on a screen, based on their security role:

- Secure, hide, display, lock, or unlock fields, grids, or grid columns.
- Hide tabs or workflow buttons.
- Require an entry in fields.

In the browser application, you access Screen Designer in two ways:

- Open a hub or the chart of accounts in **Settings » General Ledger » Chart of Accounts** and then select **Other Actions » Design** on the Actions bar.

- In the Navigation pane, select **Settings » General » Screen Designer**. On the Screen Designer form, select a hub or the chart of accounts in the **Application** field.  
You can create new hubs only from Screen Designer in Settings, and only if you have the Accounting or CRM Plus application activated.

To customize the Equipment hub, see [Screen Designer in the Desktop Application](#).

### How to ...

Use Screen Designer in the browser application to customize the tabs, fields, and grids in a hub, to create a new hub, or to customize Chart of Accounts.

### Customize Tabs

Use Screen Designer in the browser application to customize tabs in hubs and Chart of Accounts.

#### Change the Order of Tabs in an Application

You can change the order in which tabs display in standard or user-defined hubs and in the chart of accounts.

#### To change the order of the tabs:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click a tab and then drag and drop it in the new location.
3. On the Actions bar, click **Save**.

#### Hide a Tab in Vantagepoint


You can hide a tab in a hub or Chart of Accounts from certain users, based on their role security.

For information about what happens when you hide a tab, and about the fields that are secured or locked on a hidden tab, see [Hiding Tabs in Vantagepoint](#).

Use these instructions to hide tabs from multiple users simultaneously in Screen Designer. As an alternative, you can specify the tabs to hide for each role in **Settings » Security » Roles**. For more information, see: [Set Up Access to Application Tabs](#).

#### To hide a tab for one or more security roles:



1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:

- Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
- 2. On the Screen Designer form, click the tab that you want to hide.  
In the Tab Properties section of the properties pane, the **Field Type** field displays **Tab** and the **Caption** field displays the tab name.
- 3. In the **Tab Security** field in the Tab Properties pane, click .
- 4. On the Tab Security Rights dialog box, in the **Display for These Roles** list, hover over a role from which you want to hide the tab and click **X** at the end of the row.  
The role is removed from the **Display for These Roles** list and added to the **Hidden for these Roles** list.  
If the tab is required in other applications for a given security role, that role is shaded in the **Display for These Roles** list and you cannot select it.
- 5. To hide the tab from other roles, repeat step 4 for those roles and then click **Apply** on the dialog box.
- 6. On the Actions bar of the Screen Designer form, click **Save**.

#### Unhide a Tab in a Hub

If you previously hid a tab for a hub, or for Chart of Accounts Settings, you can show (unhide) the tab at any time.

#### To unhide a tab for one or more security roles:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to unhide.  
In the Tab Properties section of the properties pane, the **Field Type** field displays **Tab** and the **Caption** field displays the tab name.
3. In the **Tab Security** field in the Tab Properties section, click .
4. On the Tab Security Rights dialog box, hover over a role in the **Hidden for These Roles** list for which you want to unhide the tab and click  at the end of the row.  
The role is removed from the **Hidden for these Roles** list and added to the **Display for These Roles** list.
5. To unhide the tab for other roles, repeat step 4 for those roles and then click **Apply** on the dialog box.


6. On the Actions bar of the Screen Designer form, click **Save**.

### Add a Tab to a Hub

You can add user-defined tabs to a standard or user-defined hub.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.

### To add a tab to a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Actions bar, click **Add Tab**.  
The tab is added to the hub on the Screen Designer form as the last (right-most) tab in the hub.
3. To change the order of the new tab, drag and drop the tab to a new location among the tabs that are displayed at the top of the Screen Designer form.
4. In the Tab Properties section of the actions and properties pane, in the **Caption** field, enter the name for the tab.  
Be sure that you have the new tab selected, so that the tab properties display in the Tab Properties section.
5. To hide the tab and all of its contents from certain users based on security roles, click  in the **Tab Security** field and use the Tab Security Rights dialog box to select which roles to hide.  
When you make a tab available to the role, all of the fields on that tab are made available to the role. If you hide a tab from a role, the role also loses access to all fields on that tab. To hide only certain fields on the tab, use the **Field Security** field. For details, see [Change the Properties for a Field in a Hub](#).  
If you use the **Application Tabs** functional area to select **Full Access to All Application Tabs** for a role on the Access Rights tab in **Settings » Security » Roles**, then the role displays in the **Display for These Roles** section of this dialog box. You cannot remove this role from the tab until you first clear **Full Access to All Application Tabs**.
6. On the Actions bar of the Screen Designer form, click **Save**.

You can now add fields, grids, and so on to the new tab by clicking an action item in the actions and properties pane on the right side of the Screen Designer form.

### Remove a User-Defined Tab from a Hub

When you remove a user-defined tab from a hub, the tab and the information entered on the tab is permanently deleted from the Vantagepoint database, along with all audit trail data.

**Pre-requisites:** You must reassign or remove all the items (fields, grids, and so on) on a tab before you can remove the tab from a hub. You delete an item on a tab by hovering over the item and clicking **X** in the upper left corner of the item. Then you click **Save** on the Actions bar.

You cannot remove a standard (predefined) Vantagepoint tab from a hub.

**Warning:** You cannot undo this action. For all records in the database, this action permanently deletes the tab, its grids, fields, and associated values, and its audit history.

#### To remove a user-defined tab from a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, hover over the tab name and then click **X** beside the tab name.
3. On the Delete Tab dialog box, click **Delete Tab**.  
The tab is deleted from the hub. If you did not remove all the fields, grids, workflow buttons, and so on from the tab, a message displays on the Delete Tab dialog box to inform you that the tab is in use and cannot be deleted.
4. On the Actions bar of the Screen Designer form, click **Save**.

#### Add Workflow Buttons

Use Screen Designer to add and remove user-defined workflow buttons from a tab in a hub or Chart of Accounts.

#### Add a Workflow Button to a Hub

Add a workflow button to a tab in a hub to allow users to initiate a scheduled workflow for hub records.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.

#### To add a workflow button to a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:

- Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the workflow button to.
  3. Click **Other Actions » Add Workflow Button**.
  4. In the Field Properties section of the actions and properties pane, enter the name for the workflow button, select the specific workflow to run when users click the button in the hub, and if needed, hide the button from certain security roles.  
The Field Properties section displays the properties for the button that you just created. When you click on a different field, grid, or button on the tab, the properties section switches and shows you the properties of the item that you just clicked.
  5. Use your mouse to drag and drop the workflow button to the desired location on the screen.  
You can place only three elements (a combination three of fields, grids, and so on) in one "row" on a tab.
  6. Click **Save** on the Actions bar.

#### Remove a User-Defined Workflow Button from a Hub

You can remove a user-defined workflow button that you previously added to a hub. The button is permanently removed from the hub.

#### To remove a user-defined workflow button from a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined workflow button is located.
3. Hover over the workflow button that you want to remove and click **X** in the upper right corner of the framed workflow button.
4. On the Delete dialog box, click **Delete**.
5. Click **Save** on the Actions bar.

#### Add Custom Divider Lines


Use Screen Designer to add and remove divider lines on a tab in a hub or Chart of Accounts.

### Add a Divider Line to a Tab in a Hub

You can add divider lines to a tab in a hub to organize the contents of the tab.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.

#### To add a divider line to a tab in a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the divider line to.
3. On the Actions bar, click **Other Actions » Add Divider Line**.  
A divider line box is added to the tab on the Screen Designer form.
4. Be sure that the divider line is selected on the Screen Designer form, and complete the following information in the Field Properties section in the actions and properties pane for the divider line:
  - a) In the **Caption** field, enter a label (text) for the divider line.
  - b) In the **Level** field, select where the divider line is placed in relation to the divider line caption text that you entered in the **Caption** field.
    - **1**: This places the divider line below the caption text.
    - **2**: This places the divider line at the same level as the caption text.
    - **3**: Only the caption text displays and the divider line is omitted.
  - c) In the **Hidden** field, select the security roles for which to hide the divider line.
  - d) In the **Tooltip** field, enter text that you want users to view when they click ⓘ beside the divider line. For example, you may want to provide users with specific instructions or information about the section below the divider line.
5. Use your mouse to drag and drop the divider line on the Screen Designer form to the desired location on the tab.
6. Change the length of the divider line by hovering over it and clicking and dragging the resize icon  to the left or right.
7. Click **Save** on the Actions bar.

### Remove a User-Defined Divider Line from a Hub



You can remove a divider line that you previously added to a tab in a hub.

#### To remove a user-defined divider line from a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined divider line is located.
3. Hover over the user-defined divider line that you want to remove, and click **X** in the upper right corner of the divider line.
4. On the Delete dialog box, click **Delete**.
5. Click **Save** on the Actions bar.

#### Add Custom Labels

Use Screen Designer to add and remove custom labels on a tab in a hub or Chart of Accounts.

A custom label is text or a block of text that you add to a tab in a hub. The text can provide on-screen instructions or information for users. The text is not the name or label for a field.



#### Add a Label to a Tab in a Hub

You can add a label to a tab in a hub. Labels allow you to add text or a block of text to a tab. The text can provide on-screen instructions or information for users. The text is not the name or label for a field.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.

#### To add a label to a tab in a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the label to.

3. On the Actions bar, click **Other Actions » Add Label**.  
A Custom Label box is added to the tab on the Screen Designer form.
4. Be sure that the new label is selected on the Screen Designer form, and complete the following information for the label in the Field Properties section in the actions and properties pane:
  - a) In the **Caption** field, enter text for the label.
  - b) Click  in the **Caption** field to open the Caption dialog box where you can see the full text as you type it.  
The text displays in a text box. Press the ENTER key on your keyboard to enter text on a new line. Click ▼ on the text box toolbar to display the text editor tools for formatting the text. Click **Apply** to save and return to the Screen Designer form.
  - c) Optional: In the **Hidden** field, select the security roles for which to hide the label text.
5. Use your mouse to drag and drop the label on the Screen Designer form to the desired location on the tab.  
You can place only three elements (a combination of three fields, grids, and so on) in one "row" on a tab.
6. To change the width of the label, hover over it and then click and drag the resize icon .
7. Click **Save** on the Actions bar.

#### Remove a User-Defined Label from a Hub

You can remove a label that you previously added to a tab in a hub.

#### To remove a user-defined label from a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined label is located.
3. Hover over the user-defined label that you want to remove, and click **X** in the upper right corner of the label.
4. On the Delete dialog box, click **Delete**.
5. Click **Save** on the Actions bar.

## Customize Fields

You customize fields for hubs or Chart of Accounts in Screen Designer. You can add or remove fields, change a field name, hide or secure a field, and more.

### Add a Field to a Hub

Use Screen Designer in the browser application to add user-defined fields to a hub or Chart of Accounts. This includes adding check boxes, drop-down fields, or memo fields in which you can enter larger amounts of text.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.


#### To add a field to a tab in a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab to which you are adding the field.
3. On the Actions bar, click **Add Field**.
4. On the Add Field dialog box, enter the field type, caption, and database column name, and then click **Continue**.  
The field type determines the specific type of information that users must enter in the field, such as a number, a date, a record from a hub (such as a project), and so on.
5. On the Field Settings dialog box, enter other settings for the field, such as a default value, and click **Continue**.

The fields on this dialog box differ, based on the type of field that you add.

**Caution:** When you create a drop-down type field, you specify valid values for that list. You can use the **Limit Entry to Values List** check box on the Field Settings dialog box to limit users to select only from those values when using that field. However, if you do not select this check box, users can either select a value from the drop-down list or enter a value of their own choosing. After you click **Continue** on the Field Settings dialog box and then click **Save** on the Actions bar of the Screen Designer form, you **cannot** change the setting for the **Limit Entry to Values List** check box.

When you click **Continue** on the Field Settings dialog box, the field is added to the tab on the Screen Designer form.

6. Select (highlight) the new field on the Screen Designer form, and in the Field Properties section of the actions and properties pane, enter other information for the new field, including the following.
  - **Caption Position** for the field name
  - **Field Security, Locked, and Required** properties for the field
  - **Tooltip** for the field
7. On the Screen Designer form, drag and drop the new field to the desired location on the tab.
  - You can place only three elements (a combination of three fields, grids, and so on) in one "row" on a tab.
  - You can drag and drop a field from one tab to another tab.
8. To change the width of the field, hover over it and then click and drag the resize icon  in the lower right corner of the field.
9. On the Actions bar of the Screen Designer form, click **Save**.

#### Remove a User-Defined Field from a Hub

When you remove a user-defined field from a hub, it is permanently removed from the hub. All the data that is entered in a user-defined field for all the records in the hub is permanently removed from the Vantagepoint database, along with all audit trail data.

You cannot remove a standard Vantagepoint field from a hub. However, you can hide or lock standard fields.

**Warning:** You cannot undo this action. This action permanently deletes the field and its audit history from the database.

#### To remove a user-defined field from a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined field is located.
3. Hover over the field that you want to remove, and click **X** in the upper right corner of the field.
4. On the Delete dialog box, click **Delete**.
5. On the Screen Designer form, click **Save** in the actions and properties pane.

## Change the Name of a Field in a Hub

Use Screen Designer in the browser application to change the name of a field in a user-defined or standard hub.

### To change the name of a field in a user-defined or standard hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the field is located.
3. Click the field whose name you want to change to highlight it.
4. In the Field Properties section of the properties pane on the Screen Designer form, change the field name in the **Caption** field.
5. Click **Save** in the properties pane.

## Enter an Alternative Caption for a Field

Enter an alternative caption for a field to make it easier to distinguish when it is viewed in other area of Vantagepoint, such as in searches, workflows, proposals, and the Search and Replace utility.

These instructions apply for regular fields and the child fields of compound (parent) fields, such as address fields **Address 1**, **Address 2**, **City**, **Country**, and so on that make up a complete address (the parent field).

For more information about alternative captions, see [Alternative Captions](#).

### To enter an alternative caption for a field:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the field is located.
3. For non-compound fields:
  - a) Click the field to highlight it.

- b) In the Field Properties section of the properties pane, enter an alternative caption in the **Alternate Caption** field, and click **Save**.
4. For child fields of compound fields (such as you use in addresses):
  - a) Click the compound field to highlight it.
  - b) Click \* beside the **Field Type** field in the Field Properties section on the Screen Designer form.
  - c) On the Field Settings dialog box, click a child field to highlight it.
  - d) In the Field Properties pane, enter an alternative caption for the child field in the **Alternate Caption** field.
  - e) Click **Save**.

#### Add a Tooltip for a Field

You can add tooltips to fields and divider lines in a hub or in Chart of Accounts.

A tooltip provides users with easy access to helpful information about the field or section of a tab that has a divider line. Tooltip text displays when you click ⓘ beside a field or divider line.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.

#### To add a tooltip to a field or divider line:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, open the appropriate tab, and click the field or divider line for which you want to add a tooltip.
3. In the Field Properties section of the form, enter the text for the tooltip in the **Tooltip** field. To see all the tooltip text as you type, click ✎ in the **Tooltip** field. This displays the tooltip text in a text box on the Tooltip dialog box. Press the ENTER key on your keyboard to enter text on a new line in the text box. Click ▼ on the text box toolbar to display the text editor tools for formatting the text. Click **Apply** to save and return to the Screen Designer form.
 

Note that some fields and divider lines have tooltips that come with Vantagepoint. The text of these system tooltips does not display in the **Tooltip** field in Screen Designer because you cannot change or delete them. You can, however, use the **Tooltip** field to enter additional tooltip text for such fields. When a user displays the tooltip in the Vantagepoint user interface, your tooltip text displays below the system tooltip text.
4. Click **Save** on the Actions bar.

You will not see the tooltip icon ⓘ on the Screen Designer form, but you will see it on the actual application form.

### Require an Entry in a Field

Use Screen Designer to require an entry in a field in a hub or Chart of Accounts.

You specify whether a field requires an entry for security roles that are specified as accounting, CRM, or both types in the Type of Role section on the Overview tab in **Settings » Security » Roles**.

#### To require an entry in a field for a security role:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, select the field for which you want to require an entry. To require entry for more than one field at a time, select multiple fields on the Screen Designer form using the CTRL key.
3. In the Field Properties section of the properties pane, in the **Required** field, select whether an entry in the selected fields is required for accounting, CRM, or both types of security roles.
4. Click **Save**.

### Lock or Unlock a Field

In Screen Designer, you can lock a field in a hub or Chart of Accounts to allow users to see the field, but not make an entry in it.

For more information, see [Locking Fields and Grids](#).

#### To lock a field for a security role:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the field that you want to lock.

To lock more than one field at a time, select multiple fields on the Screen Designer form using the CTRL key.

3. In the Field Properties section of the properties pane, click in the **Field Security** field.
4. On the Field Security Rights dialog box, do one of the following:
  - If you are locking the field (or multiple fields) for one role only, select **Locked** in the **Locked/Unlocked** field in the role's row.
  - If you are locking the field (or multiple fields) for more than one role, select the check box beside each role's row, or select the check box beside the **Role** column heading to select all roles. Then click the **Lock** action above the roles grid. **Locked** is automatically selected in the **Locked/Unlocked** field.

When you select multiple fields to lock at a time, it is possible that the security rights currently entered for all the selected fields for a role are not the same. In that case, you will see **Mixed** displayed in the **Locked/Unlocked** column for a role. If you change the **Mixed** value to another value for a role, that new value now displays in the column and is applied to all the fields that you selected on the Screen Designer form.

5. Click **Save**.
6. To unlock a locked field, repeat these steps and in step 4, select **Unlocked** in the **Locked/Unlocked** field.

#### Hide a Field

In Screen Designer, you can hide a field or element in a hub or Chart of Accounts from users based on their security role.

A hidden field or element is not visible in Vantagepoint.

For more information about hidden fields, see [Hiding Fields and Grids](#).

These instructions apply for fields, and other elements on a screen, such as grids, workflow buttons, and labels.

#### To hide a field or element from a security role in a hub or Chart of Accounts:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the field or element that you want to hide.  
To hide more than one field or element at a time, select the multiple items on the Screen Designer form using the CTRL key.
3. In the Field Properties section of the properties pane, or the Grid Properties section if you selected a grid, click in the **Field Security** field.



4. On the Field Security Rights dialog box, do one of the following:
  - If you are hiding the field (or multiple fields) from one role only, set the **Secured/Hidden/Displayed** option to **Hidden** in the role's row.
  - If you are hiding the field (or multiple fields) from more than one role, select the check box beside each role's row, or select the check box beside the **Role** column heading to select all roles. Then click the **Hide** action above the roles grid. **Hidden** is automatically selected in the **Secured/Hidden/Displayed** field.

When you select multiple fields to hide at a time, it is possible that the security rights currently entered for all the selected fields for a role are not the same. In that case, you **Mixed** is displayed in the **Secured/Hidden/Displayed** column for a role. If you change the **Mixed** value to another value for a role, that new value is displayed in the column and is applied to all the fields that you selected on the Screen Designer form.

5. Click **Save**.

#### Secure a Field

Use Screen Designer to secure a field in a hub or Chart of Accounts from users, based on their security role.

For more information about what securing does, see [Securing Fields and Grids](#).

#### To secure a field for a security role in a hub or Chart of Accounts:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the field that you want to secure.  
To secure more than one field at a time, select multiple fields on the Screen Designer form using the CTRL key.
3. In the Field Properties section of the properties pane, click in the **Field Security** field.
4. On the Field Security Rights dialog box, do one of the following:
  - If you are securing the field or multiple fields for one role only, select **Secured** in the **Secured/Hidden/Displayed** field in the role's row.
  - If you are securing the field or multiple fields for more than one role, select the check box beside each role's row, or select the check box beside the **Role** column heading to select all roles. Then click the **Secure** action above the roles grid. **Secured** is automatically selected in the **Secured/Hidden/Displayed** field, and **Locked** is automatically selected in the **Locked/Unlocked** field for the selected roles.
5. Click **Save**.

## Change the Properties for a Field in a Hub

Use Screen Designer in the browser application to change the properties for user-defined and standard fields in a hub.

You can change a field's settings that determine whether the field is hidden, locked, or requires an entry by users based on their security role.




For user-defined fields and some standard fields, you can also change the default value for the field, the decimal places and minimum and maximum values for numeric fields, and the currency type for currency fields.


For some standard fields, specifying a default value may then make other fields required fields. If you use Screen Designer to specify a default value for such a field that then makes other fields required, it is recommended that you also specify default values for those other fields. This is particularly important if you use GovWin IQ integration to import multiple opportunities at one time from GovWin IQ to create new projects in Vantagepoint. The import will fail if values are not available for all required project fields.

### To change the properties for a user-defined or standard fields in a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the field is located.
3. On the tab, click the field whose properties you want to change.
4. Use the Field Properties section of the properties pane of the Screen Designer form to make changes to the field:

If you want to...	Do this...
<b>Add a caption</b>	Enter text in the <b>Caption</b> field.
<b>Position the caption</b>	Choose a position from the <b>Caption Position</b> drop-down list.
<b>Alternate caption</b>	This field displays for search, grid header, and grid column selection fields. Use the <b>Alternate Caption</b> field to enter additional text that provides use-case context for the field. For example, if the Accounting tab includes two <b>Apply Rate Method at This Level</b> fields that can be used for different purposes, you could use the <b>Alternate Caption</b> field to identify that one field is for <b>Intercompany Labor Billing Apply Rate Method at This Level</b>

If you want to...	Do this...
	and the second field is for <b>Intercompany Labor Expense Apply Rate Method at This Level</b> .
<b>Hide or display the field for users based on their security role</b>	Click  in the <b>Field Security</b> field. On the Field Security Rights dialog box, select a security role for which you want to hide or display the field, and select <b>Hidden</b> or <b>Displayed</b> in the <b>Secured/Hidden/Displayed</b> field.
<b>Choose which user roles can view but not edit the field</b>	Click  in <b>Locked</b> and use the Field Edit Rights dialog box to choose which user roles can make changes to the field.
<b>Select whether a field entry is required</b>	Choose a selection from the <b>Required</b> drop-down list to select whether an entry is required in this field for employees who are specified as accounting users, CRM users, or both.
<b>Add a tooltip</b>	Click  in <b>Tooltip</b> and use the Tooltip dialog box to add information for the field. For example, you may want to enter more specific instructions or information about what to enter in the field.  Note that some fields have tooltips that come with Vantagepoint. The text of these system tooltips does not display in the <b>Tooltip</b> field in Screen Designer because you cannot change or delete them. You can, however, use the <b>Tooltip</b> field to enter additional tooltip text for such fields. When a user displays the tooltip in the Vantagepoint user interface, your tooltip text displays below the system tooltip text.

5. To change the default entry that prefills for a field:
  - a) In the Field Properties section of the properties pane, click  beside the **Field Type** field.
  - b) On the Field Settings dialog box, change the entry in the **Default Value** field and click **Save**.
6. On the Actions bar of the Screen Designer form, click **Save**.

### Customize Grids


Use Screen Designer to customize grids in hubs and Chart of Accounts.


### Add a Grid to a Hub

You can add user-defined grids to a tab in a hub.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.

### To add a grid to a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the grid to.
3. On the Actions bar on the Screen Designer form, click **Add Grid**.
4. On the Add Grid dialog box, enter the name (caption) and database table name for the grid and click **Continue**.  
The database name is limited to 100 characters.
5. On the Grid Settings dialog box:
  - a) In the Grid Columns section, click **+ Add Column** to add a column to the grid.  
In the blank row enter information for the column: the column name (caption), type, and sort-by setting.  
You enter each column for the grid in a row in the Grid Columns section.  
The grid columns that you enter as rows from top to bottom in this section are displayed in the grid from left to right in the hub.
  - b) In the Column Properties section, enter properties for the selected column in the Grid Columns section, such as the default value and whether the column will be hidden, locked, and/or required.
  - c) Repeat steps a and b to add more columns to the grid.
  - d) To change the order that the columns will display in the grid: In the Grid Columns section, hover over a row (which is a grid column) that you want to move, click the  drag handle icon at the beginning of a row, and then drag the row up or down and drop it in the desired location.  
The grid columns that you enter as rows from top to bottom in this section are displayed in the grid from left to right in the hub.
  - e) Click **Save**.
6. On the Screen Designer form, use your mouse to drag and drop the grid to the desired location on the tab.  
You can place only three elements (a combination of three fields, grids, and so on) in one "row" on a tab.

7. To change the width of the grid, hover over it and then click and drag the resize icon  .
8. Click **Save** on the Actions bar.

#### Remove a User-Defined Grid from a Hub

When you remove a user-defined grid from a hub, it is permanently removed from the hub. All the data that is entered in a user-defined grid for all the records in the hub is permanently removed from the Vantagepoint database, along with all audit trail data.

You cannot remove a standard Vantagepoint grid from a hub.

**Warning:** You cannot undo this action. For all records in the database, this action permanently deletes the grid, its fields and associated values, and its audit history.

#### To remove a user-defined grid from a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined grid is located.
3. Hover over the grid that you want to remove and click **X** in the upper right corner of the grid.
4. On the Delete dialog box, click **Delete**.
5. In the actions and properties pane of the Screen Designer form, click **Save**.

#### Change the Name of a Grid in a Hub

You can change the name of an existing user-defined or a standard Vantagepoint grid.

#### To change the name of a user-defined or standard Vantagepoint grid:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.

3. On the tab, click the grid.
4. In the Grid Properties section of the properties pane of the Screen Designer form, change the grid name in the **Caption** field.  
You cannot change the database table name or field ID for the grid, which remains unchanged.
5. Click **Save** in the actions and grid properties pane.

### Change How Rows Are Sorted in a User-Defined Grid in a Hub

User Screen Designer to change how rows are sorted in user-defined grids in a hub.

#### To change how rows are sorted in a user-defined grid in a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
3. On the tab, click the grid whose sort order for rows you want to change.
4. In the Grid Properties section of the properties pane of the Screen Designer form, click \* beside the **Field Type** field.
5. In the Grid Columns section of the Grid Setting dialog box, select the **Sort By** check box for the column that you want to sort the grid rows by.  
You can select only one column to sort by.  
For example, if you have columns A, B, and C in a grid and you select the **Sort By** check box for column A, the numerous rows that users add to the grid will be ordered in the grid (from top to bottom) based on the entry made in column A for each row. If the sort-by column is a character type column, the rows in the grid are sorted in alphanumeric order; if the sort-by column is a numeric type column, the rows in the grid are sorted in numeric order; and so on.
6. On the Grid Settings dialog box, click **Save**.
7. On the Actions bar of the Screen Designer form, click **Save**.

### Lock or Unlock a Grid

In Screen Designer, you can lock a grid in a hub or Chart of Accounts to allow users to see the grid, but not change any of the entries in the grid.

For more information, see [Locking Fields and Grids](#).

### To lock or unlock a grid for a security role:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the grid that you want to lock.  
To lock more than one grid at a time, select multiple grids on the Screen Designer form using the CTRL key.
3. In the Grid Properties section of the properties pane, click in the **Field Security** field.
4. On the Field Security Rights dialog box, do one of the following:
  - If you are locking the grid (or multiple grids) for one security role only, select **Locked** in the **Locked/Unlocked** field in the role's row.
  - If you are locking the grid (or multiple grids) for more than one role, select the check box beside each role's row, or select the check box beside the **Role** column heading to select all roles. Then click the **Lock** action above the roles grid. **Locked** is automatically selected in the **Locked/Unlocked** field.

When you select multiple grids to lock at a time, it is possible that the security rights currently entered for all the selected grids for a role are not the same. In that case, you will see **Mixed** displayed in the **Locked/Unlocked** column for a role. If you change the **Mixed** value to another value for a role, that new value now displays in the column and is applied to all the grids that you selected on the Screen Designer form.
5. Click **Save**.
6. To unlock a locked field, repeat these steps and in step 4, select **Unlocked** in the **Locked/Unlocked** field.

### Hide a Grid

You can hide a grid in a hub or Chart of Accounts from certain users based on their role security, so they cannot see or access the field.

For more information see [Hiding and Displaying Fields and Grids](#).

### To hide a grid:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.

- Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the grid that you want to hide.  
To hide more than one grid at a time, select the multiple grids on the Screen Designer form using the CTRL key.
3. In the Grid Properties section of the properties pane, click the **Field Security** field.
4. On the Field Security Rights dialog box, do one of the following:
  - If you are hiding the grid or multiple grids for one role only, select **Hidden** in the **Secured/Hidden/Displayed** field in the role's row.
  - If you are hiding the grid or multiple grids for more than one role, select the check box beside each role's row, or select the check box beside the **Role** column heading to select all roles. Then click the **Hide** action above the roles grid. **Hidden** is automatically selected in the **Secured/Hidden/Displayed** field, and **Locked** is automatically selected in the **Locked/Unlocked** field for the selected roles, which you can change.
5. Click **Save**.

#### Secure a Grid

Use Screen Designer to secure a grid in a hub or Chart of Accounts from users based on their security role.

For more information about what securing does, see [Securing Fields and Grids](#).

#### To secure a grid for a security role in a hub or Chart of Accounts:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the grid that you want to secure.  
To secure more than one grid at a time, select the multiple grids on the Screen Designer form using the CTRL key.
3. In the Grid Properties section of the properties pane, click the **Field Security** field.
4. On the Field Security Rights dialog box, do one of the following:
  - If you are securing the grid or multiple grids for one role only, select **Secured** in the **Secured/Hidden/Displayed** field in the role's row.
  - If you are securing the grid or multiple grids for more than one role, select the check box beside each role's row, or select the check box beside the **Role** column heading to select all roles. Then click the **Secure** action above the roles grid. **Secured** is



automatically selected in the **Secured/Hidden/Displayed** field, and **Locked** is automatically selected in the **Locked/Unlocked** field for the selected roles.

5. Click **Save**.

### *Customize Grid Columns*

You customize grid columns in hubs or Chart of Accounts using Screen Designer. You can add or remove columns, change a column name, hide or secure a column, and more.

In Screen Designer, you customize grid columns on the Grid Settings dialog box. This dialog box opens when you select a grid, and then in the Grid Properties pane, click **\*** next to the **Field Type** field.

### Change the Name of a Column in a Grid in a Hub

You can change the name of a column in an existing user-defined or standard Vantagepoint grid in a hub.

#### **To change the name of a column in a user-defined or standard Vantagepoint grid in a hub:**


1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
3. On the tab, click the grid.
4. In the Grid Properties section of the properties pane of the Screen Designer form, click **\*** beside the **Field Type** field.
5. In the Grid Columns section of the Grid Settings dialog box, change the name for a column in the **Column Caption** field.  
You cannot change the database column name.
6. On the Grid Settings dialog box, click **Save**.
7. On the Actions bar of the Screen Designer form, click **Save**.

### Change the Order of Columns in a User-Defined Grid in a Hub

Use Screen Designer to change the order of columns in a user-defined grid in a hub. You cannot change the order of columns in standard Vantagepoint grids.

#### **To change the order of columns in a user-defined grid in a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:

- Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
- 2. On the Screen Designer form, click the tab on which the grid is located.
- 3. On the tab, click the grid.
- 4. In the Grid Properties section of the properties pane of the Screen Designer form, click \* beside the **Field Type** field.
- 5. In the Grid Columns section of the Grid Settings dialog box, hover over a row (which is a grid column) that you want to move, click the  drag handle icon at the beginning of a row, and then drag the row up or down and drop it in the desired location.  
The grid columns that you enter as rows from top to bottom in this section are displayed in the grid from left to right in the hub.
- 6. On the Grid Settings dialog box, click **Save**.
- 7. On the Actions bar of the Screen Designer form, click **Save**.

#### Add or Remove a Column from a User-Defined Grid in a Hub


You can add or remove columns from a user-defined grid that you previously added to a hub.

When you remove a grid column, it is permanently removed from the hub. All the data that is entered in the column for all the records in the hub is permanently removed from the Vantagepoint database.

You cannot add or remove columns from a standard Vantagepoint grid.

#### To add or remove columns from a user-defined grid:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
3. On the tab, click the grid that you want to add or remove a column from.
4. In the Grid Properties section of the properties pane of the Screen Designer form, click \* beside the **Field Type** field.
5. To add a column on the Grid Settings dialog box:


- a) In the Grid Columns section, click the **+ Add Column**, and in the blank row, enter information for the new column.
- b) To move the new column to a different order, click the  drag handle icon at the beginning of the row, and then drag the row up or down and drop it in the desired location.  
The grid columns that you enter as rows from top to bottom in this section are displayed in the grid from left to right in the hub.
6. To remove a column on the Grid Settings dialog box:
  - a) In the Grid Columns section, hover over the row that represents the column that you want to delete, and click **X** at the end of the row.
  - b) On the Delete dialog box, click **Delete**.
7. On the Grid Settings dialog box, click **Save**.
8. On the Actions bar of the Screen Designer form, click **Save**.

#### Lock or Unlock a Grid Column

In Screen Designer, you can lock a column in a grid in a hub or Chart of Accounts to allow users to see the column, but not make entries in it.

For more information, see [Locking Fields and Grids](#).

#### To lock or unlock a column in a grid for a security role:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the grid that has a column that you want to lock.
3. In the Grid Properties section of the properties pane, click  next to the **Field Type** field.
4. On the Grid Settings dialog box, in the Grid Columns grid, select the row for the column to lock for a security role.
5. In the Columns Properties pane, click the **Field Security** field.
6. On the Field Security Rights dialog box, do one of the following:
  - If you are locking the grid column for one role only, select **Locked** in the **Locked/Unlocked** field in the role's row.
  - If you are locking the grid column for more than one role, select the check box beside each role's row, or select the check box beside the **Role** column heading to select all roles. Then click the **Lock** action above the roles grid. **Locked** is automatically selected in the **Locked/Unlocked** field.

7. Click **Save**.
8. To unlock a locked grid column, repeat these steps and in step 6, select **Unlocked** in the **Locked/Unlocked** field.

#### Hide or Display a Column in a Grid

In Screen Designer, you can hide or display a column in a grid in a hub or Chart of Accounts from users based on their security role.

A hidden field or element is not visible in Vantagepoint. You can lock or unlock a hidden field. You cannot secure hidden fields. Searches located in other applications for a hidden field are also hidden.

#### To hide a column in a grid from a security role:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the grid that has the column or columns that you want to hide.
3. In the Grid Properties section of the properties pane, click \* next to the **Field Type** field.
4. On the Grid Settings dialog box, in the Grid Columns grid, select the row for the column to hide from a role.
5. In the Columns Properties pane, click the **Field Security** field.
6. On the Field Security Rights dialog box, do one of the following:
  - If you are hiding the grid column from one role only, click in the **Secured/Hidden/Displayed** field in the role's row and select **Hidden**.
  - If you are hiding the grid column from more than one role, select the check box beside each role, or selected the check box beside the **Role** column heading to select all roles. Then click the **Hide** action above the roles grid. **Hidden** is automatically selected in the **Secured/Hidden/Displayed** field, and **Locked** is automatically selected in the **Locked/Unlocked** field for the selected roles.
7. Click **Save**.

#### Secure a Column in a Grid

In Screen Designer, you can secure a column in a grid in a hub or Chart of Accounts from users, based on their security role.

For more information about what securing does, see [Securing Fields and Grids](#).

**To secure a column in a grid from a security role:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the grid that has the column or columns that you want to secure.
3. In the Grid Properties section of the properties pane, click \* next to the **Field Type** field.
4. On the Grid Settings dialog box, in the Grid Columns grid, select the row for the column to secure from a role.
5. In the Columns Properties pane, click the **Field Security** field.
6. On the Field Security Rights dialog box, do one of the following:
  - If you are securing the grid column from one role only, click in the **Secured/Hidden/Displayed** field in the role's row and select **Hidden**.
  - If you are securing the grid column from more than one role, select the check box beside each role, or select the check box beside the **Role** column heading to select all roles. Then click the **Secure** action above the roles grid. **Secured** is automatically selected in the **Secured/Hidden/Displayed** field, and **Locked** is automatically selected in the **Locked/Unlocked** field for the selected roles.
7. Click **Save**.

*Add and Customize User-Defined Hubs*

Use Screen Designer in the browser application to add a new hub and customize it.

**Add a User-Defined Hub**

You can add user-defined hubs in Vantagepoint using Screen Designer in Settings.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.

**To add a new hub:**

1. In the Navigation pane in the browser application, select **Settings » General » Screen Designer**.
2. On the title bar of the Screen Designer form click **+ New Hub**.  
**+ New Hub** displays only if the Accounting module or the CRM Plus module is activated.

3. On the Create Hub dialog box, enter the basic information for the new hub, such as the hub name and the standard tabs to add to it, and click **Done**.  
The new hub displays on the Screen Designer form. It is not saved until you click **Save** on the Actions bar.  
In addition to the standard tabs that you selected on the Create Hub dialog box, an Overview tab is added to the hub. If you selected the **Summary Panel with image** check box on the Create Hub dialog box, the Overview tab is blank, and you can add fields to it or delete it. If you did not select the **Summary Panel with image** check box, the Overview tab contains a **Number** and **Name** field for entering the name and number for each new record that you add to the hub. You can delete the Overview tab if there are no fields on the tab.
4. Add tabs, fields, and grids to the new hub by clicking an action item on the Actions bar on the Screen Designer form.
5. Click **Save** at the top of the Actions bar to save the new hub.

You will see the new hub in the Navigation pane if your security role has access to all applications. New hubs are added below the standard hubs in the order that you create them. In **Settings » Security » Roles**, assign role access to the new hub.


You also see the new hub in the following places:

- In User Initiated Workflows in **Settings » Workflow » User Initiated Workflows**. You can set up workflows for the hub.
- In the Data Import utility in **Utilities » Imports & Exports » Imports**. If you have data from other software for the hub, you can import it into Vantagepoint with this utility.
- In the Search and Replace utility in **Utilities » Updates » Search and Replace**. Use this utility if you need to replace a field value from the hub throughout Vantagepoint.
- In **My Stuff » Reporting**. On the Reports tab, select the user-defined hub in the **Type** field. The following standard reports are available for user-defined hubs: Audit, Audit Detail, List, and Summary.

#### Delete a User-Defined Hub

When you delete a user-defined hub, the hub and all the information in it is permanently deleted.

#### To delete a user-defined hub:

1. In the Navigation pane in the browser application, select **Settings » General » Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select the hub to delete.
3. On the Actions bar, click **Other Actions » Hub Preferences**.
4. On the Hub Preferences dialog box, click  **Delete Hub**.
5. On the Delete Hub dialog box, click **Delete Hub**.  
The hub and all its contents are immediately deleted. Also, if you added user-defined fields in other hubs that referenced the user-defined hub that you are deleting, the information in those user-defined fields is also deleted when you delete the user-defined hub.

### Remove Standard Tabs and Grids from a User-Defined Hub

If you added standard tabs and grids to a user-defined hub, you can remove them at any time.

Standard tabs are the Activities, Files, Links, and Files & Links tabs that contain the standard Activities, Files, and Links grids. When you initially create a hub, you choose whether or not to add these tabs and grids to it by selecting the **Activities Grid**, **Files Grid**, and **Links Grid** check boxes on the Create Hub dialog box. The corresponding tab is created for the grids you select.

#### To remove standard tabs and grids from a user-defined hub:

1. In the Navigation pane in the browser application, select **Settings » General » Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select the user-defined hub to remove standard tabs and grids from.
3. On the Actions bar, click **Other Actions » Hub Preferences**.
4. On the Hub Preferences dialog box, clear the **Activities Grid**, **Files Grid**, and/or **Links Grid** check box for the grids that you want to remove.  
You must do this step before you can delete the tab.
5. Click **Done**.  
You are returned to the Screen Designer form. The grids have been removed from the tabs.
6. To remove the tabs, click **X** to the right of the tab name on the Screen Designer form.  
The tabs can be removed only if they are empty—with no fields, grids, workflow buttons, divider lines, or labels on them. You delete an item on a tab by hovering over it and clicking **X** in the upper left corner of the item. Then click **Save** in the actions and properties pane.
7. Click **Save** on the Actions bar.

### Remove the Summary Panel from a User-Defined Hub

If you added a Summary panel to a user-defined hub, you can remove it at any time.

When you initially create a user-defined hub, you choose whether or not to add the Summary panel to it by selecting the **Summary Panel with image** check box on the Create Hub dialog box.

**Pre-requisites:** The Summary panel must be empty, with no fields, grids, workflow buttons, divider lines, or labels in it. You delete an item in the panel by hovering over the item and clicking **X** in the upper left corner of the item. Then click **Save** on the Actions bar. If the **Number** and **Name** fields are on the Summary panel, you must move (drag and drop) them to another tab because you are not allowed to delete these two fields from a user-defined hub.

#### To remove the Summary panel from a user-defined hub:

1. In the Navigation pane in the browser application, select **Settings » General » Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select the user-defined hub to remove the Summary panel from.

3. On the Actions bar, click **Other Actions » Hub Preferences**.
4. On the Hub Preferences dialog box, clear the **Summary Panel with image** check box.  
The check box will be disabled and you will not be able to clear it if there are any fields, grids, workflow buttons, divider lines, or labels in the Summary panel.
5. Click **Done**.  
You are returned to the Screen Designer form. The panel has been removed from the hub.
6. Click **Save** on the Actions bar.

### *Search for Fields in the Screen Designer*

Use the search field in Screen Designer to locate fields in Screen Designer.

The search includes both the field names and database column identifiers for the Screen Designer Summary pane and tabs. The field names are the actual names that display on the Screen Designer form, and the field identifiers are the database column names for each field.

If Vantagepoint is set up to use multiple languages, see [Screen Designer and Multiple Languages](#) for some special considerations.

### **To search for fields in the Screen Designer:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form in the properties pane, select the **Find Field/Caption ID** search field.
3. Enter the field name or database column identifier and press ENTER.  
The Screen Designer searches all field names and database column identifiers. Because the database column identifiers often include the hub name, entering a hub as the search criteria will result in a larger number of matches.

When a match is found, the **Find Field/Caption ID** search field displays the number of files found. For example, **Files Found: 4** indicates that 4 associated fields were located.


When multiple matches are found, click ◀ or ▶ to scroll through the results on the forms and tabs. As each field is located, the Screen Designer jumps to and selects the field so that its respective properties display in the properties pane.



### *View a List of User-Defined Fields and Elements*

In Screen Designer you can see a list of all the user-defined fields and elements that you created for a hub or chart of accounts.

#### **To view a list of user-defined fields and elements in a hub or Chart of Accounts Settings:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Actions bar of the Screen Designer form, click **Other Actions » Show User Defined Fields**.
3. On the User Defined Fields dialog box, view the grid that displays a list of all the user-defined fields and elements in the hub or chart of accounts that you have open.  
The list is grouped by tab, and shows you the tab where the element is location and information such as the field type and caption for each element.
4. To export the information in the grid to a comma-separated values (CSV) file, click  on the grid toolbar.

### *Manage Mobile CRM Sections for User-Defined Fields*

Before you can add user-defined fields to the Misc. tab in the Contacts, Firms, or Projects hubs in Mobile CRM, you must set up sections on each hub's Misc. tab for the user-defined fields.

In these hubs in Mobile CRM, the Misc. tab is the only tab to which you can add user-defined fields.

Open Screen Designer for the Contacts, Firms, or Projects hub, and use the **Manage Mobile CRM Sections** action on the Screen Designer form to set up sections for the Misc. tab for that hub. You can also change the name of the Misc. tab.

When you use the **Add Field** option on the Screen Designer Actions bar to add a user-defined field to the Contacts, Firms, or Projects hub, you specify the Mobile CRM section of the Misc. field to add the field to in the Field Settings dialog box.

The following types of user-defined fields **cannot** be added to a Mobile CRM section for the Contacts, Firms, or Projects hubs:


- **Date/Time**
- **Phone**

Add Sections to the Misc. Tab in Mobile CRM

Use Screen Designer in the browser application to add sections for user-defined fields to the Misc. tab in the Contacts, Firms, and Projects hubs in Mobile CRM.

**Prerequisites:** This applies if you use Mobile CRM that comes with the CRM or CRM Plus module. The Misc. tab is the only tab in these hubs in Mobile CRM that you can add user-defined fields to. You must add sections to the Misc. tab before you can add user-defined fields to it.

**To add sections for user-defined fields to the Misc. tab in the Contacts, Firms, or Projects hub in Mobile CRM:**

1. In the Navigation pane in the Vantagepoint browser application, select **Settings » General » Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select **Contacts, Firms, or Projects** (a hub).
3. On the Screen Designer form, click **Other Actions » Manage Mobile CRM Sections**.
4. On the Touch CRM Sections dialog box:
  - a) In the **Tab Name for User Defined Fields** field, if you want to change the name of the Misc. tab that all user-defined fields are added to in this hub, replace **Misc.** (the default tab name) with another name.  
This is the only tab to which you can add user-defined fields in a hub in Mobile CRM.
  - b) Click **+ Add Section** below the Misc. Sections grid and add a new section to the Misc. tab in the blank row in the grid. The name of this grid matches the tab name that you entered in the **Tab Name for User Defined Fields** field.
  - c) In the **Section Name** field, enter the section's name.
  - d) Repeat steps b and c to add more sections to the Misc. tab.  
The order in which the sections display on the Misc. tab is the order in which they are entered in this grid.
  - e) To change the order of sections: In the grid, hover over the section that you want to move, click and hold the drag handle  icon to the left of the section name, and drag and drop the section to the desired location in the grid.
  - f) Click **Save**.

**Alternative method:** An alternative way to add sections to the Misc. tab is to add them on the fly when you add a user-defined field to the Contacts, Firms, or Projects hub:

1. Open Screen Designer for the Contacts, Firms, or Projects hub.
2. In the Actions bar, click **Add Field**.
3. On the Add Field dialog box, enter information for the new user-defined field and click **Continue**.
4. On the Field Settings dialog box, click ▼ in the **Mobile CRM Section** field.
5. Click **+ Add Section** at the bottom of the drop-down list.
6. On the Mobile CRM Sections dialog box, complete the fields to add a new section (as explained in step 4 in the main instructions, above).


After you add sections to the Misc. tab, when you add user-defined fields using the **Add Field** action on the Screen Designer form for a Contacts, Firms, or Projects hub, you use the Field Settings dialog box to choose the Mobile CRM section of the Misc. to which the field is added.

Delete a Section from the Misc. Tab in Mobile CRM

In Screen Designer in the browser application, you can delete sections that you previously added to the Misc. tab in the Contacts, Firms, or Projects hub in Mobile CRM.

You can delete a section only if no user-defined fields have been added to it. You may have renamed the Misc. tab when you set up sections for it in the Mobile CRM Sections dialog box in Screen Designer.

**To delete a section from the Misc. tab in the in the Contacts, Firms, or Projects hub in Mobile CRM:**

1. In the Navigation pane in the Vantagepoint browser application, select **Settings » General » Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select **Contacts, Firms, or Projects**.
3. On the Screen Designer form, click **Other Actions > Mobile Touch CRM Sections**.
4. On the Mobile CRM Sections dialog box, hover over the section that you want to delete in the sections grid, click , and then click **Delete** on the shortcut menu.
5. On the Delete dialog box, click **Delete**.  
The section is deleted from the grid in the Mobile CRM Sections dialog box.

Add a User-Defined Field to Mobile CRM

You can add user-defined fields to the Misc. tab in Mobile CRM for the Contacts, Firms, or Projects hub.

**Prerequisite:** The Misc. tab is the only tab in Mobile CRM in the Contacts, Firms, or Projects hubs that you can add user-defined fields to. Before you can add the user-defined fields, you must add sections to the Misc. tab for the user-defined fields. Use the **Manage Mobile CRM Sections** action on the Screen Designer form to add the sections. You can also change the name of the Misc. tab here.

**To add a user-defined field to the Misc. tab for Mobile CRM for the Contacts, Firms, or Projects hub:**

1. In the Navigation pane in the Vantagepoint browser application, select **Settings » General » Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select **Contacts, Firms, or Projects** (a hub).
3. On the Screen Designer form, click the tab to which you want to add a user-defined field.
4. On the Actions bar, click **Add Field**.
5. On the Add Field dialog box, select the field type and caption, and click **Continue**.

User-defined fields that you assign a field type of Date/Time or Phone cannot be added to Mobile CRM.

6. On the Field Settings dialog box, complete the following:
  - a) In the **Default Value** field, enter a default value to prefill for the field, which users can override.
  - b) In the **Mobile CRM Section** field, select the section of the Misc. tab in Mobile CRM to add the user-defined field to.  
This field does not display if you selected **Date/Time** or **Phone** in the **Field Type** field on the Add Field dialog box.
  - c) To add the sections in the drop-down list in the **Mobile CRM Section** field, use the **Manage Mobile CRM Sections** action on the Screen Designer form.
  - d) Click **Continue**.
7. On the Actions bar on the Screen Designer form, click **Save**.

### Fields and Options

Review descriptions for the field and option on the Screen Designer form and its related dialog boxes in the browser application.

### Screen Designer Form

Use this form in Screen Designer in the browser application to customize a hub or the chart of accounts or add a new hub.

### Display the Screen Designer Form

In the browser application, you can open Screen Designer in two ways.

**Pre-requisites:** Your security role must give you access to both the Screen Designer application and the hub or chart of accounts that you want to customize.

In the Navigation pane in the browser application, do either of the following:

- Go to the Hubs section and select the hub or chart of accounts for which you want to open Screen Designer. On the hub form, click **Other Actions** and select **Design** in the drop-down menu.
- Select **Settings » General » Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the hub or chart of accounts for which you want to open Screen Designer.


You must access Screen Designer this way if you want to add a new hub.

### Screen Designer Actions Bar

Use the buttons on the Actions bar in the Screen Designer to customize hubs and the chart of accounts.

### Commonly Used Actions

After you click a button on the Actions bar to perform a common action in Screen Designer, you also do the following:

- Enter properties for the element in the properties section of the actions and properties pane on the Screen Designer form.
- Drag and drop the element to the desired location on the tab or form on the left side of the Screen Designer form.
- Resize an added element by hovering over it and clicking and dragging the resizing icon  in the bottom right corner of the element.


You can delete an element that you add to a tab by hovering over the element and clicking **X** in the upper right corner of the element.

Field	Description
<b>Save</b>	Click this action to save your changes.
<b>Cancel</b>	Click this action to cancel your changes.
<b>Add Field</b>	Click this action to add a field to the selected tab. In the next dialog boxes that display, enter information for the field, such as the field type and field name (caption). Then in the Field Properties section of the properties pane, use the <b>Field Security</b> , <b>Locked</b> , <b>Required</b> , and <b>Tooltip</b> fields to customize the field further.
<b>Add Grid</b>	Click this action to add a grid to the selected tab. In the next dialog boxes that display, enter information for the grid, such as the grid name, grid columns and column properties. Then in the Grid Properties section of the properties pane, use the <b>Field Security</b> and <b>Locked</b> fields to further customize the grid.
<b>Add Tab</b>	Click this action to add a new tab to the hub or Chart of Accounts Settings. The new tab is automatically added as the right-most tab on the screen. Then in the Tab Properties section of the properties pane, enter a name for the tab in the <b>Caption</b> field. If you want to hide this tab from certain users based on security roles, use the <b>Tab Security</b> field.

### Other Actions

Click this action to choose other actions from a drop-down menu.

Field	Description
<b>Add Divider Line</b>	Click this action to add a divider line to the selected tab. Divider lines can help organize elements and sections on a tab. Then in the Field Properties section of the properties pane, if desired, enter caption text for the divider line, hide the divider line for certain security roles, and enter a tooltip for the divider line.

Field	Description
	Use the <b>Level</b> field in the properties section to specify the location of the divider line in relation to its caption text.
<b>Add Label</b>	<p>Click this action to add a label-text or a block of text-to the selected tab. This text can provide on-screen instructions or information for users. You can hide the label for certain users based on security role if desired.</p> <p>The label text is not the name (caption) for a field. You enter the name (caption) for a field in the <b>Caption</b> field in the Field Properties section.</p>
<b>Add Workflow Button</b>	Click this action to add a workflow button to the selected tab. This allows users to initiate a scheduled workflow for a hub record. In the Field Properties section of the properties pane, enter the name for the button in the <b>Caption</b> field, select the workflow that will be triggered when a user click the workflow button in the <b>Workflow</b> field, and optionally hide the workflow button from certain security roles.
<b>Manage Mobile CRM Sections</b>	This action displays when you open Screen Designer for the Contacts, Firms, or Projects hubs. Click this action to add and delete the sections on the Misc. tab in Mobile CRM in which you add user-defined fields for the Contacts, Firms, and Projects hubs.
<b>Show User Defined Fields</b>	<p>Click this action to view a list of all the user-defined fields and elements in the hub or chart of accounts that you have open in Screen Designer. On the User Defined Fields dialog box, a grid displays the list of user-defined fields and elements, including tabs, grids, fields, divider lines, labels, workflow buttons, and so on. The list shows you the field type, caption (field name), alternate caption, database table name, and the database column name. You can export the information in the grid to a comma-separated values (CSV) file.</p> <p>From the Projects hub, this dialog box shows only the user-defined fields and elements from the selected area that you have open, such as Contract Management, Project, and so on.</p>
<b>Hub Preferences</b>	This action displays only for user-defined hubs, after you save a user-defined hub. Click this option to open the Hub Preferences dialog box and change any of the information for a hub that you originally entered for it, such as the tab name, Help URL, and standard tabs to include on the tab. The dialog box also contains the  <b>Delete Hub</b> option to permanently delete a user-defined hub.

## Contents of the Screen Designer Form

Use the field and options on the Screen Designer form in the browser application to customize hubs and the chart of accounts.

## Contents

### Screen Designer Title Bar

Field	Description
<b>Select Application</b>	This field displays only when you open Screen Designer from Settings ( <b>Settings » General » Screen Designer</b> ). Select the application whose tabs, fields, or grids you want to customize. The application displays on the Screen Designer form.
<b>Area</b>	This field displays only when you open Screen Designer from Settings, and you select <b>Projects</b> in the <b>Select Application</b> field. In the <b>Area</b> field, select the application in the Projects hub that you want to customize in Screen Designer. Options are: <b>Contract Management</b> , <b>Invoices</b> , and <b>Project</b> .
<b>+ New Hub</b>	This option displays only when you open Screen Designer from Settings and only if the Accounting module or the CRM Plus module is activated. Click this option to create a user-defined hub.

### Left Side of the Screen Designer Form

The left side of the Screen Designer form displays the hub or chart of accounts that you are customizing, with all its existing fields, tabs, grids, and so on. A hub's sidebar (summary pane) is also displayed. As you use the actions in the actions bar and the fields in the properties pane on the right side of the Screen Designer form to add elements (tabs, fields, grids, and so on) to a hub or chart of accounts, those elements are added and displayed on the left side of the Screen Designer form. The user-defined elements that you add are displayed with ★ beside them.

When you select (click) an element on the left side of the Screen Designer form, its properties display in the properties pane on the right side of the Screen Designer form.

When you create a new, user-defined hub, the left side of the Screen Designer form displays an Overview tab that is automatically added to the hub. Additionally, you see a sidebar and the following other standard Vantagepoint tabs if you chose those options on the Create a Hub dialog box that displays when you initially create a user-defined hub:

- Activities
- Files
- Links
- Files & Links

On the Activities tab, you can schedule and manage activities, such as meetings, phone calls, and other activities for a record. New activities entered here are also added to your calendar and dashboard.

The Files, Links, and Files & Links tabs allows you to upload, view, and store files (documents) that are related to the current hub record and add links to external text files, graphics files, or email messages, and so on.

You can further customize these standard tabs in a user-defined hub. You can also remove the tabs using the options on the Hub Preferences dialog box. Click **Other Actions » Hub Preferences** to open the dialog box.

### Search Field

Field	Description
<b>Find Field Caption/ID Search</b>	<p>Use this field above the properties pane to locate fields in a hub or chart of accounts on the Screen Designer form. The search looks for both the field names and database column identifiers for the Screen Designer Summary pane and tabs. The field names are the actual names that display on the Screen Designer forms. The field identifiers are the database column names for each field.</p> <p>In this field, enter the field name or database column identifier that you want to find and press Enter on your keyboard. Because the database column identifiers often include the hub name, entering a hub as the search criteria will result in a larger number of matches.</p> <p>The number of matches found displays below the <b>Find Field Caption/ID</b> search field. For example, <b>Files Found: 4</b> indicates that 4 associated fields were located.</p> <p>When multiple matches are found, click ◀ or ▶ to scroll through the results on the forms and tabs. As each field is located, the Screen Designer jumps to and selects the field so that it's respective properties display in the properties pane.</p>

### Field/Grid/Tab Properties Pane

This pane is located on the right side of the Screen Designer form. The title of this pane and the fields in it vary, based on the element (field, grid, workflow button, tab, and so on) that you select on the left side of Screen Designer form. For example, when you select a field, the pane title is "Field Properties." When you select a tab, the pane title is "Tab Properties."

In this pane, enter the properties for new elements that you add to a hub, or view or change the properties for existing elements. Properties include things such as the element's label, a tooltip, and settings that lock or hide the element from users based on security roles.

Field	Description
<b>Field Type</b>	<p>This field displays the type for the selected element on the Screen Designer form, which you cannot change.</p> <p>The field types for tabs, grids, workflow buttons, labels, and divider lines are: <b>Tab</b>, <b>Grid</b>, <b>Button</b>, <b>Label</b>, and <b>Divider</b>.</p> <p>The field type for a field is more specific and identifies the type of information that users are required to enter in the field. Field types for fields are <b>Character</b>, <b>Numeric</b>, <b>Checkbox</b>, <b>Date</b>, <b>Drop Down</b>, <b>Currency</b>, <b>&lt;Hub&gt; Lookup</b>, and so on. You specify the field type for a user-defined field on the Add Field dialog box when you initially create the field.</p>



Field	Description
	If a field has the wrong field type, you must delete the field and add it again with the correct field type.
✱	<p>This icon displays to the right of the <b>Field Type</b> field name when you select one of the following items on the Screen Designer form: a user-defined field, a standard Vantagepoint field in the Projects hub that supports a default value, a user-defined or standard grid, or a compound field. A compound field is a field such as the <b>Location</b> field for a project in the Projects hub or the <b>Home Address</b> field for an employee in the Employees hub. These compound (parent) fields are comprised of multiple child fields, such as <b>Address 1</b>, <b>Address 2</b>, <b>City</b>, <b>Country</b>, and so on.</p> <p>Click ✱ to open the Field Settings dialog box for a field or open the Grid Settings dialog box for a grid, and edit settings for the selected field or grid. You can change things such as the default value for the field, the decimal places for a numeric field, values for a drop-down field, and so on.</p>
<b>Database Column Name</b>	This field displays only for fields that you select on the Screen Designer form. It displays the database name for a field. You cannot change it.
<b>Database Table Name</b>	This field displays only for grids that you select on the Screen Designer form. It displays the database table name for a grid. You cannot change it.
<b>Field ID</b>	This field displays only for workflow buttons that you select on the Screen Designer form. It displays the workflow button's field ID, which you cannot change.
<b>Tab ID</b>	This field displays only for tabs on the Screen Designer form. It displays the tab's ID, which you cannot change.
<b>Caption</b>	<p>Enter, view, or change the name for the element, such as a field. The caption is the element's name that users see in the hub or Chart of Accounts and wherever that field displays through Vantagepoint, such as in searches, reports, and workflows.</p> <p>For labels (blocks of text), click ✎ in the <b>Caption</b> field to open the Caption dialog box where you can see all the text as you type it in a large text box. Use the ENTER key on your keyboard to add text in a new row. Click ▼ in the text box toolbar to display the text editor tools for formatting the text. You can change font style and size of the text, add bulleting, and so on.</p> <p>If you use multiple languages in Vantagepoint, you must enter the caption in each different language that you use. To do this, log in to Vantagepoint separately in each language, and in Screen Designer, enter the text in the <b>Caption</b> field in the language that you logged in with.</p>
<b>Caption Position</b>	This field displays only for fields and not for other types of elements such as grids and tabs. Additionally, it does not apply for check box type fields. Select where you want the name for the field to display in relation to field. Options are <b>Top</b> , <b>Left</b> , and <b>None</b> . When you select <b>Top</b> or <b>Left</b> , you will not see the field name shift to the top or left position on the Screen Designer form, but the name will display to

Field	Description
	<p>the left or the top of the field in the hub or Chart of Accounts. When you select <b>None</b>, no label displays for the field on the hub tab.</p>
<b>Alternate Caption</b>	<p>Enter an alternative caption to make a field's caption easier to distinguish when the field is also located in other applications in Vantagepoint in a different context, such as in searches, workflows, proposals, list view column headings, and the Search and Replace utility.</p> <p>For example, the Accounting tab in the Projects hub has three different <b>Apply Rate Method at This Level</b> fields, one for cross charges, one for intercompany labor billing, and one for intercompany expense billing. You could enter the following entries in the <b>Alternate Caption</b> field for each of these same-named fields so users can clearly identify the field when they see it in a location in Vantagepoint other than on the Accounting tab in the Projects hub: <b>Cross charges - Apply Rate Method at This Level</b>, <b>Intercompany labor billing - Apply Rate Method at This Level</b>, and <b>Intercompany expense billing - Apply Rate Method at This Level</b>.</p> <p>The <b>Alternate Caption</b> field applies for fields and the child fields of compound (parent) fields. A compound (parent) field is made up of multiple related child fields. Examples of a compound parent field are the <b>Location</b> field for a project in the Projects hub and the <b>Home Address</b> field for an employee in the Employees hub. These compound (parent) fields have multiple child fields, such as <b>Address 1</b>, <b>Address 2</b>, <b>City</b>, <b>Country</b>, and so on.</p> <p>To access the <b>Alternative Caption</b> field for the child fields of a compound field, select the compound field, and then click * beside the <b>Field Type</b> field in the Field Properties section on the Screen Designer form. On the Field Settings dialog box, select a child field, and then enter an alternate caption for it in the Field Properties pane.</p>
<b>Field Security</b>	<p>This field displays when you select fields, grids, divider lines, labels, and workflow buttons on the Screen Designer form. When you click the <b>Field Security</b> field, it opens the Field Security Rights dialog box, which you use to specify the following security rights for the selected element for security roles:</p> <ul style="list-style-type: none"> <li>You can hide, display, lock, unlock, or secure the field, grid, or grid column.</li> <li>You can hide or display divider lines, labels (screen text), and workflow buttons.</li> </ul> <p>After you specify the field security for an element for a role on the dialog box, <b>&lt;Roles Selected&gt;</b> displays in the <b>Field Security</b> field in the Field Properties pane to indicate that field security settings have been applied.</p> <p>The <b>Field Security</b> field is also available on the Grid Settings dialog box for grids. This lets you open the Field Security Rights dialog box and secure, hide, display, lock, or unlock a grid column.</p>
<b>Tab Security</b>	<p>This field displays when you select a tab on the Screen Designer form. Click in the <b>Tab Security</b> field to open the Tab Security Rights dialog box. In the dialog box, specify whether to hide or display the tab for a role. After you specify the tab security for a role in the dialog box, <b>&lt;Roles Selected&gt;</b> displays in the <b>Tab</b></p>

Field	Description
	<b>Security</b> field in the Tab Properties pane to indicate that tab security settings have been applied.
<b>Required</b>	<p>Select whether an entry is required in this field for security roles that are specified as accounting, CRM , or both types in the Type of Role section on the Overview tab in <b>Settings » Security » Roles</b>. Leave the <b>Required</b> field blank to not require an entry in this field for any users.</p> <p>This field does not display for compound components (grids or fields that are made up of multiple fields, such as the <b>Full Name</b> field for employees). You cannot set a compound component to be required. However, you may be able to set the individual fields that make up a compound component to be required if the compound component supports the ability to set properties at the individual field level. For more information, see <a href="#">Screen Designer and Compound Components</a>.</p>
<b>Required Level</b>	<p>This field displays only for the Projects hub. The field is enabled for a user-defined field that has an entry in the <b>Required</b> field.</p> <p>In the <b>Required Level</b> field, select the work breakdown structure level (project, phase, or task) for which the users who are specified in the <b>Required</b> field must make an entry in the user-defined field. Options in the <b>Required Level</b> field are:</p> <ul style="list-style-type: none"> <li>▪ <b>All Levels:</b> The users must make an entry in the field at all levels of the project's work breakdown structure (project, phase, and task if you have all three levels).</li> <li>▪ <b>Project:</b> The users must make an entry in the field at the project level (WBS1).</li> <li>▪ <b>Lowest:</b> The users must make an entry in the field at the lowest work breakdown structure set up for a company. For example if you have WBS1 and WBS2 for a company, the lowest level is WBS2.</li> </ul>
<b>Tooltip</b>	<p>This field displays for fields and divider lines that you select on the Screen Designer form. Enter the text that you want users to view when they click ⓘ beside a field or divider line. For example, you may want to enter more specific instructions or information about what to enter in the field.</p> <p>Click ✎ in the <b>Tooltip</b> field to expand and display the field in the Tooltip dialog box. This allows you to easily see all the tooltip text as you type it. This is helpful especially for larger amounts of text.</p> <p>If you use multiple languages in Vantagepoint, you must enter the text for a tooltip in each different language that you use. To do this, log in to Vantagepoint in each language that you have enabled, and in Screen Designer, enter the text in the <b>Tooltip</b> field in the language that you logged in with.</p> <p>Note that some fields and divider lines have tooltips that come with Vantagepoint. The text of these system tooltips does not display in the <b>Tooltip</b> field in Screen Designer because you cannot change or delete them. You can, however, use the <b>Tooltip</b> field to enter additional tooltip text for such fields. When a user displays the tooltip in the Vantagepoint user interface, your tooltip text displays below the system tooltip text.</p>

Field	Description
<b>Level</b>	This field displays for divider lines that you select on the Screen Designer form. The options in this field control where the divider line is placed in relation to the divider line caption text that you enter in the <b>Caption</b> field in the Field Properties section. Select one of the following options: <ul style="list-style-type: none"> <li>1: This places the divider line below the caption text.</li> <li>2: This places the divider line at the same level as the caption text.</li> <li>3: Only the caption text displays and the divider line is omitted.</li> </ul>
<b>Workflow</b>	This field displays only for workflow buttons that you select on the Screen Designer form. Select the scheduled workflow to start when users click this button for a hub record. These are the scheduled workflows that you set up in <b>Settings » Workflow » Scheduled Workflows</b> .

### Add Field Dialog Box

Use this dialog box in Screen Designer in the browser application to enter the type and name for a user-defined field that you add to a hub.

### Display the Add Field Dialog Box

You display this dialog box in Screen Designer in the browser application.

- In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
- On the Screen Designer form, click the tab that you want to add the field to.
- On the Actions bar, click **Add Field**.

### Contents of the Add Field Dialog Box

Use the fields on this dialog box when you add a user-defined field to a hub in Screen Designer in the browser application.

### Contents

Field	Description
<b>Field Type</b>	Select the type for the field that you are adding to the hub. The type indicates the type of information that users must enter in the field. Some of the types allow

Field	Description
	<p>users to enter a record from another hub, such as an employee or contact record. For these field types, users can select an entry for the field from a lookup list. The field types that are allowed for a hub can vary. All possible field types are:</p> <ul style="list-style-type: none"> <li>▪ <b>Account:</b> Users must enter a general ledger account from the chart of accounts in the field.</li> <li>▪ <b>Boilerplate:</b> Users must enter a boilerplate from the Boilerplates hub in the field.</li> <li>▪ <b>Character:</b> Users must enter an alphanumeric value in the field.</li> <li>▪ <b>Checkbox:</b> The field is a check box that users can select or clear.</li> <li>▪ <b>Contact:</b> Users must enter a contact from the Contacts hub in the field.</li> <li>▪ <b>Currency:</b> This field type displays only if you use multiple currencies in Vantagepoint. Users must enter a monetary amount in the field. You must also select the currency type in the <b>Currency Type</b> field in the Field Settings dialog box.</li> <li>▪ <b>Date:</b> Users must enter a date in the field.</li> <li>▪ <b>Date/Time:</b> Users must enter a date and time in the field.</li> <li>▪ <b>Dropdown:</b> You create a list of items that users select from in a drop-down list in the field. You create the items for the drop-down list in the Field Settings dialog box.</li> <li>▪ <b>Employee:</b> Users must enter an employee from the Employees hub in the field.</li> <li>▪ <b>Equipment:</b> Users must select an equipment item from the Equipment hub in the field.</li> <li>▪ <b>Firm:</b> Users must select a firm from the Firms hub in the field.</li> <li>▪ <b>Marketing Campaign:</b> Users must select a marketing campaign from the Marketing Campaigns hub in the field.</li> <li>▪ <b>Memo:</b> The field is a memo box in which users can enter a larger amount of text than they can in a regular field.</li> <li>▪ <b>Name:</b> This applies only for user-defined hubs. When you create a user-defined hub, a <b>Name</b> field, which has a name field type, is automatically added to the hub on the Overview tab. You can add up to three name type fields in each user-defined hub. For example, if you added a user-defined hub named Job Applicants, you will likely want three name fields to record the an applicant's first, middle, and last names. Users can enter an alphanumeric value in the field.</li> <li>▪ <b>Numeric:</b> Users must enter a number in the field.</li> <li>▪ <b>Organization:</b> Users must enter an organization that is set up for your enterprise in the field.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Phone:</b> Users must enter a telephone number in the field.</li> <li>▪ <b>Project:</b> Users must enter a project (WBS1) from the Projects hub in the field. Phases and tasks (WBS2 and WBS3) are not available to select in project type fields.</li> <li>▪ <b>Record ID:</b> This applies only for user-defined hubs. When you create a user-defined hub, a <b>Number</b> field, which has a record ID field type, is automatically added to the hub on the Overview tab. You can have only one field with a Record ID type in each user-defined hub. Users can enter an alphanumeric value in the field. You can hide the field from users using the <b>Hidden</b> field for the field properties.</li> <li>▪ <b>URL:</b> Users must enter a URL web address in the field. When you click on a URL that is entered in the field, the web page opens in a new window.</li> <li>▪ <b>&lt;User Defined Hub&gt;:</b> Any user-defined hub that you added to Vantagepoint displays in the list. Users must enter a record from that user-defined hub in the field.</li> </ul>
<b>Caption</b>	Enter the name that will display on the tab for the user-defined field. You must use a unique name for each field in a hub.
<b>Database Column Name</b>	<p>This field prefills with the database name for the user-defined field. The name is used internally by the Vantagepoint database. The name does not display on a tab.</p> <p>The name is generated by combining "Cust" with the field name that you entered in the <b>Caption</b> field. Spaces between words are removed. For example, if you entered <b>Team Leader</b> in the <b>Caption</b> field, the <b>Database Column Name</b> field prefills with <b>CustTeamLeader</b>.</p> <p>In the <b>Database Column Name</b> field, you can change the field caption portion of the prefilled database column name, but you cannot change the Cust prefix portion of the name. The database column name must be unique.</p>
<b>Continue</b>	Click this button to continue, and enter the other settings for the field in the Field Settings dialog box.

### Add Grid Dialog Box

Use this dialog box in Screen Designer in the browser application to add a grid to a tab in a hub.

### Display the Add Grid Dialog Box

You display this dialog box in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:

- Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add a grid to.
  3. On the Actions bar, click **Add Grid**.

#### Contents of the Add Grid Dialog Box

Use the fields and options on this dialog box to add a user-defined grid to a tab in a hub in the browser application.

#### Contents

Field	Description
<b>Caption</b>	Enter the name for the grid that users will see above the grid on the tab. You must use a unique name for each grid in a hub.
<b>Database Table Name</b>	<p>This field prefills with the database name for the grid. The name is used internally by the Vantagepoint database. The name does not display on a tab.</p> <p>The name is automatically generated by combining the prefix "Cust" with the grid's name that you entered in the <b>Caption</b> field. Spaces between words in the grid name are removed. For example, if you entered <b>Team Members</b> in the <b>Caption</b> field, the <b>Database Column Name</b> field prefills with <b>CustTeamMembers</b>.</p> <p>In the <b>Database Table Name</b> field, you can change the grid caption portion of the prefilled database table name, but you cannot change the Cust prefix portion of the name. The database table name must be unique.</p>
<b>Continue</b>	Click this button to continue, and enter the grid columns and other settings for the grid in the Grid Settings dialog box.

#### Caption Dialog Box


Use this dialog box in Screen Designer to enter the text for a custom label that you add to a hub tab.

A custom label is text or a block of text that you add to a tab. The text can provide on-screen instructions or information for users. The text is not the name or label for a field.

The Caption dialog box allows you to see the full text for a label as you type it. You can also press ENTER on your keyboard to enter text on a new line.

#### Display the Caption Dialog Box

You display this dialog box in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click **Add Label** on the Actions bar to create a new label on a tab.  
Or, click a label that is already added to the tab on the Screen Designer form.
3. Be sure that the label is selected on the Screen Designer form, and then click  in the **Caption** field in the Field Properties section of the properties pane.  
The Caption dialog box displays.

#### Contents of the Caption Dialog Box

On this dialog box you see all the text as you enter text for a custom label that you add to a tab in a hub.

#### Contents

Field	Description
<b>Custom Label Text Box</b>	Enter the text for the custom label in this box. You can see all the text as you type. Press ENTER on your keyboard to add text to a separate line. Click ▼ in the text box toolbar to display the text editor tools for formatting text. You can change font style and size of the text, add bulleting, and so on.
<b>Apply</b>	Click this button to save the label text and return to the Screen Designer form.
<b>Cancel</b>	Click this button to return to the Screen Designer form without saving the changes you made on the dialog box.

#### Create Hub Dialog Box

If the Accounting module or the CRM Plus module is activated, use this dialog box in Screen Designer in the browser application when you create a new (user-defined) hub.

#### Display the Create Hub Dialog Box

You display the Create Hub dialog box in Screen Designer in Settings, in the browser application.

**Pre-requisites:** The Accounting module or the CRM Plus module must be activated.



1. In the Navigation pane in the browser application, select **Settings » General » Screen Designer**.
2. On the title bar of the Screen Designer form, click **+ New Hub**.

#### Contents of the Create Hub Dialog Box

Use the fields on this dialog box to create a new hub. After you enter the information for a new hub, you can add tabs, grids, and fields to the hub.

After you save a new hub, you can access the information that you originally entered on this dialog box. To do so, select the hub in Screen Designer, in Settings, and click **Other Actions » Hub Preferences** in the Actions bar on the Screen Designer form.

#### Contents

Field	Description
<b>Singular Name</b>	Enter the singular form of the name for the hub. This is the system label that is used throughout Vantagepoint when the singular form of the hub name is needed, such as in reports.
<b>Plural Name</b>	Enter the plural form of the name for the hub. This is the name that you see for the hub in the Hubs section of the Navigation pane. It is the system label that is used throughout Vantagepoint when the plural form of the hub name is needed.
<b>Help URL</b>	Enter a URL that links to a custom help file that you created for this hub. The help file launches when users click the Help ? icon at the top of the hub's screen.
<b>Automatically include</b>	<p>Select the check box for the standard Vantagepoint grids and panels that you want to add to the hub. Check boxes are:</p> <ul style="list-style-type: none"> <li>■ <b>Activities Grid:</b> This check box is available if you have the CRM or CRM Plus application activated. This adds an Activities tab to the hub. The tab has an Activities grid in which you can schedule and manage activities, such as meetings, phone calls, and other tasks for hub records.</li> <li>■ <b>Files Grid:</b> This check box is available only if you have FileStream is enabled. This adds a Files grid for attaching files to hub records. The Files grid is added to a Files tab in the hub if you select this check box and you do not select the <b>Links Grid</b> check box. If select both of these check boxes, the Files grid is added to a Files &amp; Links tab. In the Files grid you can upload files for hub records for easy access and viewing. You can upload various file types, such as image files, Microsoft document files, word processing files, drawing files, spreadsheets, and so on. A copy of the file is stored in the FileStream database.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Links Grid:</b> This adds a Links grid for adding hyperlinks that open external text and graphic files, web sites, email addresses, and so on for hub records. The Links grid is added to a Links tab if you select this check box and you do not select the <b>Files Grid</b> check box. If select both of these check boxes, the Links grid is added to a Files &amp; Links tab.</li> <li>▪ <b>Summary Panel with image:</b> This adds a summary panel on the left side of the hub form. The panel contains a <b>Number</b> field and a <b>Name</b> field for entering the number and name for each new record that you add to the hub. You can also upload an image for a hub record in this pane.  If you choose <b>not</b> to add the summary panel to the hub, the <b>Number</b> and <b>Name</b> fields are added to the Overview tab that is always added to a new hub. The Overview tab is blank if you select the <b>Summary Panel with image</b> check box. You can add fields to the Overview tab or delete the tab.  You cannot delete the <b>Number</b> and <b>Name</b> fields in the Summary panel or the Overview tab. However, you can hide the fields, if needed, using the <b>Hidden</b> field in the Field Properties section of the properties pane on the Screen Designer form.</li> </ul> <p>After you add and save a new hub, you can clear any of these check boxes on the Hub Preferences dialog box at any time to remove the grids and summary panel from the hub as needed.</p>
<b>Database Table Name</b>	This field prefills with the singular name that you entered for the hub in the <b>Singular Name</b> field, preceded with UDIC_. This is the internal database table name that is assigned to the hub. You use this name for creating custom reports or advanced workflows for the hub.
<b>Display in Page Title</b>	<p>Select whether you want the name or number that was entered for a hub record to display at the top of the hub form to identify the record that you have open in the hub.</p> <p>This setting also determines how the name and number display in the hub's search results list:</p> <ul style="list-style-type: none"> <li>▪ If you select <b>Name</b> for the <b>Display in Page Title</b> setting, the hub record's name displays first, in larger text, above the hub record's number (in smaller text) in the search results list.</li> <li>▪ If you select <b>Number</b> for the <b>Display in Page Title</b> setting, the hub record's number displays first, in larger text, above the hub record's name (in smaller text) in the search results list.</li> </ul> <p>You can delete a user-defined hub's name or number field, but not both, from the hub. When you delete one of the fields, the remaining field is automatically selected for the <b>Display in Page Title</b> setting, and you cannot change it.</p>




Field	Description
	If you select <b>Name</b> and you add three name fields to the hub, all three names display at the top of the hub form. (You can add up to three name fields for a hub record.) The order in which you place the name fields in the hub determines the order in which they appear, concatenated, at the top of the hub form. Vantagepoint looks at the order of the name fields from top to bottom if the name fields are all on the summary panel; from left to right and then top to bottom if the name fields are all on one tab; and from tabs left to right if the name fields are on different tabs.
<b>Done</b>	Click this button to save the entries on the dialog box and return to the Screen Designer form where you now see the new hub displayed in Screen Designer. You can begin adding tabs, grids, and fields to the hub. Clicking this button does <b>not</b> save the new hub. <b>To save the hub</b> , you must click <b>Save</b> at the top of the properties pane on the Screen Designer form.

### *Field Security Rights Dialog Box*

Use this dialog box in Screen Designer to hide, display, lock, unlock, or secure fields, grids, grid columns, and other screen elements for each security role.

### Display the Field Security Rights Dialog Box

You display this dialog box in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, do one of the following:
  - To open this dialog box to set the field security property for a specific field or a whole grid: Select a field or grid, and then click  in the **Field Security** field in the Field Properties or Grid Properties section of the properties pane.
  - To open this dialog box to set the field security property for a specific field (column) in a grid:
    1. Select a grid, and then click  beside the **Field Type** field in the Grid Properties section of the properties pane.
    2. In the Grid Settings dialog box, select a row in the Grid Columns grid (the specific field (column) in the grid) for which you want to set the field security properties.
    3. Click  in the **Field Security** field in the Column Properties pane on the Grid Settings dialog box.

## Contents of the Field Security Rights Dialog Box




Use the options on this dialog box to hide, display, lock, unlock, or secure fields, grids, grid columns, and other screen elements for each security role.

### Contents

#### Field Security Grid

This grid displays a row for each security role that has been set up in **Settings » Security » Roles**. You can change the settings in the columns as needed to specify whether to secure, hide, display, lock, or unlock the selected screen element for the security role.

#### Field Security Grid: Toolbar

Field	Description
	Click this icon to maximize the grid to a full screen display. This expanded view reduces the need to scroll through long lists of records. Click it again to return to the standard grid display. For more information, see <a href="#">Maximize the Grid View</a> .
	Click this icon to export all the data from the grid into a .CSV (comma-separated values) file that you save in Microsoft Excel or another spreadsheet application that supports .CSV files. For more information see <a href="#">Exporting Data to a .CSV File</a> .
	Click this icon to turn the filter row on or off in the grid. The filter row is used to quickly search for a report. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .

#### Field Security Grid: Action Bar

Use these actions to apply security rights to multiple roles at a time. To select multiple roles in the grid, click the check box at the beginning of a role's row. Or, click the check box for the **Roles Column** heading to select all the roles in the grid. Then click an action on the action bar to apply the security right to all the selected roles.

Field	Description
<b>Secure</b>	Click this action to secure a field, grid, or grid column for the multiple roles that you select in the grid. For more information about secured fields, see the <b>Secured/Hidden/Displayed</b> column description below.
<b>Hide</b>	Click this action to hide a field or element for the multiple roles that you select in the grid. For more information about hidden fields, see the <b>Secured/Hidden/Displayed</b> column description below.
<b>Display</b>	Click this action to have the field or element display for the multiple roles that you select in the grid. For more information about displayed fields, see the <b>Secured/Hidden/Displayed</b> column description below.
<b>Lock</b>	Click this action to lock the field or element for the multiple selected roles. For more information about locked fields, see the <b>Locked/Unlocked</b> column description below.
<b>Unlock</b>	Click this action to unlock the field or element for the multiple selected roles. For more information about unlocked fields, see the <b>Locked/Unlocked</b> column description below.

### Field Security Grid Columns

A row displays for each security role. Click the row for a security role to make the columns in the grid editable. Then change the settings in the columns as needed for a role.

Field	Description
<b>Role</b>	This column displays the name of a security role.
<b>Secured/ Hidden/ Displayed</b>	<p>In this column, select one of the following security rights for the selected field or element for a security role:</p> <ul style="list-style-type: none"> <li>▪ <b>Secured:</b> When you secure a field or element, the data for the field stays on the Vantagepoint server and is not pushed to the users' computers. A secured field is automatically hidden and locked. You cannot display or unlock it. You cannot secure divider lines, labels (on-screen text), or workflow buttons. Examples of fields that you may want to secure are the <b>Social Security Number</b> and <b>Pay Rate</b> fields in the Employees hub.</li> <li>▪ <b>Hidden:</b> When you hide a field or element, it is not visible in Vantagepoint. You cannot secure hidden fields, but a secured field is automatically hidden. Searches located in other applications for a hidden field are also hidden.</li> <li>▪ <b>Displayed:</b> When you display a field or element, it is visible in Vantagepoint. You can lock or unlock a displayed field.</li> </ul> <p>The <b>Secured/Hidden/Displayed</b> column displays <b>Mixed</b> when you select multiple fields or elements on the Screen Designer form to apply security rights to them all at one time, and the selected elements currently do not have the same security rights entered in the <b>Secured/Hidden/Displayed</b> field. See the "Applying Security Rights to Multiple Fields and Elements at a Time" section below for more information.</p>
<b>Locked/ Unlocked</b>	<p>In this column, select one of the following security rights for the selected field or element for a security role:</p> <ul style="list-style-type: none"> <li>▪ <b>Locked:</b> When a field or element is locked, users with the role can see the field but not make entries in it.</li> <li>▪ <b>Unlocked:</b> When a field or element is unlocked, users with the role can see the field and make entries in it.</li> </ul> <p>When you select <b>Secured</b> in the <b>Secured/Hidden/Displayed</b> column for a field or other element, the <b>Locked/Unlocked</b> column prefills with <b>Locked</b>, and cannot be changed.</p> <p>The <b>Locked/Unlocked</b> column displays <b>Mixed</b> when you select multiple fields or elements on the Screen Designer form to apply security rights to them all at one time, and the selected elements currently do not have the same security rights entered in the <b>Locked/Unlocked</b> column. See the next section for more information.</p>

### Applying Security Rights to Multiple Fields and Elements at a Time

When you select multiple fields or elements on the Screen Designer form and apply security rights to them all at one time on the Field Security Rights dialog box, you may see **Mixed** in the **Secured/Hidden/Displayed** and **Locked/Unlocked** fields. This means that the security rights currently entered for all the selected fields for a role are not the same. If you change the **Mixed** value in either of these columns to another value for a role, that new value now displays in the column and is applied to all the fields that you selected on the Screen Designer form.

#### Field Settings Dialog Box

Use this dialog box in Screen Designer to enter or edit settings and properties for user-defined fields and certain standard Vantagepoint fields.

This dialog box applies for user-defined fields and the following standard Vantagepoint fields:

- Fields in the Projects hub that allow you to specify a default field value.
- Compound component fields, such as the **Location** field for a project in the Projects hub or the **Full Name** field for an employee in the Employees hub. These fields are comprised of a group of related multiple fields, such as **Address**, **City**, **State/Province**, and **Country** for the **Location** field and **First Name**, **Last Name**, **Salutation**, and **Suffix** for the **Full Name** field. In this dialog box, you can change the properties for each individual field that makes up the whole compound component field rather than changing the properties for the compound field as a whole, which would apply the same properties to all of the fields that make up the compound component field.

#### Display the Field Settings Dialog Box

You display this dialog box in Screen Designer.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. Complete one of the following on the Screen Designer form:

Scenario	Steps
Add a new user-defined field:	<ol style="list-style-type: none"> <li>1. In the Actions bar, click <b>Add Field</b>.</li> <li>2. Enter information for the field in the Add Field dialog box and click <b>Continue</b>.</li> </ol>
Modify one of the following:	<ol style="list-style-type: none"> <li>1. On the left side of the Screen Designer form, click the field that you want to modify.</li> </ol>

Scenario	Steps
<ul style="list-style-type: none"> <li>An existing user-defined field.</li> <li>A standard field from the Projects hub that allows you to specify a default field value.</li> <li>A compound component field, such as the <b>Location</b> field for a project in the Project's hub or the <b>Home Address</b> field for an employee in the Employee's hub.</li> </ul>	<ol style="list-style-type: none"> <li>In the properties pane of the Screen Designer form, click * beside the <b>Field Type</b> field name.</li> </ol>

### Contents of the Field Settings Dialog Box

Use these fields and options to enter or edit settings and properties for new and existing user-defined fields and certain standard fields in Vantagepoint.

The fields included on this dialog box vary, based on the type of field that you are adding or modifying. This topic identifies all the possible fields that could display on the dialog box.

This dialog box applies for user-defined fields and the following standard Vantagepoint fields:


- Fields in the Projects hub that allow you to specify a default field value.
- Compound component fields, such as the **Location** field for a project in the Projects hub or the **Full Name** field for an employee in the Employees hub. These fields are comprised of a group of related multiple fields, such as **Address**, **City**, **State/Province**, and **Country** for the **Location** field and **First Name**, **Last Name**, **Salutation**, and **Suffix** for the **Full Name** field. In this dialog box, you can change the properties for each

individual field that makes up the whole compound component field rather than changing the properties for the compound field as a whole, which would apply the same properties to all of the fields that make up the compound component field.

## Contents

Field	Description
<b>Default Value</b>	<p>Enter a default value to prefill in the field when a user enters a new record. Users can change the prefilled default value as needed.</p> <p>When you enter a default value for a user-defined field, the default value prefills in the field for new records that are created after you specify the default value here. The default value does <b>not</b> populate in the field for existing records that were created before you specified a default value for the field.</p> <p>For some standard fields, specifying a default value may then make other fields required fields. If you use Screen Designer to specify a default value for such a field that then makes other fields required, it is recommended that you also specify default values for those other fields. This is particularly important if you use GovWin IQ integration to import multiple opportunities at one time from GovWin IQ to create new projects in Vantagepoint. The import will fail if values are not available for all required project fields.</p> <p>The following information applies for default values for standard fields in the Projects hub:</p> <ul style="list-style-type: none"> <li>▪ The default values are applied to new projects that you create manually in Vantagepoint and in Mobile CRM.</li> <li>▪ The default value that you enter for some Project hub fields may required that users make a certain entry in a related field when they create a project. Users will receive a message informing them of the required entry if they do not make the entry before they save the project.</li> </ul>
<b>Currency Type</b>	<p>This field displays if you use multiple currencies and you selected <b>Currency</b> in the <b>Field Type</b> field on the Add Field dialog box for a user-defined field. Select one of the following currency types in this field:</p> <ul style="list-style-type: none"> <li>▪ <b>Record:</b> This currency type is available for all hubs except the Projects and Activities hubs. When you select <b>Record</b> as the currency type, a <b>User Defined Currency Code</b> field is added to the Overview tab for the hub. Users must enter the currency amount in the new field in the currency that is entered for the hub record in the <b>User Defined Currency Code</b> field on the Overview tab.</li> <li>▪ <b>Specific:</b> Users must enter the currency amount in the field using the currency that you specify in the <b>Currency</b> field below the <b>Currency Type</b> field.</li> </ul>
<b>Currency</b>	<p>This field displays when you select <b>Specific</b> in the <b>Currency Type</b> field for a currency type field. Select the currency in which users must enter the currency amount in the field. The list of possible currencies is based on the currencies that you set up in <b>Settings » Currency » Options</b>.</p>



Field	Description
<b>Decimal Places</b>	If you selected <b>Numeric</b> in the <b>Data Type</b> field, use the <b>Decimals</b> field to specify the number of decimal places to display for numbers.
<b>Min Value</b>	This field applies for numeric and currency type fields. To require that the values that users enter in the field are equal to or more than a minimum value, enter that minimum value in this field.
<b>Max Value</b>	This field applies for numeric and currency type fields. To require that the values that users enter in the field are less than or equal to a maximum value, enter that maximum value in this field.
<b>Include in Report Total</b>	This check box displays only for numeric and currency type fields. Select the check box to include totals for this field in the total rows of reports that include this field as a column in a report.
<b>Values Grid</b>	<p>This grid displays only for user-defined dropdown type fields. Enter the items to include in the field's drop-down list that users can select when they make an entry in the field.</p> <p>Click <b>+ Add Value</b> and in the blank row in the grid, enter an item to include in the drop-down list for the field:</p> <ul style="list-style-type: none"> <li>▪ <b>Value:</b> Enter the name of the item to display in the drop-down list.</li> <li>▪ <b>Code:</b> This field displays a code that is automatically assigned to the drop-down list item. You cannot change the code. If you use multiple languages in Vantagepoint, this code helps you more easily identify drop-down list items when you open Vantagepoint in a different language and use the Field Settings dialog box in Screen Designer to specify the names of the drop-down list items in a different language.</li> <li>▪ <b>Default:</b> Select this check box for the drop-down list item that you want to prefill in the drop-down field by default. Users can change the entry in the prefilled field.</li> </ul> <p>The items in the drop-down list for the field will appear in the order that you enter them in the Values grid. To change the order, hover over a row, click the  drag handle icon to the left of a value name, drag the row up or down in the grid, and drop it in the desired location.</p> <p>To delete a value from the drop-down list, hover over the row in the grid, and click <b>X</b> at the end of the row. The value is deleted from the drop-down list for the field going forward. If the value was previously selected and saved in the field for a hub record, the value is not automatically deleted from the field for the hub record. To remove the value from the field for a record, click in the field, and it is automatically cleared.</p>
<b>Limit Entry to Values List</b>	This check box displays only for drop-down type fields. Select this check box to require that users select only from the drop-down list in the field. When this check box is cleared, users can select from the drop-down list or enter a value in the field that is not in the list.

Field	Description
	<b>Caution:</b> After you click <b>Continue</b> on the Field Settings dialog box and click the <b>Save</b> action on the Screen Designer form, the new field is created and saved, and you <b>cannot</b> change the <b>Limit Entry to Values List</b> check box setting.
<b>Mobile CRM Section</b>	<p>This field displays only if you are adding a field to the Contacts, Firms, or Projects hubs and you use Mobile CRM (you have the CRM or CRM Plus module installed).</p> <p>Click ▼, in this field, and select the section on the Misc. tab in Mobile CRM in which you want the field to display. If you leave this field blank, the field will not display in Mobile CRM.</p> <p>To create a new section on the fly, click <b>+ Add Section</b> at the bottom of the drop-down list. In the Mobile CRM Sections dialog box, enter name for the new section in which it will display in Mobile CRM. Adding a new section this way is the same as adding a new section by clicking on the Screen Designer form. When you set up sections on the Mobile CRM Sections dialog box, you can also change the name of the Misc. tab.</p> <p>The fields that display left to right on the Screen Designer form, display from top to bottom on the screen in Mobile CRM.</p> <p>The <b>Mobile CRM Section</b> field does not display if the type of the user-defined field is Date/Time or Phone. You cannot add these type of user-defined fields to a Mobile CRM section in those hubs.</p>
<b>Default Search Field</b>	This check box displays when you add a field to a user-defined hub. Select this check box to allow users to search by this field when using the Custom Search dialog box to search for a hub record.

### *Grid Settings Dialog Box*

Use this dialog box in Screen Designer to add and remove columns (fields) from grids and modify the properties of grid columns in user-defined and most standard Vantagepoint grids.

### Display the Grid Settings Dialog Box

You display this dialog box in Screen Designer in the browser application.

This same dialog box displays when you create a new grid and when you edit an existing grid.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.

2. Click the tab on which to add or edit a grid.
3. If you are adding a new grid:
  - a) On the Actions bar on the Screen Designer form, click **Add Grid**.
  - b) Enter information for the field in the Add Grid dialog box and click **Continue**.
4. If you are editing an existing grid:
  - a) On the Screen Designer form, click the grid that you want to change to highlight it.
  - b) In the Grid Properties section of the properties pane on the form, click \* beside the **Field Type** field.

### Contents of the Grid Settings Dialog Box

Use the fields and options to add, delete, or change properties of columns (fields) for user-defined grid or modify a standard Vantagepoint grid.



### Contents

For standard grids, you can change only column captions (headings) and the hidden, locked, and required properties for each column. You cannot add or delete columns or change the default value or display width for a column.

### Grid Columns Section

In this section:

- Add the columns for a user-defined grid. Each row that you enter in this section stores the information for a column in the grid. The columns that you enter (rows from top to bottom in this section) are displayed in the grid from left to right in the hub.
- For a standard grid, change a column's caption (heading).

Field	Description
<b>+ Add Column</b>	Click this option to add a column to a user-defined grid. In the blank row for the column, enter information for the column. This option does not display on the dialog box for standard grids.
	<p>After you add columns in the Grid Columns section, to change the order of the columns in the grid, hover over a row that you want to move, click the  drag handle icon at the beginning of a row, and then drag the row up or down and drop it into the desired location.</p> <p>The grid columns that you enter as rows from top to bottom in the Grid Columns section are displayed in the grid from left to right in the hub.</p>
<b>Column Caption</b>	Enter or change the name (heading) for the column, which users see in the grid. You must use a unique name for each column in the grid.

Field	Description
<b>Database Column Name</b>	<p>This field displays for user-defined grids. It prefills with the database name for the grid column. The name is used internally by the Vantagepoint database. The name does not display on the tab.</p> <p>The name is generated by combining "Cust" with the column name that you entered in the <b>Column Caption</b> field. Spaces between words are removed. For example, if you entered <b>Final Approved</b> in the <b>Column Caption</b> field, the <b>Database Column Name</b> field prefills with <b>CustFinalApproved</b>.</p> <p>In the <b>Database Column Name</b> field, you can override and change the grid column caption portion of the prefilled database table name, but you cannot change the Cust prefix portion of the name. The database column name must be unique.</p>
<b>Column Name</b>	<p>This field displays the database name for a column in a standard grid. You cannot change the name.</p>
<b>Type</b>	<p>This field applies only for user-defined grids. Select the type for the grid column. The type determines the type of information that users must enter in the column (field) in the hub. Some of the types allow users to enter a record from another hub in the grid field, such as an employee or contact record. For these types, users can select an entry for the field from a lookup list for a hub record. After you save the grid settings, you cannot change a column's type.</p> <p>The grid column types that are allowed for a hub can vary. All possible types are:</p> <ul style="list-style-type: none"> <li>▪ <b>Account:</b> Users must enter a general ledger account from the chart of accounts in the field.</li> <li>▪ <b>Boilerplate:</b> Users must enter a boilerplate from the Boilerplates hub in the field.</li> <li>▪ <b>Character:</b> Users must enter an alphanumeric value in the field.</li> <li>▪ <b>Checkbox:</b> The field has a check box that users can select or clear.</li> <li>▪ <b>Contact:</b> Users must enter a contact from the Contacts hub in the field.</li> <li>▪ <b>Currency:</b> This type displays only if you use multiple currencies. Users must enter a monetary amount in the field. When you add a currency column, you must also select the currency type in the <b>Currency Type</b> field in the Column Properties section of the dialog box.</li> <li>▪ <b>Date:</b> Users must enter a date in the field.</li> <li>▪ <b>Date/Time:</b> Users must enter a date and time in the field.</li> <li>▪ <b>Dropdown:</b> You create a list of items that users select from in a drop-down list in the field.</li> <li>▪ <b>Employee:</b> Users must enter an employee from the Employees hub in the field.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Equipment:</b> Users must select an equipment item from the Equipment hub in the field.</li> <li>▪ <b>Firm:</b> Users must select a firm from the Firms hub in the field.</li> <li>▪ <b>Marketing Campaign:</b> Users must select a marketing campaign from the Marketing Campaigns hub in the field.</li> <li>▪ <b>Memo:</b> The field is a memo box in which users can enter a larger amount of text than they can in a standard field.</li> <li>▪ <b>Numeric:</b> Users must enter a number in the field.</li> <li>▪ <b>Organization:</b> Users must enter an organization that is set up for your enterprise in the field.</li> <li>▪ <b>Phone:</b> Users must enter a telephone number in the field.</li> <li>▪ <b>Project:</b> Users must enter a project from the Projects hub in the field. Phases and tasks are not available to select in project type fields.</li> <li>▪ <b>URL:</b> Users must enter a URL web address in the field. When you click on a URL that is entered in the field, the web page opens in a new window.</li> <li>▪ <b>&lt;User Defined Hub&gt;:</b> Any user-defined hub that you added to Vantagepoint displays in the list. When you select a user-defined hub, users must enter a record from that user-defined hub in the field.</li> </ul>
<b>Sort By</b>	<p>This check box applies only for user-defined grids. Select this check box for the one column by which to automatically sort the data-filled rows in the grid. For example, if you add columns A, B, and C to a grid and you select the <b>Sort By</b> check box for column A, the numerous rows that users add to the grid will be ordered in the grid (from top to bottom) based on the entry made in column A for each row. If the sort-by column is a character type column, the rows in the grid are sorted in alphanumeric order; if the sort-by column is a numeric type column, the rows in the grid are sorted in numeric order; and so on.</p>
<b>Include in Proposals</b>	<p>This check box displays in the grid if you have the CRM Plus module installed and only for user-defined grids. It applies only for merge templates that you create with Adobe InDesign.</p> <p>If you want an InDesign merge template to include data from only some of the rows in a custom grid (instead of data from all the rows in the grid), you must add a custom column specifically for this purpose to the <b>Custom Columns</b> grid on the Custom Grids tab in User Defined Components Configuration. For the custom column, select <b>Checkbox</b> from the drop-down list in the <b>Data Type</b> column, and then select the check box in the <b>Include in Proposals</b> column.</p> <p>You can select the <b>Include in Proposals</b> check box for only:</p> <ul style="list-style-type: none"> <li>▪ One custom column (row) in the <b>Custom Columns</b> grid.</li> <li>▪ A custom column (row) that has <b>CheckBox</b> selected in the <b>Type</b> field in the grid.</li> </ul>




Field	Description
<b>X</b>	This icon applies only for user-defined grids. To delete a column from the grid, hover over the row for the column and click <b>X</b> at the end of the row. Any data that is entered in the column for hub records is permanently deleted from Vantagepoint.

### Column Properties Section

After you add a column to the grid in the Grid Columns section, enter additional properties for the column in this section. The Column Properties section displays the properties for the column that you select in the Grid Columns section.

For standard grids, the only properties that you can change for columns are **Field Security**, **Locked**, and **Required**.

Field	Description
<b>Currency Type</b>	<p>This field displays if you use multiple currencies and a column's type is <b>Currency</b>. Select one of the following currency types in this field:</p> <ul style="list-style-type: none"> <li>▪ <b>Record</b>: This currency type is available for all hubs except the Projects and Activities hubs. When you select <b>Record</b>, a <b>User Defined Currency Code</b> field is added to the Overview tab for the hub. Users must enter the currency amount in the grid column in the currency that is entered for the hub record in the <b>User Defined Currency Code</b> field on the Overview tab.</li> <li>▪ <b>Specific</b>: Users must enter the currency amount using the currency that you specify in the <b>Currency</b> field below the <b>Currency Type</b> field.</li> </ul>
<b>Currency</b>	This field displays if you use multiple currencies and you select <b>Specific</b> in the <b>Currency Type</b> field. Select the currency that users must enter for the currency type field. The list of possible currencies is based on the currencies that you set up in <b>Settings » Currency » Options</b> .
<b>Default Value</b>	Enter the default value to prefill in this field when users enter a row in the grid for the hub. For checkbox type fields, select <b>Checked</b> or <b>Unchecked</b> .
<b>Decimal Places</b>	If you selected <b>Numeric</b> in the <b>Data Type</b> field, use the <b>Decimal Places</b> field to specify the number of decimal places to display for numbers.
<b>Min Value</b>	This field applies for numeric and currency type fields. To require that values entered in the field are equal to or greater than a minimum value, enter the minimum value in this field.
<b>Max Value</b>	This field applies for numeric and currency type fields. To require that values entered in the field are less than or equal to a maximum value, enter the maximum value in this field.
<b>Include in Report Total</b>	This check box displays only for numeric and currency type columns. Select this check box to include totals for this column in the following places:

Field	Description
	<ul style="list-style-type: none"> <li>In the total rows of reports that include the column in the report.</li> <li>At the bottom of the user-defined grid in the hub.</li> </ul>
<b>Values Grid</b>	<p>This grid displays only for user-defined dropdown type fields. Enter the items to include in the field's drop-down list that users can select when they make an entry in the field.</p> <p>Click <b>+ Add Value</b> and in the blank row in the grid, enter an item to include in the drop-down list for the field:</p> <ul style="list-style-type: none"> <li><b>Value:</b> Enter the name of the item to display in the drop-down list.</li> <li><b>Code:</b> This field displays a code that is automatically assigned to the drop-down list item. You cannot change the code. If you use multiple languages in Vantagepoint, this code helps you more easily identify drop-down list items when you open Vantagepoint in a different language and use the Grid Settings dialog box in Screen Designer to specify the names of the drop-down list items in a different language.</li> <li><b>Default:</b> Select this check box for the drop-down list item that you want to prefill in the drop-down field by default. Users can change the entry in the prefilled field.</li> </ul> <p>The items in the drop-down list for the field will appear in the order that you enter them in the Values grid. To change the order, hover over a row, click the  drag handle icon to the left of a value name, drag the row up or down in the grid, and drop it in the desired location.</p> <p>To delete a value from the drop-down list, hover over the row in the grid, and click <b>X</b> at the end of the row. The value is deleted from the drop-down list for the field going forward. If the value was previously selected and saved in the field for a hub record, the value is not automatically deleted from the field for the hub record. To remove the value from the field for a record, click in the field, and it is automatically cleared.</p>
<b>Display Width</b>	Enter the width, in pixels, for the column as it will display in the grid on the tab.
<b>Field Security</b>	To hide a grid column (field) from certain users or all users based on user security roles, select the column (field) in the Grid Columns grid, and click  in this field. In the Field Security Rights dialog box, select the roles for which to hide or display the fields (column). You may want to hide a column from all roles if the column is not useful for anyone in your company or enterprise.
<b>Locked</b>	To allow certain users, or all users, to see but not make entries or edits to a grid column (field) based on user security roles, select the column (field) in the Grid Columns grid, and click  in this field. On the Field Edit Rights dialog box, specify which security roles have edit rights to a field/grid and which roles do not. You "lock" and "unlock" editing rights for a security role. After you select roles, <b>&lt;Roles Selected&gt;</b> displays in the <b>Locked</b> field.

Field	Description
<b>Required</b>	<p>Select a security role type to require that a user with a certain type of security role must make an entry in the grid column for a record. A user's security role type is entered in <b>Settings » Security » Roles</b>.</p> <p>The security role types in the <b>Required</b> field are:</p> <ul style="list-style-type: none"> <li>▪ <b>Accounting</b></li> <li>▪ <b>CRM</b></li> <li>▪ <b>Both</b></li> </ul>
<b>Required Level</b>	<p>This field is enabled only for the Projects hub if you selected a security role type in the <b>Required</b> field. Select one of the following items in this field to determine at which work breakdown structure level an entry in this column is required.</p> <ul style="list-style-type: none"> <li>▪ <b>All Levels</b></li> <li>▪ <b>Project</b></li> <li>▪ <b>Lowest</b></li> </ul>

### Hub Preferences Dialog Box

After you add a user-defined hub, use this dialog box in Screen Designer in the browser application to view or change the hub's setup information or delete the hub.

The information on this dialog box is the information that you entered in the Create Hubs dialog box when you originally created a user-defined hub.

### Display the Hub Preferences Dialog Box

This dialog box displays in Screen Designer in Settings in the browser application.

1. In the Navigation pane in the browser application, select **Settings » General » Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select the user-defined hub whose preferences you want to view or change.
3. On the Actions bar, click **Other Actions » Hub Preferences**.

### Contents of the Hub Preferences Dialog Box

Use the fields in this dialog box to view or change a user-defined hub's preferences or delete a user-defined hub.


The fields on this dialog box contain the information that you entered on the Create Hubs dialog box when you originally created the user-defined hub.



## Contents

Field	Description
<b>Singular Name</b>	Enter the singular form of the name for the hub. This is the system label that is used throughout Vantagepoint when the singular form of the hub name is needed, such as in reports.
<b>Plural Name</b>	Enter the plural form of the name for the hub. This is the name that you see for the hub in the Hubs section of the Vantagepoint Navigation pane. It is the system label that is used throughout Vantagepoint when the plural form of the hub name is needed.
<b>Help URL</b>	Enter a URL that links to a custom help file that you created for this hub. The URL can be a maximum of 255 characters in length. The help file launches when users click the Help ? icon at the top of the hub's screen.
<b>Automatically include</b>	<p>Select or clear the check boxes in this section to add or remove grids and a summary panel from the hub.</p> <p>When you clear check boxes to remove grids that were previously added to a hub: The grid is removed from the tab. If the tab has no other fields are on the tab, you can delete the tab by clicking <b>X</b> beside the tab name.</p> <p>You can clear the check box to remove the Summary panel only if the panel has no fields in it. If the Summary panel has the <b>Number</b> and <b>Name</b> fields (which you are not allowed to remove), you can move (drag and drop) these fields to another tab and then remove the Summary panel.</p> <p>Check boxes are:</p> <ul style="list-style-type: none"> <li>▪ <b>Activities Grid:</b> This check box is available if you have the CRM or CRM Plus application activated. This adds an Activities tab to the hub. The tab has an Activities grid in which you can schedule and manage activities, such as meetings, phone calls, and other tasks for hub records.</li> <li>▪ <b>Files Grid:</b> This check box is available only if you have FileStream is enabled. This adds a Files grid for attaching files to hub records. The Files grid is added to a Files tab in the hub if you select this check box and you do not select the <b>Links Grid</b> check box. If you select both of these check boxes, the Files grid is added to a Files &amp; Links tab in the hub. In the Files grid you can upload files for hub records for easy access and viewing. You can upload various file types, such as image files, Microsoft document files, word processing files, drawing files, spreadsheets, and so on. A copy of the file is stored in the FileStream database.</li> <li>▪ <b>Links Grid:</b> This adds a Links grid for adding hyperlinks that open external text and graphic files, web sites, email addresses, and so on to hub records. The Links grid is added to a Links tab in the hub if you select this check box and you do not select the <b>Files Grid</b> check box. If you select both of these check boxes, the Links grid is added to a Files &amp; Links tab in the hub.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Summary Panel with image:</b> This adds a summary panel on the left side of the hub form. The panel contains a <b>Number</b> field and a <b>Name</b> field for entering the number and name for each new record that you add to the hub. You can also upload an image for a hub record in this pane.</li> </ul> <p>If you choose <b>not</b> to add the summary panel to the hub, the <b>Number</b> and <b>Name</b> fields are added to the Overview tab that is always added to a new hub. The Overview tab is blank if you select the <b>Summary Panel with image</b> check box. You can add fields to the Overview tab or delete the tab.</p> <p>You cannot delete the <b>Number</b> and <b>Name</b> fields in the Summary panel or the Overview tab. However, you can hide the fields, if needed, using the <b>Hidden</b> field in the Field Properties section of the properties pane on the Screen Designer form.</p>
<b>Database Table Name</b>	<p>This displays the singular name for hub that is entered in the <b>Singular Name</b> field, preceded with UDIC_. You cannot change the database table name. This is the internal database table name that is assigned to the hub. You use this name for creating custom reports or advanced workflows for the hub.</p>
<b>Display in Page Title</b>	<p>Select whether you want the name or number that was entered for the hub record to display at the top of the hub form to identify the record that you have open in the hub.</p> <p>This setting also determines how the name and number display in the hub's search results list:</p> <ul style="list-style-type: none"> <li>▪ If you select <b>Name</b> for the <b>Display in Page Title</b> setting, the hub record's name displays first, in larger text, above the hub record's number (in smaller text) in the search results list.</li> <li>▪ If you select <b>Number</b> for the <b>Display in Page Title</b> setting, the hub record's number displays first, in larger text, above the hub record's name (in smaller text) in the search results list.</li> </ul> <p>You can delete a user-defined hub's name or number field, but not both, from the hub. When you delete one of the fields, the remaining field is automatically selected for the <b>Display in Page Title</b> setting, and you cannot change it.</p> <p>If you select <b>Name</b> and you added three name fields to the hub, all three names display at the top of the hub form. (You can add up to three name fields for a hub record.) The order that you place the name fields in the hub determines the order in which they appear, concatenated, at the top of the hub form. Vantagepoint looks at the order of the name fields from top to bottom if the name fields are all on the summary panel; from left to right and then top to bottom if the name fields are all on one tab; and from tabs left to right if the name fields are on different tabs.</p>


Field	Description
 <b>Delete Hub</b>	To permanently delete the user-defined hub and all the records that it contains, click this option. Then, on the Delete Hub dialog box, click <b>Delete Hub</b> .
<b>Done</b>	Click this button to save the entries on the dialog box and return to the Screen Designer form. Clicking <b>Done</b> does not save any changes that you made on the Hub Preferences dialog box to the hub. <b>To save the changes</b> , you must click <b>Save</b> at the top of the properties pane on the Screen Designer form.

### Tab Security Rights Dialog Box

Use this dialog box in Screen Designer to hide a tab from users based on their security roles.

### Display the Tab Security Rights Dialog Box

You display this dialog box in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. In the middle of the Screen Designer form, click a tab to select it.
3. In the Tab Properties section of the properties pane on the form, click  in the **Tab Security** field.

### Contents of the Tab Security Rights Dialog Box

Use these fields and options to hide or display standard and user-defined tabs for users, based on their security roles.

For more information about what happens when you hide a tab, see [Hiding Tabs in Vantagepoint](#).

Hiding a tab is a safe way to hide an essential field on the tab from a role without causing possible unexpected results. For more information, see [Essential Fields in Vantagepoint](#).

You cannot hide the Overview tab in a hub or the General tab in Chart of Accounts Settings.

## Contents

Field	Description
<b>Hidden for These Roles List</b>	<p>This list contains all of the security roles from which the selected tab is hidden in Vantagepoint.</p> <p>Use the field above the list to search for a role in the list, instead of using the list's scroll bar to find a role in the list. Enter one or more alphanumeric characters in the search field to display a list of roles that contain those characters. For example, enter "R" in the field to display only the roles that start with R.</p> <p>To allow a role that is in the <b>Hidden for These Roles</b> list to see the selected tab in Vantagepoint, click the role in the list. The role is automatically moved to the <b>Display for These Roles</b> list. Click <b>Add All</b> to add all roles in the <b>Hidden for These Roles</b> list to the <b>Display for These Roles</b> list.</p>
<b>Display for These Roles List</b>	<p>This list contains all of the security roles that are allowed to see the selected tab in Vantagepoint.</p> <p>Use the field above the list to search for a role in the list, instead of using the list's scroll bar to find a role in the list. Enter one or more alphanumeric characters in the search field to display a list of roles that contain those characters. For example, enter "R" in the field to display only the roles that start with R.</p> <p>To hide the selected tab from a role in the <b>Display for These Roles</b> list, hover over the role's row in the list, and click <b>x</b> at the end of the row. The role is automatically moved to the <b>Hidden for These Roles</b> list. Click <b>Remove All</b> to move all roles in the <b>Display for These Roles</b> list to the <b>Hidden for These Roles</b> list.</p> <p>Roles in the <b>Display for These Roles</b> list that are grayed have the <b>Full Access to All Application Tabs</b> check box selected for them on the Access Rights tab in <b>Settings » Security » Roles</b> for the Application Tabs functional area. You can move these roles from the <b>Display for These Roles</b> list to the <b>Hidden for These Roles</b> list on this dialog box only if you first clear the <b>Full Access to All Application Tabs</b> check box in Roles Security Settings for a role.</p>

### Tooltip Dialog Box


Use this dialog box in Screen Designer to enter text for a tooltip that provides information about a field. The dialog box is an expansion of the **Tooltip** field, making it easy to see all tooltip text as you type, especially if you enter a lot of text.

### Display the Tooltip Dialog Box

This dialog box displays in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of

Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.

- Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
- 2. On the Screen Designer form, open the tab that has the field or divider line for which you want to add a tooltip.
- 3. On the tab, click the field or divider line to select it.
- 4. In the Field Properties section in the properties pane of the Screen Designer form, click  in the **Tooltip** field.

### Contents of the Tooltip Dialog Box

Use this dialog box to see all tooltip text as you enter it.

#### Contents

Field	Description
<b>Tooltip Text Box</b>	Enter the tooltip text in this text box. Press ENTER on your keyboard to add text to a separate line. Click ▼ in the text box toolbar to display the text editor tools for formatting text. You can change font style and size of the text, add bulleting, and so on.
<b>Apply</b>	Click this button to save the tooltip text and return to the Screen Designer form.
<b>Cancel</b>	Click this button to return to the Screen Designer form without saving the changes you made on the dialog box.

### Mobile CRM Sections Dialog Box

Use this dialog box in Screen Designer in the browser application to add and delete the sections on the Misc. tab in Mobile CRM (mobile) in which you add user-defined fields for the Contacts, Firms, and Projects hubs.

This dialog box applies if you use Mobile CRM (mobile) that comes with the CRM or CRM Plus modules.

The sections that you add or delete using this dialog box apply to the hub from which you open the dialog box. You maintain a separate set of sections for each Contacts, Projects, and Firms hub.

When you add a user-defined field to the Contacts, Projects, or Firms hub using the **Add Field** action in Screen Designer, you must specify the section in Mobile CRM in which to locate the field. You can add Mobile CRM sections on the fly when you add a field, or you can use the **Manage Mobile CRM Sections** action in Screen Designer to add Mobile CRM user-defined field sections before you add user-defined fields using the **Add Field** action.

### Display the Mobile CRM Sections Dialog Box

This dialog box displays in Screen Designer in the browser application when you open Screen Designer for the Contacts, Firms, or Projects hub.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section, select the Contacts, Firms, or Projects hub, and on the hub form, select **Design** from the **Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the Contacts, Firms, or Projects hub.
2. Complete one of the following:
  - Open the dialog box directly from the Screen Designer form: Click **Other Actions » Manage Mobile CRM Sections** from the Actions bar.
  - Open the dialog box to add a section on the fly when you add a new field to a hub:
    1. On the Screen Designer form, click a hub tab to add a field to.
    2. On the Actions bar, click **Add Field**.
    3. On the Add Field dialog box, enter information for the new field and click **Continue**.
    4. On the Field Settings dialog box, click ▼ in the **Mobile CRM Section** field.
    5. Click **+ Add Section** at the bottom of the drop-down list.

#### Contents of the Mobile CRM Sections Dialog Box

Use the fields on this dialog box to add and delete Mobile CRM sections into which you add user-defined field for the Contacts, Projects, and Firms hubs.

The sections that you add or delete using this dialog box apply to the hub from which you open the dialog box. You maintain a separate set of sections and tabs for each Contacts, Projects, and Firms hub.

The sections are added to the **Misc.** tab in Mobile CRM. You can change the name of the Misc. tab using the **Tab Name for User Defined Fields** field on this dialog box.





#### Contents

Field	Description
<b>Tab Name for User Defined Fields</b>	Mobile CRM has one tab for user-defined fields, the <b>Misc.</b> tab, that prefills in this field. To change the name of the <b>Misc.</b> tab, enter a different name for it in this field.

#### <Tab Name> Sections Grid

The title of this sections grid reflects the name of the tab that is entered in the **Tab Name for User Defined Fields** field. For example, if you enter **Industry** in the **Tab Name for User Defined Fields** field, the title for the sections grid is "Industry Sections."

In this grid, add the sections in which to locate user-defined fields on the Mobile CRM tab that you entered in the **Tab Name for User Defined Fields** field.

Field	Description
<b>+ Add Section</b>	Click this option to add a blank row to the grid, and enter a new section to add to the user-defined fields tab in Mobile CRM.
<b>Section Name</b>	Enter the name for the new section. You must use unique section names within a hub.
	The order of the sections that you add in the grid (from top to bottom) is the order that the sections display on the Mobile CRM tab. To change the order, hover over a row, click and hold the drag handle  icon to the left of a section name, drag the row up or down in the grid, and drop it in the desired location.
	To delete a section, hover over the section name, click  at the end of the row, and then select <b>Delete</b> on the shortcut menu. You can delete only a section that has no user-defined field added to it.

### User Defined Fields Dialog Box

Use this dialog box to view a list of all the user-defined fields and elements for the hub or chart of accounts that you have open on the Screen Designer form.

The list includes tabs, grids, fields, divider lines, labels, workflow buttons, and so on, and provides other information about these elements.

You can export the list to a comma-separated values (CSV) file.

In the Projects hub, this dialog box shows only the user-defined fields from the selected area that you have open, such as Contract Management, Project, and so on.

### Display the User Defined Fields Dialog Box

You display this dialog box in Screen Designer in the browser application.




1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the Actions bar of the form that displays, select **Other Actions » Design**.
  - Select **Settings » General » Screen Designer**. In the **Application** field at the top of the Screen Designer form, select the application that you want to customize.
2. On the Actions bar of the Screen Designer form, click **Other Actions » Show User Defined Fields**.

### Contents of the User Defined Fields Dialog Box

The grid on this dialog box in Screen Designer displays a list with basic information for all the user-defined fields and elements in the hub or chart of accounts that you have open in Screen Designer.

From the Projects hub, this dialog box shows only the user-defined fields and elements from the selected area that you have open, such as Contract Management, Project, and so on.

### Grid Toolbar

Field	Description
	Click this icon to expand the grid to a full screen display. This expanded view reduces the need to scroll through long lists of records. Click this icon again to return to a standard grid display. For more information, see <a href="#">Maximize the Grid View</a> .
	Click this icon to export the grid contents to a .CSV file. Expand the WBS structure you want to include prior to clicking the Export icon. For more information, see <a href="#">Exporting Data to a .CSV File</a> .
	Click this icon to display the column filter options. Use the filter options to restrict the grid contents. For more information, see <a href="#">Filter the Grid Results</a> .

### Grid Fields

Field	Description
<b>Tab</b>	This field displays the tab on which the user-defined field or element displays.
<b>Field Type</b>	This field displays a user-defined field or element's type. For fields, this indicates the type of information that users must enter in the field, such as <b>Currency</b> , <b>Date</b> , <b>Checkbox</b> , and so on. For other elements, it shows the element type, such as <b>Divider</b> , <b>Button</b> , and so on.
<b>Caption</b>	This field displays a user-defined field's caption, which is the name that displays on the tab for the user-defined field. For other elements, such as a divider, this field is blank.
<b>Alternative Caption</b>	This field displays a user-defined field's alternative caption. Alternative captions make fields easier to distinguish when a field is used in other Vantagepoint applications in a different context, such as in searches, proposals, workflows, list view column headings, and the Search and Replace utility.
<b>Database Table Name</b>	This field displays the name of the database table that contains the user-defined field or element. This is used internally by the Vantagepoint database.
<b>Database Column Name</b>	This field displays the name of the database column for the user-defined field or element. This is used internally by the Vantagepoint database. The name does not display on a tab.



### Learn More About

You may find it helpful to review other conceptual information and guidelines for using Screen Designer.

#### *Access to Screen Designer*

Role security determines whether or not a user has access to Screen Designer.

Screen Designer in the browser application and desktop application are similar but separate applications. You set up access to each separately.

#### **Screen Designer in the Browser Application**

In the browser application, you open Screen Designer several ways:


- In the Navigation pane, select **Settings » General » Screen Designer** and then select a hub or Chart of Accounts in the application field on the Screen Designer form.
- In the Navigation pane, go to the Hubs section and select the hub that you want to customize, or select **Settings » General Ledger » Chart of Accounts** to customize the Chart of Accounts. On the hub or Chart of Account form, select **Design** from the **Other Actions** drop-down menu.

#### **Giving a Security Role Access to Screen Designer in the Browser Application**

To give the members of a security role access to the Screen Designer application: In **Settings » Security » Roles**, in the access to menu items section on the Overview tab of the Roles form, expand **Settings**, expand **General**, and then select the **Screen Designer** check box.

This gives the members of this security role access to the Screen Designer application in the browser application from **Settings » General**, a hub, or Chart of Accounts, but only for the hubs and Chart of Accounts that you select for the role in the access menu items area of the Overview tab on the Roles form. When you select a hub in the access menu items area of the Overview tab, this gives members of the role access to the Summary pane and Overview tab for the hub. To give access to additional tabs within a hub, use the Access Rights tab of the Roles form. In the **Functional Area** field, select **Application Tabs** and add the hubs and tabs that the role can access.

#### **Screen Designer in the Desktop Application**

In the desktop application, Screen Designer applies only for the Equipment hub. To open Screen Designer in the Equipment hub, click  in the bottom right corner of the Equipment hub form.

#### **Giving a Security Role Access to Screen Designer in the Desktop Application**

To give members of a security role access to Screen Designer for the Equipment hub, the **Administrator** check box must be selected for the role in the Type of Role section on the Overview tab in **Settings » Security » Roles** in the browser application. Additionally, you must select the Equipment hub in the access to menu items section on the Overview tab of the Roles form. Then on the Access Rights tab of the Roles form, select **Application Tabs** in the **Functional Area** field to add the tabs that a role can access.

### *Screen Designer and Multiple Languages*

Special considerations apply if you use Screen Designer in the browser or desktop application in a multilingual environment.

As a general rule, always visually check Screen Designer changes in all languages that you use in Vantagepoint to make sure the results are what you intended.

### **Providing Captions and Tooltips in Multiple Languages**

When you add a new component (field, grid, tab, and so on) or tooltip to a screen, the component or tooltip is then available in Vantagepoint regardless of the language selected when a user logs in. However, you must enter the caption for a component or the text for a tooltip in each different language that you use. To do this, log in to Vantagepoint in each language that you expect users to use and enter the caption and tooltip text in Screen Designer in the language that you logged in with.

For example, assume that you have users who use both German and U.S. English. You log in to Vantagepoint with German selected and use Screen Designer to add a new field to one of the hubs. You enter the field caption in German. To provide the caption in English for your English-speaking users, you then log out of Vantagepoint, log back in with English selected, and use Screen Designer to enter the English caption for that same new field. If you add a new component in one language but do not enter the corresponding caption for it in another language, users who log in with that second language will see **Not Translated** as the caption for that component.

### **Moving Components to a Different Tab**

This information applies only for Screen Designer in the desktop application. The caption for a component or a tooltip can vary significantly in length, depending on the language in which it is displayed. For example, a caption in German is often much longer than the equivalent caption in English. For that reason, when you move a component from one tab to another, it is important to log in with each enabled language and view that component in its new location to make sure its position on the tab is acceptable in all cases.

### *Alternative Captions*

Use Screen Designer to enter an alternative caption that will be used for a hub or Chart of Accounts field when the field is used in other Vantagepoint applications in a different context, such as in searches, proposals, workflows, list view column headings, and the Search and Replace utility.

A caption is the name of an element on a Vantagepoint screen, for example, the name of a field. Users see a field's caption in a hub or Chart of Accounts and wherever that field displays in other locations in Vantagepoint, such as in searches, proposals, workflows, and the Search and Replace utility.

An alternative caption replaces a field's caption when the field displays in other locations throughout Vantagepoint, such as in searches, workflows, list view column headings, and the Search and Replace utility. An alternative caption can make a field easier for users to understand when they see the field in a different context in another application.

You can enter an alternate caption for regular fields and child fields for compound (parent) fields. Entering an alternate caption is optional.

A compound (parent) field is made up of multiple, related child fields. Examples of a compound parent field are the **Location** field for a project in the Projects hub and the **Home Address** field for an employee in the Employees hub. These compound (parent) fields have multiple child fields, such as **Address 1**, **Address 2**, **City**, **Country**, and so on.

### Example of Using an Alternative Caption

The Accounting tab in the Projects hub has three different **Apply Rate Method at This Level** fields, one for cross charges, one for intercompany labor billing, and one for intercompany expense billing.

You could enter the following entries in the **Alternate Caption** field for each of these same-named fields so that users can clearly identify each field when they see it in a location in Vantagepoint other than the Accounting tab in the Projects hub:

- **Cross charges - Apply Rate Method at This Level**
- **Intercompany labor billing - Apply Rate Method at This Level**
- **Intercompany expense billing - Apply Rate Method at This Level**

For more information, see [Enter an alternative caption for a field](#).

### *Name Fields in User-Defined Hubs*

You can add up to three name type fields in a user-defined hub.

This applies for user-defined hubs that you create with Screen Designer in the browser application. This allows you, for example, to have separate fields for the first, middle, and last name of a person. When you add name type fields to a user-defined hub, you select **Name** in the **Field Type** field on the Add field dialog box.

When you create a user-defined hub, you also select **Name** or **Number** in the **Display in Page Title** field on the Create Hub dialog box or the Hub Preferences dialog box to determine whether the hub record's name or number displays at the top of the hub form to identify the record that you have open in the hub. If you select **Name** in this field and you added three name type fields to the hub, all three names will display at the top of the hub form. The order that you place the name fields in the hub determines the order in which they appear concatenated at the top of the hub form. Vantagepoint looks at the order of the name fields from top to bottom if the name fields are all on the summary panel; from left to right and then top to bottom if the name fields are all on one tab; and from tabs left to right if the name fields are on different tabs.

### *Workflow Buttons Added with Screen Designer*

Use Screen Designer in the browser application to add a workflow button to a tab in a hub. A workflow button allows users to initiate a scheduled workflow for a particular hub record or a web service workflow for a particular project plan or an expense report.

When you click a workflow button that has been added to a tab, the workflow is started for the record that you have open. For example, assume you have a scheduled workflow called Validate Address, which has a web service action that validates a contact's address through a mapping

web site. You add a workflow button to the Overview tab of the Contacts Hub and link it to the Validate Address scheduled workflow. When a user enters a contact's address on the Overview tab in the Contacts hub and clicks the **Validate Address** workflow button, the workflow process is started and the address is validated.

In Screen Designer in the browser application, you add a workflow button to a tab by clicking **Add Workflow Button** in the actions and properties pane on the Screen Designer form. Then you select a scheduled workflow for the button in the **Workflow** field in the Field and Properties section of the Screen Designer form. You can select only scheduled workflows that are already associated with the hub to which you are adding a workflow button.

You do not need to schedule a scheduled workflow to make it work when you click a workflow button.

### How the Workflow Button Works After It is Added to a Tab

- You must save changes to the hub record before you click the workflow button on a tab in a hub.
- After you click the workflow button, a message is displayed in the status bar to indicate that the workflow has started. You can continue to work in Vantagepoint while the workflow is processed.
- The record must satisfy the conditions of the workflow. If it does not, you receive an error message.
- If the workflow no longer exists, you receive an error message when you click the workflow button.

### *Screen Designer and Compound Components*

In Screen Designer, you can set the properties for a compound component as a whole, or set the properties for the individual fields that make up a compound component.

### What Are Compound Components

The following are compound components:


- Grids, which have multiple columns (fields).
- Standard Vantagepoint fields that are made up of a group of related fields.

The following are examples of standard Vantagepoint fields that are made up of a group of related fields:

- The **Location** field for a project in the Projects hub. This compound component is made up of the following related fields: **Address**, **City**, **State/Province**, **ZIP/Postal Code**, **Country**, and more.
- The **Full Name** field for an employee in the Employees hub. This compound component is made up of the following related fields: **First Name**, **Middle Name**, **Last Name**, **Preferred Name**, **Salutation**, and more.

### Changing Properties for Compound Components

When you select a grid or compound component field, such as the Project hub's **Location** field on the Screen Designer form in Screen Designer, you have two options for changing its properties:

- Change the properties for the grid or the compound field as a whole (the properties for the grid/compound field will be applied to all the fields that makes up the compound component): Do this in Screen Designer by selecting the compound component and then changing a property in the Grid Properties pane or Field Properties pane.
- Change the properties on a field-by-field basis for each field that makes up a grid or compound field (each field's properties can be different): Do this by selecting a grid or a compound field on the Screen Designer form. Then click  to the right of the **Field Type** field name in the Grid Properties pane or the Field Properties pane. In the Grid Settings dialog box for Field Settings dialog box, change the field properties individually for each field in the grid or compound field.

### Changing the Required Property of a Compound Component

In the Field or Grid Properties section of the Screen Designer form, you cannot set a compound component to be required. The **Required** field does not display for compound components. However, you may be able to set the individual fields that make up a compound component to be required if the compound component supports the ability to set properties at the individual field level.

### *Essential Fields in Vantagepoint*

Essential fields are certain fields in hubs and Chart of Account Settings that are necessary for Vantagepoint applications to work properly.

### Examples of Essential Fields

Examples of an essential field are **Employee Name** and **Employee Number**. You would not be able to identify employee records properly or complete processing in various applications such as Payroll or Expense Reports without access to these fields.

An example of a non-essential field is **Total Years with This Firm** in the Employees hub. This field is informational and other data entry and processing are not dependent on it.

### List of Essential Fields in Vantagepoint

The following are the hub and Chart of Account settings fields that the essential fields that are required for all in Vantagepoint applications to function properly.

Hub	Field Name
Activities	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>■ Name</li> <li>■ Owner</li> <li>■ Type</li> <li>■ When (Day, Date)</li> </ul>

Hub	Field Name
Contacts	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>Email</li> <li>Firm</li> <li>Firm City</li> <li>Firm State</li> <li>Mobile Number</li> <li>Name</li> <li>Owner</li> <li>Qualified Status (if applicable)</li> <li>Status</li> <li>Title</li> <li>Work Number</li> </ul>
	<b>Essential Fields for Only Roles that Have Access to Contacts</b> <ul style="list-style-type: none"> <li>Custom Currency Code</li> <li>Mailing Address indicator</li> <li>Status Reason (if <b>Lead Qualification</b> is enabled and <b>Qualified Status</b> is set to <b>Disqualified</b>)</li> </ul>
Employees	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>Approved for Use in Processing</li> <li>Email Address</li> <li>Employee Name</li> <li>Employee Number</li> <li>Hours Per Day</li> <li>Home Company</li> <li>Labor Category</li> <li>Location</li> <li>Mobile Number</li> <li>Status</li> <li>Title</li> <li>Utilization Ratio</li> <li>Work Number</li> </ul>
	<b>Essential Fields for Only Roles that Have Access to Employees</b>

Hub	Field Name
	<ul style="list-style-type: none"> <li>ADP, Ceridian, or Paychex File Number</li> <li>Allow Employee to Change Labor Code in Timesheet</li> <li>Firm check box on the Overview tab</li> <li>Cost RateTable Method</li> <li>Default Labor Code Levels (1–5) if applicable</li> <li>Default Meal End Time</li> <li>Default Meal Start Time</li> <li>Expense Administration Level</li> <li>Expense Group</li> <li>Email Payroll Remittance</li> <li>First Name</li> <li>Hire Date</li> <li>Only Include Local Jurisdictions</li> <li>Last Name</li> <li>Locale ID</li> <li>Locale Method</li> <li>Organization</li> <li>Pay Rate Table Method</li> <li>Require Employee to Enter Start and End Times</li> <li>Termination Date</li> <li>Timesheet Administration Level</li> <li>Timesheet Group</li> <li>Total Years With This Firm</li> <li>Payment Method on the Accounting tab</li> <li>Years With Other Firms</li> </ul>
<b>Firms</b>	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>Address</li> <li>Address 1</li> <li>Address 2</li> <li>Address 3</li> <li>Address 4</li> </ul>

Hub	Field Name
	<ul style="list-style-type: none"> <li>Approved for Use in Processing in &lt;organization level 1&gt; if you use Organization Reporting</li> <li>City</li> <li>Client Address</li> <li>Client ID</li> <li>Country</li> <li>Email</li> <li>Firm</li> <li>Firm City</li> <li>Firm Name</li> <li>Firm State</li> <li>Firm Type</li> <li>Market</li> <li>Mobile Number</li> <li>Name</li> <li>Owner</li> <li>Primary City</li> <li>Primary Phone Number</li> <li>Primary State</li> <li>Qualified Status (if applicable)</li> <li>State</li> <li>Status</li> <li>Title</li> <li>Vendor Number</li> <li>Vendor Type</li> <li>Work Number</li> <li>ZIP</li> </ul> <p><b>Essential Fields for Only Roles that Have Access to Firms</b></p> <ul style="list-style-type: none"> <li>Country Code in the Address grid on the Overview tab</li> <li>Custom Currency Code</li> <li>Firm Type check box in the Firm Type dialog box</li> </ul>



Hub	Field Name
	<ul style="list-style-type: none"> <li>▪ Paid Last Year (1099 Information for vendor-type firms)</li> <li>▪ Paid This Year (1099 Information for vendor-type firms)</li> <li>▪ Payment Terms (for vendor-type firms)</li> <li>▪ Primary check box in the Addresses grid on the Overview tab</li> <li>▪ Relationship in the Our Team grid on the Our Team tab</li> <li>▪ Role (for a project in the Projects grid on the Associations tab)</li> <li>▪ Role Description (for a project in the Projects grid on the Associations tab)</li> <li>▪ State in the Address grid on the Overview tab</li> <li>▪ Vendor Type check box in the Firm Type dialog box</li> <li>▪ Vendor Type (for vendor-type firms)</li> </ul>
Marketing Campaigns	<p><b>Essential Fields for All Roles</b></p> <ul style="list-style-type: none"> <li>▪ Campaign Manager</li> <li>▪ End Date</li> <li>▪ Name</li> <li>▪ Stage</li> <li>▪ Start Date</li> <li>▪ Status</li> </ul> <p><b>Essential Fields for Only Roles that Have Access to Marketing Campaigns</b></p> <ul style="list-style-type: none"> <li>▪ Custom Currency Code</li> </ul>
Projects	<p><b>Essential Fields for All Roles</b></p> <ul style="list-style-type: none"> <li>▪ Sync to Ajera</li> <li>▪ Allocation Method</li> <li>▪ Approved for Use in Processing</li> <li>▪ Available for CRM</li> <li>▪ Available for Accounting</li> <li>▪ Bill by Default</li> <li>▪ Billing Client ID</li> <li>▪ Billing Contact ID</li> <li>▪ Billing Currency Code</li> <li>▪ Budget Source</li> <li>▪ Budgeted flag</li> </ul>

Hub	Field Name
	<ul style="list-style-type: none"> <li>▪ Charge Type</li> <li>▪ Client Address</li> <li>▪ Client Billing Address</li> <li>▪ Client ID</li> <li>▪ Contact ID</li> <li>▪ Contract End Date</li> <li>▪ Contract Start Date</li> <li>▪ Cost Rate Method</li> <li>▪ Cross Charge</li> <li>▪ Cross Charge Method</li> <li>▪ Estimated Fee</li> <li>▪ Intercompany Expense Billing: Apply Rate Method at this Level field</li> <li>▪ Intercompany Expense Billing: Rate Method field</li> <li>▪ Intercompany Labor Billing: Apply Rate Method at this Level field</li> <li>▪ Intercompany Labor Billing: Rate Method field</li> <li>▪ Organization</li> <li>▪ Pay Rate Method</li> <li>▪ Primary Client</li> <li>▪ Probability</li> <li>▪ Project Currency Code</li> <li>▪ Project Name</li> <li>▪ Project Number</li> <li>▪ Project Manager</li> <li>▪ Revenue Method</li> <li>▪ Revenue Upset Limits</li> <li>▪ Revenue Upset WBS2 Sublevel</li> <li>▪ Sibling WBS Level 1</li> <li>▪ Sibling WBS Level 1 Name</li> <li>▪ Stage</li> <li>▪ Status</li> <li>▪ Utilization Scheduled Flag</li> </ul>

Hub	Field Name
	<ul style="list-style-type: none"> <li>Weighted Fee</li> </ul> <b>Essential Fields for Only Roles that Have Access to Projects</b> <ul style="list-style-type: none"> <li>Contact identified as the Owner Contact in the Team Members grid on the Team tab</li> <li>Employee in the Team Members grid on the Team tab</li> <li>Employee or Contact Name in the Team Members grid on the Team tab</li> <li>Firm Name in the Firms grid on the Team tab</li> <li>Labor Code 1–5 fields if applicable</li> <li>Pending Accounting Review setting in the Project Structure dialog box</li> <li>Primary Client Name (bolded) in the Firms grid on the Team tab</li> <li>Role in the Firms grid on the Team tab</li> <li>Role in the Team Members grid on the Team tab</li> <li>Type (Client or Vendor) in the Firms grid on Team tab</li> <li>Type (Employee or Contact) in Team Members grid on Team tab</li> </ul>
<b>User-Defined Hub</b>	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>Record Name</li> <li>Record Number</li> </ul> <b>Essential Fields for Only Roles that Have Access to User-Defined Hubs</b> <ul style="list-style-type: none"> <li>Custom Currency Code</li> </ul>

Chart of Accounts	Field Name
<b>Settings General Ledger Chart of Accounts</b>	<b>Essential Fields for All Roles</b> <ul style="list-style-type: none"> <li>Name</li> <li>Number</li> <li>Status</li> <li>Type</li> </ul> <b>Essential Fields for Only Roles that Have Access to Chart of Accounts</b> None.

### *Securing Fields and Grids*

In Screen Designer, you can secure field, grids, and grid columns in hubs and Chart of Accounts based on users' security roles.

When an element is secured, the data for that element stays on the Vantagepoint server and is not pushed to the users' computers.

A secured field is automatically hidden and locked. You cannot display or unlock it.

Examples of fields that you may want to secure are the **Social Security Number** and **Pay Rate** fields in the Employees hub.

For more information see the following topics:

- [Secure a Field](#)
- [Secure a Grid](#)
- [Secure a Column in a Grid](#)

### *Hiding Tabs*

When you hide a tab in the hubs or Chart of Accounts Settings from a security role, the tab is hidden, the non-essential fields on the tab are secured, and essential fields on the tab are locked.

#### **What Securing Does**

Securing adds another layer of protection. The data for secured fields stays on the Vantagepoint server and is not pushed to the users' computers.

#### **What Locking Does**

Locking a field allows users to see the field, but they cannot make entries or changes to it.

#### **Non-Essential Fields on a Hidden Tab**

Non-essential fields on hidden tabs are automatically secured. A non-essential field contains data that is informational. Other data entry and processing in Vantagepoint are not dependent on non-essential fields.

For more information about essential versus non-essential fields, see [Essential Fields in Vantagepoint](#).

#### **Essential Fields on a Hidden Tab**

Essential fields are certain fields in hubs and Chart of Account Settings that are necessary for other applications in Vantagepoint to work properly.

When you hide a tab from a role, the essential fields on the tab are **not** secured, but they are locked by default.

- Not securing these fields prevents possible unexpected results when the users who belong to the role work in other Vantagepoint applications that require the hidden fields.
- Although a hidden tab and all the fields on it do not appear in detail view in a hub, the essential fields from hidden tabs display in a hub's list view. Locking the essential fields on hidden tabs prevents users from entering or changing data in the essential fields in a

hub's list view. Locking is applied to all essential fields on a hidden tab, including fields that are in grids and compound fields with essential field components.

For more information, see:

- [Essential Fields in Vantagepoint](#)
- [Hide an Essential Field in Vantagepoint](#)

### How You Hide Tabs

You hide or display standard and user-defined tab in hubs and Chart of Accounts Settings for roles using the applications listed below. From either application, you accomplish the same thing. From Screen Designer, you hide a tab from multiple roles at the same time. From Roles Security, you hide tabs separately for each role.

- **Screen Designer:** Use the **Tab Security** field for a tab on the Tab Properties pane in Screen Designer to hide or display a tab from one or more roles.  
For more information, see [Hide a Tab in Vantagepoint](#).
- **Roles Security Settings:** On the Access Rights tab in **Settings » Security » Roles** for a security role, select the **Application Tabs** functional area, and then add or remove access to tabs for the role.  
For more information, see [Set Up Access to Application Tabs](#).

You cannot hide the Overview tab in a hub or the General tab in Chart of Accounts Settings.

### *Hiding and Displaying Fields and Grids*

Use Screen Designer to hide or display a field, grid column, or grid in a hub or Chart of Accounts from users based on their security roles.

Elements that you hide on a screen are not visible in Vantagepoint.

You cannot [secure](#) hidden elements.

Searches that are located in other applications for a hidden element are also hidden.

A displayed element is visible in Vantagepoint. You can [lock or unlock](#) a displayed element.

For more information, see the following topics:

- [Hide a Field](#)
- [Hide a Column in a Grid](#)
- [Hide a Grid](#)

### *Locking Fields and Grids*

Use Screen Designer to lock or unlock a field, grid, or grid column in a hub or Chart of Accounts based on user security roles.

You can see locked fields, grids, and grid columns on a screen, but cannot make entries in them.

Fields that you [secure](#) are automatically locked, and you cannot unlock them.

For more information, see the following topics:

- [Lock or Unlock a Field](#)
- [Lock or Unlock a Column in a Grid](#)
- [Lock or Unlock a Grid](#)

### *Applying Security Rights to Multiple Fields or Elements at a Time in Screen Designer*

You can select multiple fields and other elements on the Screen Designer form and apply security rights to them all at one time.

After you select the multiple fields and elements (grids, workflow buttons, and so on), you click in the **Field Security** field in the Field Properties pane, or the Grid Properties pane if you selected a grid, to open the Field Security Rights dialog box. On the dialog box, you then select the security rights for one or more security roles, for all the screen elements that you selected.

It is possible that the security rights currently entered for all the selected fields and elements for a role are not the same. In that case, you see **Mixed** displayed in the **Secured/Hidden/Displayed** column or **Locked/Unlocked** column for a role in the grid on the Field Security Rights dialog box. If you change the **Mixed** value in either of these columns to another value for a role, that new value is displayed in the column and is applied to all the fields and elements that you selected on the Screen Designer form.

### *How Security is Applied in the Browser*

You can grant or restrict user access to applications, forms, and records. This is typically a system administrator task.

To define each user's access rights, you first create user roles that reflect your organization's business rules. You then assign each user to a role, which determines which actions the user can perform. Each user's security role is identified at log-in.

You assign security role access to applications on the Overview tab of Role Security. You can assign full access rights to all options, or expand the tree and sub-menus to define specific rights to areas of the application.

When you grant access to a hub, the members of the security role can initially access only the Summary pane and Overview tab for that hub. To grant access to additional tabs in the hub, use the Access Rights tab of the Roles form.

After determining application access, you can use the Screen Designer feature to establish a role's access to the fields, grids, lookups, and report information for the hubs by doing the following:

- Show or hide tabs.
- Show or hide fields or grids. These settings also apply to any related fields or grids in custom searches.
- Lock a field or grid. This allows users to see the field or grid but not edit it.
- Require an entry in certain fields.


See the tab, field, and grid properties options on the Screen Designer form for more information.

## Screen Designer in the Desktop Application

In the desktop application, you use Screen Designer in conjunction with User Defined Components to customize tabs, fields, and grids in the Equipment hub.

In User Defined Components, you can add user-defined fields, grids, and tabs for the Equipment hub. To open User Defined Components, select **Settings » General » User Defined Components** in the desktop application.

In Screen Designer, you organize and manage the layout of tabs, fields, and grids (for both the user-defined and the standard tabs, fields, and grids that are provided with Vantagepoint). You also set field-level security, such as hiding and locking hub fields. To open Screen Designer from

the Equipment hub, click the **Screen Designer** icon  at the bottom right of the screen. Only users with an administrator type security role can access Screen Designer.

To customize other hubs and the chart of accounts, see [Screen Designer in the Browser Application](#).

### How to...

Before you use the Screen Designer in the desktop application, you may want to review the procedures for working with tabs, fields, group boxes, and grids.

Screen Designer in the desktop application provides application workspace lines to show you the amount of screen space available on the page for different display resolutions. For example, if your display resolution is 1024 x 768, then you must keep all labels and fields within the workspace lines labeled 1024 x 768.



If you place labels or fields outside this area, scroll bars display on the page.

### *Customize Tabs with Screen Designer (Desktop)*

Use Screen Designer in the desktop application to customize tabs in the Equipment hub.

All possible fields display in Screen Designer, even for applications that your firm has not purchased, so you may see unfamiliar fields.











#### **To customize a tab:**

1. In the desktop application, display the screen (form) that you want to customize, and click the  **Screen Designer** icon at the bottom right of the screen.  
The Design form for that screen displays. If you right-click the  **Screen Designer** icon, you can then show or hide the tab sequencing for that screen.
2. Click the tab that you want to customize.
3. Design the tab to suit your company's needs.
4. Select and customize other tabs.
5. Click **OK**.

### Customize Fields with Screen Designer (Desktop)

Use Screen Designer in the desktop application to move, resize, and change labels for the fields on screens.

#### To customize a field:

1. In the desktop application, display the screen (form) that contains fields that you want to customize and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, click a single field to select it, press CTRL while you select multiple fields, lasso a group of fields, or click **Select All** to select all fields. Vantagepoint displays the data for that field in the Properties pane. The data that you can change displays in black; the data that you cannot change is shaded (grayed out). The names that display in this list are actual HTML IDs associated with each element.
3. To resize a field or a set of fields, select the fields and enter new dimensions in the **Height** and **Width** fields on the Properties pane or drag the Resize arrows for the fields.
4. To move a field, select it and drag it to a new position or use the **Position** fields to specify a new location.  
You can click **Select All** to drag all fields on the tab at the same time.
5. To change the label for a field, enter a new name in the **Caption** field on the Properties pane or click  to display the Caption Editor dialog box and specify a new label on the dialog box.  
You cannot change labels for command buttons, such as **Delete Address**.  
HTML tags such as <i> and <b> are not supported.
6. To add a new field label, click  **New Label**, move the new label to its location, and enter the new name in the **Caption** field.  
The labels that you add with the custom label feature are not associated with any input field.
7. To align multiple fields, select the fields and then click one of the following icons:  **Align Left**,  **Align Right**,  **Align Top**, or  **Align Bottom**.
8. To make multiple fields the same width, select the fields and click  **Same Width**.
9. To make multiple fields the same height, select the fields and click  **Same Height**.
10. To delete a label that you created in Screen Designer, select the label and click  **Delete**.
  - Only field labels that you created in Screen Designer can be deleted using Screen Designer.
  - You cannot delete standard field labels.



- If you created fields for this tab in the User Defined Components application, you need to go to that application to delete them.
- You cannot delete the actual input portion of the field using Screen Designer. To do that, you need to use the User Defined Components application.




11. Click **OK**.

### *Customize Group Boxes with Screen Designer (Desktop)*

You can use Screen Designer in the desktop application to add new group boxes or change the labels for existing group boxes.

A group box is the box around a group of fields and the label for the box, if one exists. For example, you may have a group box labeled **Address**, which surrounds the **Street Address**, **City**, **State**, and **Zip** fields. The fields within the group box are not "linked" to the group box. If you move the group box, the fields within the box remain in the same place.

#### **To customize a group box:**

1. In the desktop application, display the screen (form) that contains fields that you want to customize and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, to select a group box and all the fields within it, complete one of the following actions:
  - Click outside the group box and drag the mouse over the entire box to lasso all the fields within it.
  - Press the SHIFT key and then click the group box and each individual field within it.
3. To add a group box, click  **New Group Box**.
4. To move a group box, drag the box to the new position or use the **Position** fields on the Properties pane to specify the location.
5. To resize a group box, drag the outlines of the box or enter dimensions in the **Height** and **Width** fields on the Properties pane.
6. To add a label for a group box, enter the label in the **Caption** field on the Properties pane.
7. Drag fields into the group box and arrange them in the sequence that you want.
8. To delete a group box that you added with Screen Designer, select it and click  **Delete**.
9. Click **OK**.


### *Customize Grids with the Screen Designer (Desktop)*

Use Screen Designer in the desktop application to change grids.

Grids are a type of field in which you can insert multiple entries. For example, the Our Team tab of Projects hub contains two grids—Employees and Vendors. In both grids you can insert, copy, or delete multiple entries.

You cannot resize grids with Screen Designer. The width of the grid automatically sizes to fit the width of the window. However, if you want to change the number of rows displayed in the grid before vertical scrollbars appear, you can do so in the User Defined Components application.



#### **To customize a grid:**

1. In the desktop application, display the screen (form) that contains fields that you want to customize and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, select a grid.  
The Columns pane displays, which allows you to change information about the column fields within the grid. For example, the Employee Skill grid contains three columns: **Skill**, **Level**, and **Primary**. For each of these columns, you can determine whether the column is locked or required. When you edit grids, the settings in the Properties pane apply to the overall grid; the settings in the Columns pane apply to the column headings within the grid.
3. To move a grid, drag it to the new position or use the **Position** fields on the Properties pane to specify the location.
4. To change a grid's label, enter the new name in the **Caption** field on the Properties pane.
5. To specify the maximum number of records that display at one time before the user needs to page through the records, enter the number in the **Row Limit** field on the Properties pane.
6. To change a column heading, click the heading, then click the **Columns** field on the Properties pane, and then click the ellipsis (...) button.
7. On the Collection Name pane of the Grid Column Collection Editor dialog box, select the column heading.  
The information about that heading displays in the Properties for Collection pane.
8. Use the Properties for Collection pane to change the name of the column heading and to determine whether the heading is hidden, locked, or required.  
If the selected grid has only one line of text for each heading, only one **Caption** field displays. If the grid supports two lines of text per heading, two **Caption** fields display, and so on.
9. Click **OK**.

### *Add a Workflow Button with Screen Designer (Desktop)*

You can use Screen Designer in the desktop application to add a workflow button to a tab.

#### **To add a workflow button to a tab:**


1. In the desktop application, open the tab to which you want to add a workflow button, and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the toolbar of the Screen Designer form, click  **New Workflow Button**.  
A button labeled **Custom Button** displays in the upper left part of the tab.
3. Drag the button to the desired location on the tab.
4. In the Properties panel, enter a label for the button in the **Caption** field.
5. In the drop-down list in the **Workflow** field, select the workflow that will start when users click this button on the tab.  
Only workflows that are associated with the application to which you are adding a workflow button display in the **Workflow** field's drop-down list.
6. Click **OK**.

### *Add a Tool Tip with the Screen Designer (Desktop)*

In Screen Designer in the desktop application, you can create brief, company-specific help tips for your screens.

You can create tool tips for most fields, including input, drop-down list, and check box fields. After you create a tool tip for a field, a user can hover the mouse pointer over the field to view the tip. You cannot format text for a tool tip.

#### **To add a tool tip:**

1. In the desktop application, display the screen (form) that contains fields that you want to customize and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, select the field to which you want to add a tool tip.  
Select the input portion of the field, not the label of the field.
3. In the **Tool Tip** field on the Properties pane, enter the text for the tip.
4. Click **OK**.




### *Add Online Help with the Screen Designer (Desktop)*

Use Screen Designer in the desktop application to create company-specific online help for your screens.

To display this custom help, a user clicks on a help icon that you position on the screen. You can format the online help text and insert hyperlinks to other help topics. On any screen, you can add as many Help Text icons as you like.

You can use an icon to supply users with links to other documents and Web pages. For example, for a field that requires a company-specific code, place an icon next to that field. When the user clicks the icon, the help text that displays contains a link to the list of codes.

**To add an icon and online help text:**

1. In the desktop application, display the screen (form) that contains fields that you want to customize, and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, click  **New Help Text**.  
A Help icon displays in the upper left part of the tab.
3. Drag the icon and place it next to a field, where users can click it to get information for that field, or in a neutral part of the screen, where users can get more information about the entire screen.
4. In the **Help Text** field on the Properties panel, enter the help message.
5. To format the text with the Text Editor, click the ... button in the **Help Text** field.
6. Optional. Click  **New Label** and specify a label such as "Click here for a list of codes" to display beside the icon.
7. Click **OK**.




**Learn More About**












Before you use Screen Designer, you may find it helpful to review guidelines for tab sequencing, security, workflows, and more.






*Screen Designer Icons (Desktop)*

Use the icons on the toolbar of the Screen Designer form in the desktop application to move, resize, and change labels for the fields on screens.

You can also add group boxes, help text, and workflow buttons to screens.

Icon	Description
 <b>Select All</b>	Use this icon to "lasso" (select) multiple fields at one time. For example, you can select multiple fields so that you can left-align them. Click the icon and then hold down the mouse and lasso the fields that you want to change.
 <b>Align Left</b>	Use this icon to left-align multiple selected fields. First, use the  <b>Select All</b> icon to lasso multiple fields. Alternatively, select a field and then hold down the CTRL key to select the rest of the fields that you want to align.

Icon	Description
 <b>Align Right</b>	Use this icon to right-align multiple selected fields. First, use the  <b>Select All</b> icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.
 <b>Align Top</b>	Use this icon to top-align multiple selected fields. First, use the  <b>Select All</b> icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.
 <b>Align Bottom</b>	Use this icon to bottom-align multiple selected fields. First, use the  <b>Select All</b> icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.
 <b>Same Width</b>	To make multiple fields the same width, select the fields and click this icon. The fields reset to the same width as the last field that you selected.
 <b>Same Height</b>	To make multiple fields the same height, select the fields and click this icon. The fields reset to the same height as the last field that you selected.
 <b>Bring to Front</b>	When you add or rearrange fields, grids, group boxes, and other components, there may be instances when one component overlaps another. Use the <b>Bring to Front</b> and <b>Send to Back</b> options to select the desired overlapping component so that you can edit it (for example, change the label or move it to a new location).  These are tools that allow you to set up tab components in the Screen Designer. These options do not display on the actual tabs.
 <b>Send to Back</b>	When you add or rearrange fields, grids, group boxes, and other components, there may be instances when one component overlaps another. Use the <b>Bring to Front</b> and <b>Send to Back</b> options to select the desired overlapping component so that you can edit it (for example, change the label or move it to a new location).  These are tools that allow you to set up tab components in Screen Designer. These options do not display on the actual tabs.
 <b>Restore Defaults</b>	If you want to restore tabs and fields to their original default settings, select the tab element(s) that you want to restore and click this icon.
 <b>Restore Location</b>	If you want to restore Top/Left align properties to their original location, select the fields that you want to restore and click this icon.
 <b>New Group Box</b>	Use this icon to create a new group box. A group box consists of the box around a group of fields and the label of the group box. For example, you may want to create a group box labeled <b>Address</b> , which surrounds <b>Street Address</b> , <b>City</b> , <b>State</b> , and <b>Zip</b> fields.

Icon	Description
 <b>New Label</b>	Use this icon to add a new label. When you select this option, a new custom label displays in the upper left corner of the form. Move the new label to the desired location and relabel the field by entering the name in the <b>Caption</b> field.
 <b>New Help Text</b>	Use this feature to create user-defined help for your tabs. Unlike the Tool Tip, Help Text allows you to format the text, as well as insert links to other help areas. After you create a Help icon, a user can click the icon to view the help. You can add as many Help Text icons as you like to the tab.
 <b>New Workflow Button</b>	<p>Use this icon to add a workflow button to a tab.</p> <p>When you add a workflow button, users can click the button to initiate a scheduled workflow for a particular hub record. You set up the scheduled workflows in <b>Settings » Workflow » Scheduled Workflows</b>.</p> <p>After you click the <b>New Workflow Button</b>, you specify the following in the Properties pane of the Screen Designer dialog box:</p> <ul style="list-style-type: none"> <li>▪ The label for the button in the <b>Caption</b> field.</li> <li>▪ The workflow for the button in the <b>Workflow</b> field. Only scheduled workflows that are associated with the application to which you are adding a workflow button display in the drop-down list in this field.</li> </ul>
 <b>Delete</b>	Use this icon to delete a selected field. Only those field labels that you created in Screen Designer can be deleted in Screen Designer.
 <b>Help</b>	Use this icon to display online help.

### *Screen Designer and Multiple Languages*

Special considerations apply if you use Screen Designer in the browser or desktop application in a multilingual environment.

As a general rule, always visually check Screen Designer changes in all languages that you use in Vantagepoint to make sure the results are what you intended.

### **Providing Captions and Tooltips in Multiple Languages**

When you add a new component (field, grid, tab, and so on) or tooltip to a screen, the component or tooltip is then available in Vantagepoint regardless of the language selected when a user logs in. However, you must enter the caption for a component or the text for a tooltip in each different language that you use. To do this, log in to Vantagepoint in each language that you expect users to use and enter the caption and tooltip text in Screen Designer in the language that you logged in with.

For example, assume that you have users who use both German and U.S. English. You log in to Vantagepoint with German selected and use Screen Designer to add a new field to one of the

hubs. You enter the field caption in German. To provide the caption in English for your English-speaking users, you then log out of Vantagepoint, log back in with English selected, and use Screen Designer to enter the English caption for that same new field. If you add a new component in one language but do not enter the corresponding caption for it in another language, users who log in with that second language will see **Not Translated** as the caption for that component.

### Moving Components to a Different Tab

This information applies only for Screen Designer in the desktop application. The caption for a component or a tooltip can vary significantly in length, depending on the language in which it is displayed. For example, a caption in German is often much longer than the equivalent caption in English. For that reason, when you move a component from one tab to another, it is important to log in with each enabled language and view that component in its new location to make sure its position on the tab is acceptable in all cases.

### Security and the Screen Designer

When you use Screen Designer in the desktop application, you can apply security settings to screen elements, including input fields, grids, and column headings within grids.

You can determine, by security role, whether or not you want the element to be hidden and whether or not users can enter data in a field.

You can also determine whether a given field is required for CRM, Accounting, or both.

Field Type	Description
<b>Locked Fields</b>	<p>You can determine, by security role, whether or not you want a field to be locked. Users can see locked fields but cannot take action in them. You can lock all screen elements, including input fields, grids, and column headings within grids.</p> <p>To lock a field, select the field and click the <b>Locked</b> field. Select the role to which you want to apply the locked status. You can also select <b>&lt;All Roles&gt;</b>. When you select this option, any new roles that are added in the future are excluded as well.</p> <p>Make sure that you do not lock required fields.</p> <p>When you lock a field, select the input portion of the field, rather than the label for that field.</p> <p>When you lock a grid, the commands for the grid (for example, <b>Insert, Copy, Delete</b>) are disabled. When you lock column headings within a grid, the commands are not disabled.</p>
<b>Hidden Fields</b>	<p>You can determine, by Security role, whether or not you want a field to be hidden. Users cannot see hidden fields. You can hide all screen elements. To hide a field, select the field and click the <b>Hidden</b> field. Select the role to which you want to apply the hidden status.</p> <p>Make sure that you do not hide required fields.</p>

Field Type	Description
	When you hide a field, remember to hide both the input portion of the field and the label for the field.
<b>Required Fields for CRM and Accounting</b>	If your company has either CRM or Accounting installed, you can specify whether a selected field is required for CRM, for Accounting, or both. To make a field required for these applications, select the field(s). Then select the desired option ( <b>CRM, Accounting, Both</b> ) from the <b>Required</b> field in the Properties pane.
<b>Required Fields</b>	If you do not have CRM or Accounting installed, the menu option in the <b>Required</b> field just has <b>Yes</b> as an option. Select this option if you want the field to be required.
<b>Required Fields</b>	Select this option if you want the field required for the system.

### *Workflows and the Screen Designer*

Use Screen Designer in the desktop application to add a workflow button to a tab.

A workflow button allows users to initiate a scheduled workflow for a particular hub record or a web service workflow for a particular project plan or an expense report.

When you click a workflow button that has been added to a tab, Vantagepoint starts the workflow for the record that you have open. For example, assume you create a scheduled workflow called Validate Address, which has a web service action that validates a contact's address through a mapping web site. You add a workflow button to the General tab of the Contacts hub for the Validate Address scheduled workflow. When a user enters a contact's address on the General tab in the Contacts hub and clicks the **Validate Address** workflow button, the workflow process is started and the address is validated.

In Screen Designer in the desktop application, you add a workflow button to a tab by clicking the



**New Workflow Button** icon on the Screen Designer toolbar. Then you select a scheduled workflow for the button in the **Workflow** field in the Properties pane in Screen Designer. Only scheduled workflows that are associated with the application to which you are adding a workflow button display in the drop-down list in the **Workflow** field.

You do not need to schedule a scheduled workflow to make it work when you click a workflow button.

### **How the Workflow Button Works**

- After a user clicks a workflow button, Vantagepoint displays a message in the status bar to indicate that the workflow has started. The user can continue to work in Vantagepoint while the workflow is processed.
- The record must still satisfy the conditions of the workflow. If the workflow does not meet the workflow conditions for that record, the user received an error message.
- You must save changes to the record before you initiate the workflow. If you do not, a message displays to inform you that you must save your changes.



- If the workflow no longer exists, an error message displays.

## Calculated Fields

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

A user whose security role has menu access to **Settings » General » Calculated Fields** can create calculated fields available to all users. You can use Security Roles to restrict access to any globally available calculated fields. Individual users can create calculated fields which are not visible or available to other users.

For reports that offer column selection, click **+ New Calculation** at the bottom of the Columns grid to display the Calculated Field dialog box. Calculated fields that you create or modify on this dialog box are specific to the current report.

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

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

### Create System-Wide Calculated Fields

You can create a global calculated field for applicable reports. System-wide calculated fields are not available in Dashboards, and calculated fields that were created in the Dashpart Designer are not available system-wide.

You must have the appropriate access rights to create or access system-wide calculated fields.

#### To create system-wide calculated fields:

1. In the Navigation pane, select **Settings » General » Calculated Fields**.
2. On the Calculated Fields form, select one of the following actions:
  - **+ New Calculated Field**: To create a new calculated field.
  - **Other Actions » Copy**: To create a new calculated field from a calculated field that is already open on the form.
3. Complete the fields on the form.
4. Click **Check Calculation** to verify that the formula syntax is valid.
5. Click **Save**.

The calculated field that you created is accessible from applicable reports.

### Calculated Fields Form

Use the Calculated Fields form to create a global calculated field for a specific report. You can then use Role Security to specify the roles that will be allowed access to the calculated field. Your security role must have the appropriate menu access for you to be able to create system-wide calculated fields.

### Display the Calculated Fields Form

You display the Calculated Fields form in Settings.



In the Navigation pane, select **Settings » General » Calculated Fields**.

### Contents of the Calculated Fields Form

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

Field	Description
<b>Find Calculated Field</b>	Use the search field to find the calculated field that you want to modify or copy for a new calculated field.
<b>+ New Calculated Field</b>	Click this option to create a new calculated field. If you are displaying a calculated field, the fields on this form are cleared when you click <b>+ New Calculated Field</b> .
<b>Save</b>	Click <b>Save</b> to save the calculated field. Click <b>Check Calculation</b> under the <b>Use a Condition</b> area on the Calculated Fields form.
<b>Other Actions</b>	<ul style="list-style-type: none"> <li>▪ <b>Copy</b>: Click this option to create a new calculation from the currently displayed calculated field.</li> <li>▪ <b>Delete</b>: Click this option to delete the calculated field that is currently displayed.</li> </ul>

Field	Description
<b>Area</b>	Select the reporting area from which you want to select a report. Vantagepoint lists all the reports associated with that area in the <b>Report Type</b> field.
<b>Report Type</b>	<p>Select the report to which you want to add a calculated field. Vantagepoint displays all the fields associated with that report in the <b>Field</b> list.</p> <p>This field is not displayed when the Calculated Field dialog box is accessed from Reporting. If you are accessing the dialog box from the Reporting application, Vantagepoint automatically uses the current report that the dialog box was accessed from as the basis for the <b>Field</b> list.</p>
<b>Option Name</b>	Enter a name or brief description for the calculated field. Choose a description that indicates clearly what is being calculated, so that other users will understand its purpose.
<b>Heading</b>	Use this option to specify the heading of the column for the calculated field. If you enter a heading that is longer than the default heading, you may need to adjust the column width in <b>Width</b> .
<b>Width</b>	Enter the width of the report column for the calculated field in inches.

Field	Description
<b>Data Type</b>	From the drop-down list, select the data type for the calculated field. When you select this setting, Vantagepoint changes the format that displays in the <b>Format</b> field; you can alter the format if you wish.
<b>Format</b>	<p>This field displays the format in which Vantagepoint presents the calculated values. To change the format, click ... in the <b>Format</b> field to open the Format Number dialog box or the Format Currency dialog box. The format dialog box that opens is based on the data type of the calculated field.</p> <p>For example, the format #,###.00 [-#,###.00] would appear as 5,400.00 or -5,400.00.</p>
<b>Field</b>	<p>Use this option to filter and locate the types of fields you want to include in the calculation.</p> <p>Click the field filter and select one of the filtering options from the list to make it easier to locate the fields you need to include in the calculation:</p> <ul style="list-style-type: none"> <li>■ <b>=</b>: Includes fields that start with/contain the characters or names entered in text field.</li> <li>■ <b>=</b>: Includes fields that contain the characters or names that you entered.</li> <li>■ <b>! =</b>: Excludes fields that contain the characters or names that you entered.</li> <li>■ <b>{ }</b>: Field is empty.</li> <li>■ <b>! { }</b>: Field is not empty.</li> </ul> <p>The result for a calculated field must be a number. Text fields can be used only in the <b>If this is true</b> field, which is available when <b>Use a Condition</b> is selected.</p>
<b>Add Field</b>	To include a report field in the equation for the calculated field, select it in the field list and click <b>Add Field</b> .
<b>Calculator</b>	<p>Use these options to create simple calculations using numbers, math operators (/, *, -, +), brackets, and parentheses.</p> <p>To enclose all or part of the calculation in parentheses, select that part of the calculation in <b>Calculation</b> and click (<b>..exp..</b>) or type the parentheses where appropriate. When using division within the calculation, you must use parentheses to enclose the operation or the report will not run correctly.</p> <p>You do not have to use the <b>Calculator</b> to select a number or symbol. You can also enter them directly in <b>Calculation</b>. For example, you could use the keyboard to enter the following: <b>[ JTD Amount] - [Compensation]</b></p>
<b>Use a Condition</b>	<p>Use this option to create more complex calculations. Click <b>Use a Condition</b> to enable () or disable () this section.</p> <p><b>Example</b></p> <p>This calculation displays the year-to-date amount for the Boston office:</p>

Field	Description
	<p>If this is true: [Office] = "BO"</p> <p>Use this calculation: [Year-to-Date Amount]</p> <p>Otherwise, use this calculation: 0</p> <p><b>Available Conditions</b></p> <p>The available conditions are the following:</p> <ul style="list-style-type: none"> <li>▪ = (Equals)</li> <li>▪ &lt;&gt; (Does not equal)</li> <li>▪ &lt; (Less than)</li> <li>▪ &gt; (Greater than)</li> <li>▪ &gt;= (Greater than or equal to)</li> <li>▪ &lt;= (Less than or equal to)</li> <li>▪ <b>LIKE</b> (Use * (asterisk) as a wildcard character.)</li> <li>▪ <b>Add Period</b> (Select an accounting period from the drop-down list.)</li> </ul> <p><b>LIKE Condition</b></p> <p>Use the LIKE condition with one or more asterisks (*) as wildcards to base the calculation on the presence of specific text in a field. The following are some examples:</p> <p>If this is true: [EmployeeName] LIKE "John*": <b>"Johnson"</b> and <b>"Johnston"</b> satisfy the condition.</p> <p>If this is true: [EmployeeName] LIKE "*son": <b>"Johnson"</b> and <b>"Smithson"</b> satisfy the condition.</p> <p>If this is true: [EmployeeName] LIKE "Ham*ton": <b>"Hamilton"</b> and <b>"Hammerton"</b> satisfy the condition.</p> <p>If this is true: [EmployeeName] LIKE "*am*": <b>"Samuelson"</b> and <b>"Hamilton"</b> satisfy the condition.</p>
<b>Clear</b>	Click this option to delete the entire calculation.
<b>Check Calculation</b>	Click this option to verify that the calculation is valid.
<b>Calculation</b>	This displays the equation for the calculated field as you create it. You can use the <b>Field</b> list, <b>Calculator</b> options, and <b>Use a Condition</b> options to add components to the equation, or you can use the keyboard to enter them directly into this box.
<b>Perform calculation on</b>	<p>Specify whether Vantagepoint performs the calculation on detail, subtotal lines, or total lines.</p> <p>Some of these options are not available on some reports, and not all options are appropriate for all reports. For example, a summary report without subtotal</p>

Field	Description
	<p>and total lines will not display such values for a calculated field, even if an option is selected that normally applies to subtotal and total lines.</p> <p>Select one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Detail lines:</b> Vantagepoint performs the calculation on detail lines. If you also select the <b>Sum up calculated amounts on total lines</b> check box, Vantagepoint adds the calculated detail values to generate the subtotal values and adds subtotals to calculate higher-level totals.</li> <li>▪ <b>Last group line:</b> Vantagepoint performs the calculation on the lowest subtotal level only.</li> <li>▪ <b>All detail and total lines:</b> Vantagepoint performs the calculation on each detail, subtotal, and total line individually, rather than adding the detail lines to arrive at subtotal values.</li> <li>▪ <b>Each row from the query:</b> Vantagepoint performs the calculation on each detail line and adds the resulting values to generate higher-level totals. (This option is equivalent to selecting <b>detail lines</b> and selecting <b>Sum up calculated amounts on total lines</b>.)</li> </ul>
<b>Sum up calculated amounts on total lines</b>	<p>If you select <b>detail lines</b> in <b>Perform calculation on</b> and select this check box, Vantagepoint adds the calculated detail values to determine the subtotal values and adds subtotals to calculate higher-level totals. If you do not select this check box, Vantagepoint does not display subtotals or totals for the calculated field.</p>

## Calculated Field Scenarios

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

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

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

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

Scenario	Detail	Subtotal	Total
<b>Report grouped, totals showing</b>			
all detail and total lines	c	c	c

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

## Organizations (CRM or Resource Planning)

You can associate employees, generic resource, and projects with organizations. If you configure Vantagepoint to use organizations, you can, for example, search for employees based on their home organization in Resource View, or track projects by organization in the Projects hub.

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

**Important:** If your only activated modules are CRM and/or Resource Planning, organizations are available in the browser application (**Settings » General » Organization**). To set up organizations when you have only CRM and/or Resource Planning, you first use the Organization Structure Setup dialog box to select the type of structure and other properties of the structure, and then you either enter or import information that defines your individual organizations.

If you have any other modules, you set up organizations in the desktop application and this help topic does not apply to you. Instead, see [Organization Setup Overview](#) and related topics.

### Organization Structure Types

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

- If all of the following are true for your organization structure, you have a fixed structure:
  - Your organization structure has a standard number of levels.
  - Within each level, each ID and name means the same thing across all branches of the organization structure.
  - You have no more than 5 levels.
  - You have no more than 14 characters in your organization IDs, including level delimiters.
- If one or more of the requirements listed above are not true for your organization structure, you have a variable structure. A variable structure has few requirements. For example, different branches of the hierarchy can have different numbers of levels, and the number of characters allotted to a given level in organization IDs can vary.

If you select an organization structure type and then enter or import organizations, you cannot change the organization structure type unless you first delete all of the organizations. If you have not activated the Resource Planning module, the fixed structure is the only option if you want to use organizations.

### Setting Up Organizations with a Fixed Structure

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

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

### Setting Up Organizations with a Variable Structure

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

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

### Using Organizations

If you implement organizations, you must do the following:

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

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

If you use organizations, you can set up security roles that restrict a user's access to project plans either to those projects that are assigned to their organization only, or to projects assigned to one of a selected group of organizations.

### Changing the Status of an Organization

On the Organizations form, you can change the status of an organization, though restrictions may apply. If you change the status of an organization from Active to Inactive or Dormant, the organization no longer displays in lookup lists, and you can no longer associate projects, employees, or generic resources with that organization.

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

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

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

Deltak strongly recommends that you carefully plan the organization structure you want before you set it up. After you set up your organizations and, in particular, after you assign employees, projects, and generic resources to those organizations, it is difficult and time consuming to change the number of levels.

For details, see [Changing Levels in a Fixed Structure](#).

### Changing the Number of Characters for a Level

You can increase the number of characters allotted to the element IDs for a level in the organization IDs after you have set up organizations. If you do, Vantagepoint adds zeros to the left of the current IDs for the level. You cannot reduce the number of characters allotted to a level.

### For More Information

For more information, see the discussion of Organization Reporting in the Concepts section of the help.



How to...

Use Organization Settings to configure organizations. These procedures apply if your only activated modules are CRM and/or Resource Planning. If you have any other modules, you set up and add organizations in the desktop application.

For more information, see the discussion of Organization Reporting in the Concepts section of the help.

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

You can associate employees, generic resource, and projects with organizations. To do that, you first use the Organization Structure Setup dialog box to select the type of structure and other properties of the structure.

Deltak strongly recommends that you carefully plan the organization structure you want before you set it up. After you set up your organizations and, in particular, after you assign employees, generic resource, and projects to those organizations, it is difficult and time consuming to change the number of levels.

This procedure applies if your only activated modules are CRM and/or Resource Planning. If you have any other modules, you set up and add organizations in the desktop application.

#### To set up your firm's organization structure:

1. In the Navigation pane, select **Settings » General » Organization**.
2. On the Organizations form, click **+ Set Up Organization Structure**.
3. On the Organization Structure Setup dialog box, do one of the following in **Type**:
  - If all of the following are true for your organization structure, select **Fixed**:
    - Your organization structure has a standard number of levels.
    - Within each level, each ID and name means the same thing across all branches of the organization structure.
    - You have no more than 5 levels.
    - You have no more than 14 characters in your organization IDs, including level delimiters.
  - If one or more of the requirements listed above are false, select **Variable**.

If CRM is your only activated module, a fixed structure is the only type of structure available.
4. Complete one of the following actions:
  - If you selected **Variable** in **Type**, enter the character that you use to separate the levels in your organization IDs (a period, for example).
  - If you selected **Fixed** in **Type**, select the number of levels in your organization structure. The maximum is five.
5. Complete one of the following actions:

- If you selected **Variable** in **Type**, click **Save** to complete the structure setup. You can skip the remaining steps in this procedure.
  - If you selected **Fixed** in **Type**, continue with step 6.
6. If you have more than one level in your organization structure, enter in the **Delimiter** field the character, such as a period, that you use to separate the levels in your organization IDs.
  7. In **Number of Characters in Organization ID** for each level in your structure, enter the number of characters for the ID segment for that level.  
The total number of characters, including delimiters, cannot exceed 14.  
As you make entries, the organization ID format below the grid is updated.
  8. Click **Save** to complete the structure setup.
  9. On the Organization form, in each of the **Singular Label** and **Plural Label** fields, enter the labels for that level of the organization structure (for example, **Company/Companies**, **Office/Offices**, and **Discipline/Disciplines**.)  
You can also edit these labels on the Labels form in **Settings » Labels and Lists » Labels**.
  10. Enter the actual names and element IDs for each level.  
For example, if the second level of the structure is **Offices**, the elements for that level might be **Boston/01**, **New York/02**, and **Denver/03**.

#### Add Organizations (CRM or Resource Planning)

If you configured Vantagepoint for a fixed organization structure, add organizations on the Organizations form.


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

If you selected the variable organization structure option, you add organizations by importing them from a .CSV file or using the API. After they are in Vantagepoint, you can review them and change organization names and status on the Organizations form.

This procedure applies if your only activated modules are CRM and/or Resource Planning. If you have any other modules, you set up and add organizations in the desktop application.

#### To add organizations:

1. In the Navigation pane, select **Settings » General » Organization**.
2. On the Organization forms, in **Singular Label** for the first level, enter the singular label for that level of the organization structure, such as Company.
3. In **Plural label**, enter the plural label for that level of the organization structure.
4. In the first grid column, enter the names of the elements at that level of the structure.  
For example, if the first level is Company, enter abbreviated company names in the Level 1 grid. To display a blank row for a new level element, click **+ Add Entry** at the bottom of the grid.
5. In the second grid column, enter the IDs of the elements at that level of the structure.

6. If your organization structure has more than one level, repeat steps 2 - 5 for each level.  
For example, the second level might be Office and the third Discipline.
  - If your organization structure has only one level, you are finished setting up organizations.
  - If your organization structure has more than one level, continue with step 8.
7. To add the first organization, select the elements, one from each of the levels, that together define that organization.  
The combination displays below the level grids next to the **Add** button.
8. To create the organization, click **Add**.  
The organization displays in the organization grid with a default name and the  (Active) status.
9. If the default name in **Organization Name** is not satisfactory, change the name.
10. If you do not want the organization to be active, click the **Status** icon and select **Inactive** or **Dormant**.
11. Repeat steps 8 - 11 for each organization.  
If you add an organization and then want to remove it, you can do so as long as the organization is not associated with any other records in the database. Hover over the grid row and click **X** at the right end of the row.

#### Delete Organizations (CRM or Resource Planning)

You can delete an organization if it is not associated with any employees, projects, or generic resources in the database.

This procedure applies if your only activated modules are CRM and/or Resource Planning. If you have any other modules, you set up and add organizations in the desktop application.

#### To delete an organization:

1. In the Navigation pane, select **Settings » General » Organization**.
2. In the grid at the bottom of the Organizations form, locate the organization that you want to delete and click **X** at the end of the row.

#### Fields and Options

Use the Organizations form and related dialog boxes to establish organization settings.

## Organizations Form

Use the Organizations form to select the type of organization structure and specify its properties.

### Display the Organizations Form

You display the Organizations form in General Settings. The form is available if your only activated modules are CRM and/or Resource Planning.

In the Navigation pane, select **Settings » General » Organization**.

### Contents of the Organizations Form

Use the Organizations form to indicate if you want to implement an organization structure. If you do want to use organizations, you also use the tab to enter information about the organization structure and to enter or import your organization IDs and names.

The information in this topic applies if your only activated modules are CRM and/or Resource Planning. If you have any other modules, this tab is not available, and you set up organizations in the desktop application.


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

### Contents: With No Structure Set Up


Field	Description
<b>Organization</b>	If you have not yet set up an organization structure in Vantagepoint, this field displays <b>No organization has been set up</b> .
<b>+ Set Up Organization Structure</b>	Click this link to set up your organization structure on the Organization Structure Setup dialog box. Deltek strongly recommends that you carefully plan the organization structure you want before you set it up in Vantagepoint. After you set up your organizations and, in particular, after you assign employees, projects, and generic resources to those organizations, it is difficult and time consuming to change the number of levels.

### Contents: With Variable Structure Set Up

Field	Description
<b>Organization</b>	This field displays <b>Variable Structure</b> .
<b>Import Organization</b>	Click this link to import one or more new organizations from a .CSV file. You can also click this link to import updated information from a .CSV file for organizations that already exist in Vantagepoint.

Field	Description
	If you set up a variable structure, you must either import your organizations from a .CSV file or import them using the API. You cannot add them individually in Vantagepoint.
	To change the character that is the level delimiter in your organization IDs, click this icon to display the Organization Structure Setup dialog box.
<b>Find Organization</b>	Use the field above the organization grid to search the grid for the organization you want.
<b>Organization Name</b>	This column displays the imported organization names. You can change organization names.
<b>Organization ID</b>	This column displays the IDs of the organizations.
<b>Status</b>	<p>This column displays the status of each of the organizations: active (green), inactive (gray), or dormant (red). A newly imported organization has the status specified in the import data, or if no status was specified, it is set to Active. To change the status of an organization, click the status icon and select the status.</p> <p>If you change the status from Active to Inactive or Dormant, the organization no longer appears in lookup lists, and you can no longer associate employees, projects, or generic resources with that organization. Organizations to which employees, projects, or generic resources are currently assigned can be changed to Inactive, but if it has assigned active employees, Vantagepoint displays a message asking you to confirm that you want to inactivate it.</p> <p>The Dormant status is intended only for organizations that you are in the process of phasing out. Though you can change organizations to Dormant if existing projects or generic resources are currently assigned to them, you cannot change them to Dormant if any active employees are still assigned to them.</p>
<b>Structure</b>	This column displays the level element names that make up the organization (for example, <b>Apple &amp; Bartlett &gt; Boston &gt; Architecture</b> ).
<b>x</b>	If an organization is not associated with any other records in the database, you can delete it. Hover over the grid row and click this icon.

### Contents: With Fixed Structure Set Up

Field	Description
<b>Organization</b>	This field displays <b>Fixed Structure</b> and the number of levels in the structure.
	To make changes to the number of levels, level delimiters, or number of characters in each level segment of the organization ID, click this icon to display the Organization Structure Setup dialog box.

Field	Description														
<b>Level 1 - 5</b>	<p>If you set up a fixed organization structure, use the fields and grid displayed for each level of the structure to enter labels for the level and to specify the IDs and names of the elements for that level.</p> <table> <tr> <th>Field</th><th>Description</th></tr> <tr> <td><b>Singular Label</b></td><td>In each of the fields, enter the singular label for that level of the organization structure, such as <b>Company</b>, <b>Office</b>, and <b>Discipline</b>. You can also edit these labels on the Labels form in Labels and Lists Settings (<b>Settings » Labels and Lists » Labels</b>).</td></tr> <tr> <td><b>Plural Label</b></td><td>In each of the fields, enter the plural label for that level of the organization structure. You can also edit these labels on the Labels form in Labels and Lists Settings.</td></tr> <tr> <td><b>Level element names</b></td><td>In the first grid column, enter the names of the elements at that level of the structure. For example, if the first level is Company, enter abbreviated company names in the <b>Level 1</b> grid. To display a blank row for a new level element, click <b>+ Add Entry</b> at the bottom of the grid.</td></tr> <tr> <td><b>Level element IDs</b></td><td>In the second grid column, enter the IDs of the elements at that level of the structure. This column only displays if you have implemented the Resource Planning module.</td></tr> <tr> <td><b>+ Add Entry</b></td><td>Click this link to display a blank grid row so you can enter another element for the level.</td></tr> <tr> <td><b>X</b></td><td>If no organizations contain the element, you can delete an element from the grid. Hover over the grid row and click this icon.</td></tr> </table>	Field	Description	<b>Singular Label</b>	In each of the fields, enter the singular label for that level of the organization structure, such as <b>Company</b> , <b>Office</b> , and <b>Discipline</b> . You can also edit these labels on the Labels form in Labels and Lists Settings ( <b>Settings » Labels and Lists » Labels</b> ).	<b>Plural Label</b>	In each of the fields, enter the plural label for that level of the organization structure. You can also edit these labels on the Labels form in Labels and Lists Settings.	<b>Level element names</b>	In the first grid column, enter the names of the elements at that level of the structure. For example, if the first level is Company, enter abbreviated company names in the <b>Level 1</b> grid. To display a blank row for a new level element, click <b>+ Add Entry</b> at the bottom of the grid.	<b>Level element IDs</b>	In the second grid column, enter the IDs of the elements at that level of the structure. This column only displays if you have implemented the Resource Planning module.	<b>+ Add Entry</b>	Click this link to display a blank grid row so you can enter another element for the level.	<b>X</b>	If no organizations contain the element, you can delete an element from the grid. Hover over the grid row and click this icon.
Field	Description														
<b>Singular Label</b>	In each of the fields, enter the singular label for that level of the organization structure, such as <b>Company</b> , <b>Office</b> , and <b>Discipline</b> . You can also edit these labels on the Labels form in Labels and Lists Settings ( <b>Settings » Labels and Lists » Labels</b> ).														
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<b>Level element names</b>	In the first grid column, enter the names of the elements at that level of the structure. For example, if the first level is Company, enter abbreviated company names in the <b>Level 1</b> grid. To display a blank row for a new level element, click <b>+ Add Entry</b> at the bottom of the grid.														
<b>Level element IDs</b>	In the second grid column, enter the IDs of the elements at that level of the structure. This column only displays if you have implemented the Resource Planning module.														
<b>+ Add Entry</b>	Click this link to display a blank grid row so you can enter another element for the level.														
<b>X</b>	If no organizations contain the element, you can delete an element from the grid. Hover over the grid row and click this icon.														
<b>Add</b>	To add an organization, you combine elements from each of the levels to define the organization. Select the elements, one from each of the level grids, that together define the organization. The combination displays below the level grids. After you select a value for each level, click <b>Add</b> to add the organization to the list of organizations at the bottom of the form.														
<b>Find Organization</b>	Use the field above the organization grid to search the grid for an organization.														
<b>Organization Name</b>	This column displays the names of the organizations. By default, the organization name is the combination of the level elements you select when you add the organization, but you can change it in this field.														
<b>Organization ID</b>	This column displays the IDs of the organizations. The organization ID is the combination of the IDs for the level elements you select when you add the organization. The level ID segments are separated by the delimiter you specified when you set up the organization structure. This column only displays if you have implemented the Resource Planning module.														

Field	Description
<b>Status</b>	<p>This column displays the status of each of the organizations: active (green), inactive (gray), or dormant (red). By default, a newly added organization is active. To change the status of an organization, click the status icon and select the status.</p> <p>If you change the status of an organization from Active to Inactive or Dormant, the organization no longer appears in lookup lists, and you can no longer associate employees, projects, or generic resources with that organization.</p> <p>An organization to which employees, projects, or generic resources are currently assigned can be changed to Inactive, but if it has assigned active employees, Vantagepoint displays a confirmation prompt.</p> <p>The Dormant status is intended only for organizations that you are in the process of phasing out. Though you can change the status to Dormant if existing projects or generic resources are currently assigned to the organization, you cannot change it to Dormant if any active employees are still assigned to it.</p>
<b>Structure</b>	This column displays the level element names that make up the organization (for example, <b>Apple &amp; Bartlett &gt; Boston &gt; Architecture</b> ).
<b>x</b>	If the organization is not associated with any other records in the database, you can delete it. Hover over the grid row and click this icon.


#### Organization Structure Setup Dialog Box (CRM or Resource Planning)

Use this dialog box to select the type and properties of the organization structure. After you select an organization structure type and enter or import organizations, you cannot change the organization structure type unless you first delete all of the organizations.

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

#### Display the Organization Structure Setup Dialog Box

You display this dialog box from the Organizations form.

1. In the Navigation pane, select **Settings » General » Organization**.
2. On the Organizations form, do one of the following:
  - If you are setting up an organization for the first time, click **+ Set Up Organization Structure**.
  - If you are modifying an existing organization, click  next to the **Organization** information.

### Contents of the Organization Structure Setup Dialog Box

Use this dialog box to specify the structure type and levels for your organization.

#### Contents

Field	Description
<b>Type</b>	<p>Specify the structure that best fits your organization:</p> <ul style="list-style-type: none"> <li>■ <b>None:</b> Your organization does not have a structure. For example, all employees are in a single department or group.</li> <li>■ <b>Fixed:</b> Your organization has a standard number of levels and the ID/name for each level means the same thing across all branches of the organization structure. Fixed structures can have up to 5 levels and each organization ID can have up to 14 characters (including delimiters). Fixed structures are not imported. You must enter them on this dialog box.</li> <li>■ <b>Variable:</b> Your organization uses numbering and names that can vary among different groups, or your ID/names are larger than 14 characters. For example, different branches of the hierarchy can have different numbers of levels, and the number of characters allotted to a given level in organization IDs can vary. Variable structures must be imported.</li> </ul> <p>For more details, see <a href="#">Types of Organization Structures</a>.</p>
<b>Number of Levels</b>	Specify the number of levels in your organization.

Learn More About...

You may find it helpful to review background information on organization types and structures.

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

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

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

#### Criteria for Determining Your Organization Type

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

- Your organization structure has a standard number of levels.



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

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

### Example: Fixed Organization Structure

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

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

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

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

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

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

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

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

### Examples: Variable Organization Structure

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

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

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

01.20.1000.10

02.10.1000

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

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

03.2000 - Company 03 Governmental Division

04.1000 - Company 04 Engineering Department

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

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

05.1000 - Company 05 Engineering

06.1000 - Company 06 Architecture

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

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

07.1000 - Company 07 Engineering Department

08.20 - Company 08 Architecture Department

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

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

### Changing Levels in a Fixed Structure (CRM or Resource Planning)

Once you have set up your organizations and, in particular, once you have assigned employees, projects, and generic resources to those organizations, it is difficult and time consuming to change the number of levels.

Deltek strongly recommends that you carefully plan the organization structure you want before you set it up in Vantagepoint.

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

If you add a new level, it is added automatically to all existing organizations as the lowest level of the structure. The element value at that level for all organizations is set to **<Conversion>**. All

existing employees, projects, and generic resources that previously were assigned to organizations are assigned to organizations with **<Conversion>** at the lowest level. At that point, you can add other more meaningful values for the new level and create new organizations that use those values. However, if you want to assign existing records to those new organizations, you must change their assigned organizations individually. For employees, projects, and generic resources, you can do that in Vantagepoint or you can import them again with the import option to update existing records selected; for projects, you can only update the assigned organization by importing them again with the import option to update existing records selected.

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

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

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

## Vantagepoint Intelligence Overview

Vantagepoint Intelligence (VI) is an optional module that you use to create customized views of your information. This includes role-based workbooks that are accessible as dashparts from the Vantagepoint Dashboard. The VI Desktop Tool allows you to connect Vantagepoint Intelligence to various data sources.

Powered by Tableau Software, the Vantagepoint Intelligence (VI) module provides project-based businesses with a business intelligence tool for consuming Vantagepoint data in a graphical, easily interpreted format. With the Vantagepoint Intelligence Server and Desktop, you can use your Vantagepoint SQL database as a data source to create graphical performance dashboards. You create these dashboards in the Desktop Tool and upload them to Vantagepoint using the Intelligence Settings. You can then view the dashboards in the Vantagepoint Dashboard application.

VI is a complimentary tool that provides unique visibility into an organization's performance data.

### Intelligence

Use the options in Intelligence settings to upload, download, refresh, or delete Vantagepoint Intelligence workbooks.

#### Viewing Vantagepoint Intelligence Workbooks in Dashboards

After you upload Vantagepoint Intelligence workbooks in Intelligence settings, you can view the workbooks in **My Stuff » Dashboards** as dashparts of any dashboard with the proper settings assigned in **Settings » Security » Roles**.

To view your workbooks in Dashboards, create a Vantagepoint Intelligence dashpart, select your workbook, and then add the dashpart to a dashboard. The process of creating or editing dashparts and dashboards is not possible on a tablet or smart phone.

### Upgrading from Vision

When you upgrade from Vision, you must re-upload your existing Performance Management workbooks to Vantagepoint through Intelligence settings so that you are able to use them in Vantagepoint. Deltek recommends that you check the contents of the workbooks before re-uploading them to Vantagepoint, as the Vantagepoint database is different from the Vision database, and these differences could impact the workbooks. Checking the contents also makes it possible to validate those contents after you re-upload the workbook.

After you re-upload a workbook, you can use **My Stuff » Dashboards** to create a dashpart for viewing the workbook and then add that dashpart to a dashboard.

### How To...

You can download, upload, reload, or delete Vantagepoint workbooks.

#### *Upload a Vantagepoint Intelligence Workbook*

Upload workbooks to Vantagepoint.

**Prerequisites:** Before uploading, make sure you have the TWB file to be uploaded available locally on your computer.

Even though you have the option to save your custom workbooks as a \*.twb or \*.twbx extension using Tableau Desktop, only \*.twb files are supported for uploading in Vantagepoint Intelligence. You can convert or save other file formats as a \*.twb file before uploading the workbook file.

#### **To upload a Vantagepoint Intelligence workbook:**

1. In the Navigation pane, select **Settings » General » Intelligence**.
2. In the Workbooks section of the Intelligence settings form, click **Upload Workbook**.
3. On the Upload Workbook dialog box, click **Open**.
4. On the Open dialog box, locate and select the workbook (TWB) file.
5. Click **Open**.  
The workbook filename is displayed in the **Workbook File** field of the Upload Workbook dialog box.
6. To enable the workbook sheets to be displayed as tabs in the dashboard, select **Show Sheets as Tab**.
7. Click **Upload**.

#### *Reload a Vantagepoint Intelligence Workbook*

Reload one workbook, or all workbooks, to publish the latest versions in Vantagepoint.

#### **To reload a Vantagepoint Intelligence workbook:**


1. In the Navigation pane, select **Settings » General » Intelligence**.

2. In the Workbooks section of the Intelligence settings form, select one or more workbooks that you want to reload and then click **Reload**.
3. On the confirmation dialog box, click **OK** to continue.

#### *Download a Vantagepoint Intelligence Workbook*

You can download and save a published workbook (TWB) file.

#### **To download a published workbook:**


1. In the Navigation pane, select **Settings » General » Intelligence**.
2. In the Workbooks section of the Intelligence settings form, hover over the row that contains either a sample published workbook or a workbook that was uploaded.
3. At the right end of the row, click  and then click **Download**.
4. On the Workbook dialog box, click **OK**.
5. On the Save As dialog box, specify the location for downloading and saving the published workbook (TWB) file.
6. Click **Save**.

#### *Delete a Vantagepoint Intelligence Workbook*

You can delete Vantagepoint Intelligence workbooks from the Intelligence form.

Be sure to verify that the Vantagepoint Intelligence workbook is no longer needed before you delete it.

#### **To delete a Vantagepoint Intelligence workbook:**

1. In the Navigation pane, select **Settings » General » Intelligence**.
2. In the Workbooks section, hover over the row that contains either a sample published workbook or a workbook that was uploaded.
3. At the right end of the row, click  and then click **Delete**.
4. On the confirmation dialog box, click **OK** to continue.

### **Fields and Options**

You specify setup options for Vantagepoint Intelligence workbooks on the Intelligence settings form and related dialog boxes.

#### *Intelligence Form*

Use the Intelligence settings form to specify settings for Tableau workbooks.

Display the Intelligence Form

You display this form in General Settings. The Vantagepoint Intelligence module must be enabled to access this form.

In the Navigation pane, select **Settings » General » Intelligence**.

#### Contents of the Intelligence Form

Use the form to specify settings related to the Tableau workbooks and to make the workbooks available in dashboards.

#### Configuration

Field	Description
<b>Port</b>	Use this field to specify the port that the Tableau Server is configured to use.
<b>Use SSL</b>	This option displays if the <b>Port</b> field is blank. Select this option if Tableau Server is configured for Secure Sockets Layer (SSL) for secure communications. If Vantagepoint uses SSL, Tableau Server must also use SSL.
<b>Validate SSL Certificate</b>	This option displays if you select <b>Use SSL</b> . Clear this option if you receive a "certificate verify failed" error publishing workbooks when an SSL certificate issued by an internal certificate authority is used.
<b>Server Name</b>	Use this field to enter the server name for the instance of Tableau Server that you want to associate with the Vantagepoint database and data warehouse database.
<b>User Name</b>	<p>Use this field to enter a Tableau administrator account with Publish rights to the Tableau server.</p> <ul style="list-style-type: none"> <li>■ If you use Active Directory authentication, enter the username in this format: &lt;Domain&gt;\&lt;Username&gt;.</li> <li>■ If you use Local Authentication, enter the username without the domain in this format: &lt;Username&gt;.</li> </ul> <p>If the site has not yet been created, this account must have system-level administrator rights. If the site exists, the user must be a site administrator.</p>
<b>Password</b>	Use this field to enter the password for the Tableau administrator account.
<b>Image Path</b>	<p>Initially, this field displays the default location on the Tableau server in which the Vantagepoint Intelligence installation installs the images used on the intelligence dashboards: C:\Program Files (x86)\Deltek\Workbooks\Images.</p> <p>If you chose to install the images to a different location on the Tableau server, enter that location (the complete local path).</p> <p>To display on the sample intelligence dashboards, or on custom dashboards that you create, images must be located on the Tableau</p>




Field	Description
	<p>server in the folder that you specify in this field. The images must also be one of the following image file formats:</p> <ul style="list-style-type: none"> <li>▪ .JPG or .JPEG</li> <li>▪ .GIF</li> <li>▪ .TIF or .TIFF</li> <li>▪ .PNG</li> <li>▪ .BMP</li> </ul>
<b>Authentication Type</b>	<p>Indicate the type of authentication for which you configured Tableau Server:</p> <ul style="list-style-type: none"> <li>▪ Local (Tableau)</li> <li>▪ Active Directory</li> </ul> <p>Generally, firms configure Tableau Server to use the type of authentication that matches the authentication that they use for Vantagepoint. If they use Windows Integrated Authentication with Vantagepoint, they configure Tableau Server for Active Directory security. If they use Vantagepoint security, they use Local (Tableau) authentication. However, this approach is not required. You can use either type of authentication for Tableau Server, regardless of your Vantagepoint authentication method.</p>
<b>Test Configuration</b>	Click this option to test that the Tableau configuration settings entered on the form are correct.
<b>View Error Log</b>	Click this option to display the Error Log dialog box, on which you can view a list of Vantagepoint Intelligence processes and transactions.

## Workbooks


Field	Description
<b>Language</b>	This field displays the language that you selected during login and you cannot change it here. All workbooks are published using the language indicated in this field. Databases with different languages are published to separate sites in Tableau Server.
<b>Organization Levels to Use</b>	<p>If your firm uses organizations in Vantagepoint, select one or two organization levels by which you want to filter the workbooks that are designed to be filtered by organization. If your firm uses two or more organization levels, you must select two levels. If you need to select multiple organization levels, Vantagepoint prompts you accordingly. By default, the workbooks that include filtering by organization use levels 1 and 2 of the organization structure.</p> <p>Workbooks that automatically apply an "organization is mine" filter, such as the Organization Manager workbooks, apply it based on the highest organization level that you select here. If you select two levels, those workbooks display a quick filter so that you can also filter by that second</p>

Field	Description
	<p>organization level. Executive workbooks, which are designed for analysis across multiple organizations, display quick filters for both organization levels if you select two levels.</p> <p>These settings do not affect the organizations for which data is displayed. Organization data is always displayed for level 1 or level 2. For example, if you select levels 2 and 3 of your organization structure as the levels at which you want to filter dashboards, Executive sample dashboards still display, or drill down to data for, levels 1 and 2 of your organization. However, that data may be filtered for specific organizations at level 2 or 3.</p> <p>If you later publish workbooks with different organization levels selected, the newly selected organization levels replace the original levels as the filter levels, but only for the workbooks published at that time. To avoid confusion if you change the organization levels, Deltak recommends that you also republish all workbooks for all Tableau Server sites so that they all use the same organization levels.</p> <p>This field is not available if your firm does not use organizations in Vantagepoint.</p>

### Workbooks Grid Toolbar

Field	Description
<b>Upload Workbook</b>	Click this option to display the Upload Workbook dialog box, on which you can select and upload a workbook. The uploaded workbook is automatically saved to the database and on the Tableau server.
<b>Reload</b>	This button is enabled if you select one or more workbooks in the Workbooks grid. Click this button to republish the selected workbook. Republishing workbooks may take time and you will not be able to use Vantagepoint while it is republishing the selected workbooks.
	Click this option to maximize the grid to fill the browser window. Click the button again to minimize the grid.
	Click this option to export the Workbooks grid as a comma-separated values (CSV) file.
	Click this option to display the filter fields that you can use to filter the displayed workbooks in the Workbooks grid.

### Workbooks Grid

Field	Description
	This option displays at the right end of a row (in the grid) when you hover over the row. Click this icon to display the following options:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Download:</b> Click this option to access your browser's file save dialog box, on which you can specify the location for downloading and saving the workbook (TWB) file.</li> <li>▪ <b>Delete:</b> Click this option to delete a selected workbook from the Workbooks grid. Deleting a workbook also deletes all other instances of the workbook in the dashpart.</li> </ul>
<b>Workbook Name</b>	This column displays the workbook name.
<b>Show Sheets as Tab</b>	This column displays a check box that indicates if the <b>Show Sheets as Tab</b> option was selected on the Upload Workbook dialog box when the workbook was uploaded.

### Upload Workbook

Use this dialog box to select a Vantagepoint Intelligence workbook to upload to Vantagepoint.

### Display the Upload Workbook Dialog Box

You display the dialog box from the Intelligence settings form.

1. In the Navigation pane, select **Settings » General » Intelligence**.
2. In the Workbooks section of the Intelligence settings form, click **Upload Workbook**.

### Contents of the Upload Workbook Dialog Box

Use the options on this dialog box to select a Vantagepoint Intelligence workbook to upload to Vantagepoint.

### Contents

Field	Description
<b>Workbook File</b>	This field displays the workbook that you selected for upload.
<b>Show Sheets as Tab</b>	Select this option to display the workbook as a tab in the dashboard.
<b>Open</b>	Click this option to display the Open dialog box, on which you can locate and select the workbook (TWB) file.
<b>Upload</b>	Click this option to upload the workbook listed in the <b>Workbook File</b> field and close the dialog box. The uploaded workbook is displayed in the Workbook section of the Intelligence form.

Field	Description
<b>Cancel</b>	Click this option to close the dialog box.

### Error Log Dialog Box

Use the dialog box to view the system logs for Vantagepoint Intelligence related tasks.

### Display the Error Log Dialog Box

You display this dialog box from the Intelligence settings form.

1. In the Navigation pane, select **Settings » General » Intelligence**.
2. In the Workbooks section of the Intelligence settings form, click **View Error Log**.

### Contents of the Error Log Dialog Box

Use this dialog box to check for errors that occurred in Vantagepoint Intelligence-related processes, such as uploads or reloads.

### Contents

Field	Description
<b>Message</b>	This column displays a list of process logs for Vantagepoint Intelligence. Standard filter and maximize options are available for the list.
<b>Close</b>	Click this option to close the dialog box.

## General Settings (Desktop)

Use General Settings in the desktop application to establish settings for user-defined components, lookups, report labels, and custom reports.

## User-Defined Components

User-Defined Components in the desktop application applies for the Equipment hub.

For the Equipment hub, you can add user-defined tabs, grids, and fields. You add user-defined fields, grids, and tabs to other hubs using Screen Designer in the browser application.

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

There are two types of tabs:

- **Standard tabs** are tabs that come as part of the product. In User-Defined Components, you can change the names and order of these tabs as well as add user-defined fields and grids to them.

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

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

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

### Additional User-Defined Capabilities

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

### User Defined Components and the Screen Designer

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

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


How to...



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

### Add or Modify Tabs

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

#### To add or modify tabs:

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

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

5. Click  **Save**.


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

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

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

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


#### To add or modify fields:

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

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

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

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


4. Complete the information for the custom field in the row in the grid.
5. To specify the type of information that users must enter in the field, select a data type in the **Data Type** field.  
If you select **Dropdown** or **Lookup**, click the ellipsis in the **List of Values** field in the grid, and complete the following actions on the Drop-Down Type Values dialog box:
  - a) Click **Insert** to add a new item to the list.
  - b) In the **Value** column, enter the value to display in the drop-down list or on the lookup for the field.
  - c) In the **Code** field, enter a code for the item.
  - d) Use the **Move Up** and **Move Down** buttons to establish the order of the items in the list.
  - e) If you are setting up values for a drop-down list and want to require that users select from those values, only, select the **Limit entry to values in list** check box.
  - a) Click **OK** to return to the Custom fields grid.
6. To move a field from one tab to another, select a different tab in the **Tab** field for a field in the grid.  
You can move fields from one tab to another without losing the data in the field.
7. Click  **Save**.


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





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

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

#### To add or modify grids:

1. On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.
2. In the **Application** field on the User Defined Tabs form, select **Equipment** and click the Custom Grids tab.
3. On the Custom Grids tab, click  insert on the toolbar of the Custom Grids grid.
4. In the blank row added to the grid, enter information for the custom grid—the tab to add it to, the caption (title) for the grid, and the number of possible rows.

5. In the Custom Columns grid, click  to add a row to the grid and enter information about the column for the grid.
6. Repeat step 5 to add more columns to the grid.
7. Repeat steps 3–5 to add more grids to a tab.  
The Custom Columns grid displays the columns for the grid that you have selected in the Custom Grids grid.
8. Complete the following steps to change the order of the multiple columns that you add to a tab and the order of the columns in a grids.

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

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



9. Click  **Save**.

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

### Find a User Defined Field Label

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

#### To find a custom field label:

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



### Delete a User-Defined Tab from the Equipment Hub

When you delete a user-defined tab, you permanently remove the tab and all audit trail data, for all records in the database.

You cannot delete standard tabs.

**Warning:** You cannot undo this action. If a user-defined tab has fields or grids assigned to it, you must first re-assign the fields and grids on that tab to another tab, or delete them, before you delete the tab. This action permanently deletes the tab and its audit history from the database.

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

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



### Delete a User-Defined Field from the Equipment Hub

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

You cannot delete standard fields.

**Warning:** You cannot undo this action. This action permanently deletes the field and its audit history from the database.

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

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


### Delete a User-Defined Grid from the Equipment Hub

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

You cannot delete standard grids.

**Warning:** You cannot undo this action. This action permanently deletes the grid, all fields and associated values, and all audit history from the database.

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

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

### Fields and Options

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

### User Defined Tabs Form

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

#### Contents

Field	Description
<b>Application</b>	Select the <b>Equipment</b> hub to add or modify tabs, field, or grids.

#### Display the User Defined Tabs Form

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





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



*Tabs Tab of the User Defined Tabs Form*

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

**Contents****Standard and Custom Tabs Grid**

Field	Description
<b>Standard and Custom Tabs drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option on the grid toolbar to enter a new user-defined tab in a blank row in the grid. The blank row is inserted below the selected field.
 <b>Move Up</b>  <b>Move Down</b>	To change the order of user-defined tabs in the grid, select a user-defined tab, and then click either of these options on the grid toolbar to move the tab. Tab position in the grid determines the sequence in which the tabs display in the hub.
<b>Restore</b>	
 <b>Delete</b>	To delete a user-defined tab from the grid, select the row in the grid and click this option in the grid toolbar.
<b>Tab Label</b>	<p>Enter a new tab name or change the name of an existing standard or user-defined tab. The name that you enter displays on the tab and serves as a reference in other application areas. You can modify these names at any time. The following guidelines apply when you add or modify tab names:</p> <ul style="list-style-type: none"> <li>Tab names must begin with a letter, not a number.</li> <li>If data from this user-defined tab is to be merged throughout Custom Proposals or customized SF255, SF254, and SF330 Proposals, the tab name cannot include the following symbols: !, @, (, ), ` , ' , [ , ] , { , } , or &amp;.</li> </ul>

Field	Description
<b>Tab Type</b>	This field displays the tab type: <b>Standard</b> or <b>Custom</b> .






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


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

### Contents

#### Custom Fields Grid

##### Grid Options

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

Field	Description
 <b>Delete</b>	To delete a user-defined field from the grid, select the row in the grid and click this option.

### Grid Fields

Field	Description
<b>Tab</b>	Select the tab on which you want the user-defined field to display. Both standard and user-defined tabs for the selected application display in the list. You cannot change the tab for a previously saved user-defined field that has had Screen Designer changes made to it.
<b>Label</b>	<p>Enter a name for the user-defined field, such as <b>Birthday</b>. This name displays as the label for the field on the tab.</p> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>▪ If data from a user-defined field will be merged throughout Custom Proposals or customized SF255, SF254, and SF330 Proposals, <b>do not use any special characters or symbols</b> (for example, !, @, (, ), `', [, ], {, }, or &amp;) in user-defined field labels. If you do, an error displays when you attempt to save the user-defined field.</li> <li>▪ If you modify a label name after the user-defined field has been used in saved searches, you may need to make changes in these saved searches.</li> </ul>
<b>Database Column Name</b>	<p>This is the name that is used internally for a user-defined field. It does not display on a tab. The name that you enter in the <b>Label</b> field prefills in the <b>Database Column Name</b> field and is preceded by <b>Cust</b>.</p> <p>You can modify the prefilled entry in the <b>Label Database Code</b> field, but it must begin with <b>Cust</b>. If you omit <b>Cust</b>, it is automatically inserted when you save the entry.</p>
<b>Data Type</b>	<p>Select the data type for the user-defined field.</p> <p>After a user enters data in the user-defined field, you cannot change the data type, with the exception of <b>Character</b>, <b>Dropdown</b>, and <b>Lookup</b>. These three types are compatible and interchangeable. If you want to change data types other than these, delete the user-defined field and re-add it.</p> <p>You have the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Account:</b> Creates an Account lookup list field.</li> <li>▪ <b>Boilerplate:</b> Creates a field in which you use the Boilerplate lookup to select a boilerplate in the field.</li> <li>▪ <b>Character:</b> Creates alphanumeric values.</li> <li>▪ <b>CheckBox:</b> Determines if the field is a Yes/No check box.</li> <li>▪ <b>Contact:</b> Creates a Contact lookup list field.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Currency:</b> Select this option to create a currency field for a monetary amount.</li> <li>▪ <b>Date:</b> Creates a field that contains a date value.</li> <li>▪ <b>Dropdown:</b> Creates a drop-down list field. To specify the possible selections, use the <b>List of Values</b> field.</li> <li>▪ <b>Employee:</b> Creates an Employee lookup list field. When you create an employee data type, you create two new fields, one for the employee name and one for the employee number. The employee number search field is compatible with the "is me" operator, so that you can use that operator for user-defined labor type fields.</li> <li>▪ <b>Equipment:</b> Creates a field in which you use the Equipment lookup to select an equipment item in the field.</li> <li>▪ <b>Firm:</b> Creates a field in which you use the Firm lookup to select a client or vendor type firm in the field.</li> <li>▪ <b>Lookup:</b> Creates a lookup list field. To specify the possible selections, using the <b>List of Values</b> field.</li> <li>▪ <b>Marketing Campaign :</b> Creates a Marketing Campaign lookup list field.</li> <li>▪ <b>Memo:</b> Creates an RTF (rich text format) field for formatted text.</li> <li>▪ <b>Numeric :</b> Creates a numeric field. When you select <b>Numeric</b>, specify the number of spaces to the right of the decimal point in the <b>Decimals</b> field.</li> <li>▪ <b>Organization :</b> Creates an Organization lookup list field.</li> <li>▪ <b>Project:</b> Creates a Project lookup list field.</li> <li>▪ <b>URL:</b> If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window.</li> </ul>
<b>Display Width</b>	This setting determines the number of characters for the column. Vantagepoint calculates how wide the column should be on the screen based on the fonts that you use. Vantagepoint multiplies the number in this field by 6 to arrive at the number of pixels in the field.
<b>Lines</b>	If you set the <b>Data Type</b> option to <b>Memo</b> , specify the number of lines of text that users can enter the Memo field.
<b>List of Values</b>	If you set the <b>Data Type</b> option to <b>Dropdown</b> or <b>Lookup</b> , click the ellipsis in this field to display the Values lookup, on which you specify the selections that will be available to users when they click the drop-down list or display the lookup for the field.
<b>Decimals</b>	If you set the <b>Data Type</b> option to <b>Numeric</b> , specify the number of spaces to the right of the decimal point. in the number.

Field	Description
<b>Minimum Value</b>	If you set the <b>Data Type</b> option to <b>Numeric</b> or <b>Currency</b> , use this column to specify the minimum number that the user can enter in the field. If you leave this field blank, no minimum value is set and users will be able to enter a negative number in the field. To prevent users from entering negative numbers, without specifying a minimum value, enter zero here.
<b>Maximum Value</b>	If you set the <b>Data Type</b> option to <b>Numeric</b> or <b>Currency</b> , use this column to specify the maximum number that the user can enter in the field. If you leave this field blank, no maximum value is set.
<b>Required</b>	<p>The options for this field are:</p> <ul style="list-style-type: none"> <li>▪ <b>CRM</b>: Select this option if the field is required for CRM users. This option is only available if the CRM application is installed.</li> <li>▪ <b>Accounting</b>: Select this option if the field is required for Accounting users. This option is only available if the Accounting application is installed.</li> <li>▪ <b>CRM &amp; Accounting</b>: Select this option to require the field for both CRM and Accounting users.</li> </ul>
<b>Default Value</b>	<p>Enter the default value that prefills for the user-defined field. This field is available only if you select one of the following settings in the <b>Data Type</b> field:</p> <ul style="list-style-type: none"> <li>▪ <b>Checkbox</b>: The default value is <b>Unchecked</b>. You can change the value to <b>Checked</b> but you cannot leave the value blank.</li> <li>▪ <b>Date</b>: You can specify the words <b>Current Date</b> or enter a date.</li> <li>▪ <b>Lookup</b>: Use the Values lookup to specify the value.</li> <li>▪ <b>Dropdown</b>: Use the Values lookup to specify the value.</li> <li>▪ <b>Currency</b>: Enter a number.</li> <li>▪ <b>Numeric</b>: Enter a number.</li> <li>▪ <b>Character</b>: Enter alphanumeric characters.</li> <li>▪ <b>URL</b>: Enter alphanumeric characters.</li> </ul>
<b>Include in Report Total</b>	Select this option to display a total for numbers in reports. This option applies to Numeric and Currency data types only. If you plan to include a user-defined field on a report with a graph, you must select this option so that Vantagepoint is able to set the scale appropriately for the graph.
<b>Required Level</b>	<p>This option is only applicable if the field is required. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>All Levels</b>: Select this option if you want the field to be required at all levels (for example, project, phase, and task).</li> <li>▪ <b>Project</b>: Select this option if you want the field to be required at the top level, only.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Lowest:</b> Select this option if you want the field to be required at the lowest level (the charging level) of any given node. For example, when a new phase is created for a project, the field is required even if the project has other phases that have tasks. If a specific phase already has a task, the field is not required at the phase level.</li> </ul>





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

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

## Contents

### Custom Grids Grid

#### Grid Toolbar





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

## Grid Fields

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

## Custom Columns Grid

## Grid Toolbar

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

## Grid Fields

Field	Description
<b>Heading</b>	Enter the column headings. If you change the column name, a prompt asks if you also want the database column name to be changed. If you select <b>Yes</b> , you may have to make changes in your saved searches and custom reports.
<b>Database Column Name</b>	This column lists the database code based on the selected column heading.
<b>Data Type</b>	<p>Select the data type for the user-defined column heading. Some of these options are lookup list fields. After you select a data type for the column heading and data is entered into that field, you cannot change the data type, with the exception of three types: Character, Drop Down, and Lookup. These three are compatible types and are interchangeable. If you need to change any other data types, you need to delete that column heading and re-add it.</p> <p>The possible data types are:</p> <ul style="list-style-type: none"> <li>▪ <b>Account:</b> Creates an Account lookup list field.</li> <li>▪ <b>Boilerplate:</b> Creates a boilerplate lookup list field.</li> <li>▪ <b>Character:</b> Enter alphanumeric values.</li> <li>▪ <b>CheckBox:</b> Determines if the field is a check box (yes or no).</li> <li>▪ <b>Contact:</b> Creates a Contact lookup list field.</li> <li>▪ <b>Currency:</b> Creates a currency field in which the currency varies based on the record. For example, you may have vendors that you pay in different currencies, so this currency field may contain a different currency based on the vendor associated with the currency field.</li> <li>▪ <b>Currency (Specific):</b> Creates a currency field that is the same for the user-defined field in every application.</li> <li>▪ <b>Date:</b> Determines if the field contains a date value.</li> <li>▪ <b>DropDown:</b> Creates a drop-down list field. Use the <b>List of Values</b> field to specify its values.</li> <li>▪ <b>Employee:</b> Creates an Employee lookup list field. When you create an employee data type, you add two new fields, one for the employee name and one for the employee number. The employee number search field is compatible with the "is me" operator, so that you can use that operator for user-defined employee type fields.</li> <li>▪ <b>Equipment:</b> Creates a lookup list field that displays equipment from the Equipment lookup list.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Firm:</b> Creates a lookup list field that displays all client and vendor type firms from the Firms hub.</li> <li>▪ <b>Lookup:</b> Creates a lookup list field. Use the <b>List of Values</b> field to specify its values.</li> <li>▪ <b>Memo:</b> Creates an RTF (rich text format) field for formatted text.</li> <li>▪ <b>Numeric:</b> Creates a numeric field. If you select this option, you can enter the number of decimals used in the number in the <b>Decimals</b> field.</li> <li>▪ <b>Organization:</b> Creates an Organization lookup list field.</li> <li>▪ <b>Project:</b> Creates a Project lookup list field.</li> <li>▪ <b>URL:</b> If you select this data type, you can enter and save a Web site address in the field, which you can then click to launch the site in a new browser window.</li> </ul>
<b>Display Width</b>	This setting determines the number of characters for the column. Vantagepoint calculates how wide the column should be on the screen based on the fonts that you use. Vantagepoint multiplies the number in this field by 6 to arrive at the number of pixels in the field.
<b>Sorted</b>	This setting determines whether the rows will be sorted by the column in question when first retrieved. Sorted may only be selected for one column in each grid.
<b>List of Values</b>	If you set the <b>Data Type</b> option to <b>Dropdown</b> or <b>Lookup</b> , click the ellipsis in this field to display the Values lookup, on which you specify the selections that will be available to users when they click the drop-down list or display the lookup for the field.
<b>Total</b>	Select this option if you want a column total to appear at the bottom of the grid. This total field also displays for a list of numbers in reports. This option applies to Numeric and Currency data types only.
<b>Decimals</b>	If you set the <b>Data Type</b> option to <b>Numeric</b> , specify the number of spaces to the right of the decimal point. in the number.
<b>Minimum Value</b>	If you set the <b>Data Type</b> option to <b>Numeric</b> or <b>Currency</b> , use this column to specify the minimum number that the user can enter in the field. If you leave this field blank, no minimum value is set and users will be able to enter a negative number in the field. To prevent users from entering negative numbers, without specifying a minimum value, enter zero here.
<b>Maximum Value</b>	If you set the <b>Data Type</b> option to <b>Numeric</b> or <b>Currency</b> , use this column to specify the maximum number that the user can enter in the field. If you leave this field blank, no maximum value is set.
<b>Required</b>	<p>The options for this field are:</p> <ul style="list-style-type: none"> <li>▪ <b>CRM:</b> Select this option if the field is required for CRM users. This option is only available if the CRM application is installed.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Accounting:</b> Select this option if the field is required for Accounting users. This option is only available if the Accounting application is installed.</li> <li>▪ <b>CRM &amp; Accounting:</b> Select this option to require the field for both CRM and Accounting users.</li> </ul>
<b>Default Value</b>	<p>Enter the default value that prefills for the user-defined field. This field is available only if you select one of the following settings for the <b>Data Type</b> option:</p> <ul style="list-style-type: none"> <li>▪ <b>Checkbox:</b> The default value is <b>Unchecked</b>. You can change the value to <b>Checked</b> but you cannot leave the value blank.</li> <li>▪ <b>Date:</b> You can specify the words <b>Current Date</b> or enter a date.</li> <li>▪ <b>Lookup:</b> Use the Values lookup to specify the value.</li> <li>▪ <b>Dropdown:</b> Use the Values lookup to specify the value.</li> <li>▪ <b>Currency:</b> Enter a number.</li> <li>▪ <b>Numeric:</b> Enter a number.</li> <li>▪ <b>Character:</b> Enter alphanumeric characters.</li> <li>▪ <b>URL:</b> Enter alphanumeric characters.</li> </ul>
<b>Required Level</b>	<p>This option is only applicable if the field is required. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>All Levels:</b> Select this option if you want the field to be required at all levels (for example, project, phase, and task).</li> <li>▪ <b>Project:</b> Select this option if you want the field to be required at the top level, only.</li> <li>▪ <b>Lowest:</b> Select this option if you want the field to be required at the lowest level (the charging level) of any given node. For example, when a new phase is created for a project, the field is required even if the project has other phases that have tasks. If a specific phase already has a task, the field is not required at the phase level.</li> </ul>


### Find User Defined Field Label Dialog Box

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

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


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

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

2. Click the Custom Fields tab.
3. In the Custom Fields grid, click  **Find**.

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

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

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

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

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

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

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

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

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

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

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

Field	Description
	For Grid Style tabs, this dialog box contains only one <b>Fields</b> field. To change the order in which fields appear on the tab, select the appropriate field name and use the <b>Up</b> and <b>Down</b> buttons.

Learn More About...

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

### User-Defined Components Tabs

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

You can also:

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

### User-Defined Components Fields

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

You can also:

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

### User-Defined Components Grids

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

You can also:

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

## Lookup/Report Labels

You can create custom labels for lookups and reporting.

You can create custom labels for the following:

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

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


How to...

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

### Create Custom Lookup and Report Labels

You can create custom labels for lookups and reports.

**To create custom labels:**

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

## Fields and Options

Use the form to change labels or restore defaults.

### Lookup/Report Labels Form

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

#### *Display the Lookup/Report Labels Form*

You display the form in Settings in the desktop application.

On the Navigation menu in the desktop application, select **Settings » General » Lookup/Report Labels**.

#### *Contents of the Lookup/Report Labels Form*

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

Field	Description
<b>Application Type</b>	Select the type of application for which you want to create custom labels. You can select <b>All Application Types</b> or, if you want to limit your list, select one of the other settings.
<b>Label Type</b>	For each application type, you can select <b>[All Types]</b> or, if you want to limit your list, select a corresponding label type. For example, if you selected <b>Report Columns</b> in the <b>Application Type</b> field, corresponding fields in the <b>Label Type</b> field would be items such as AR Comments, AR Ledger, Account Analysis.
<b>System Labels Drop-Down</b>	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"><li>■ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li><li>■ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li><li>■ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li></ul> Not all options are available on all grids.
<b>Application Type</b>	This columns lists all labels for the application type that you selected in the <b>Application Type</b> field in the header.

Field	Description
<b>Type</b>	This column lists the labels for the label type that you selected in the <b>Label Type</b> field in the header.
<b>Default Label</b>	This column lists the default labels for the application and label type that you selected.
<b>New Label</b>	Enter the new label. If the label displays on other lookups or reports, a prompts asks if want to change all existing default labels to match that label. All matching labels change, regardless of what Application Type/ Label Type currently displays on the form.
<b>Default Report Heading 1, Default Report Heading 2</b>	This field displays the default report heading. (Default Report Heading 1 is the first or top heading on the report; Default Report Heading 2 is the second or bottom heading on the report.) This field only applies to the Report Columns and Report Groups application types.
<b>New Report Heading 1, New Report Heading 2</b>	Enter the new report heading. Default Report Heading 1 is the first or top heading on the report. Default Report Heading 2 is the second or bottom heading on the report. This field only applies to the Report Columns and Report Groups application types.
<b>Default Alternate Report Heading 1, Default Alternate Report Heading 2</b>	This field displays the default alternate report heading. Default Report Heading 1 is the first or top heading on the report. Default Report Heading 2 is the second or bottom heading on the report. This field only applies to the Report Columns and Report Groups application types.
<b>New Alternate Report Heading 1, New Alternate Report Heading 2</b>	Enter the new alternate report heading. Default Report Heading 1 is the first or top heading on the report. Default Report Heading 2 is the second or bottom heading on the report. This field only applies to the Report Columns and Report Groups application types.

## Custom Report Options

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

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



How to...

You can add options for a custom report.

### Add Custom Options to a Report

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

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




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

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

### Modify the Order of Options

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

#### To modify the order of options:

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





### Specify Values for a Custom Lookup Option

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

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

1. From the Navigation menu, click **Settings » General » Custom Report Options**.
2. From the **Report Name** field, select the custom report.
3. Click **Lookup Lists** on the toolbar.  
All options from the Options grid for the selected report with a Data Type of Lookup or Search display in the **Column** area.



4. From the **Column** area, select the option for which you want to specify values.
5. Click  **Insert** on the Options grid.
6. In the **Value** field, enter the name of a value that you want to make available for selection.  
For example, you create a custom Lookup option called **Report at**. You can then select **Report at** in the **Column** area and define the values of **Cost** and **Burden** by inserting one row for each value in the Value grid.
7. To move a value up or down in the list of selections, select the value and click  **Move Up** or  **Move Down**.
8. Click  **Save**.

## Fields and Options

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

### Custom Report Options Form

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

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

You display the Report Custom Options form from General Settings.

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

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

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





### Toolbar Options

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

## Fields


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


## Grid Toolbar Options

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

## Grid Fields

Field	Description
<b>Option Label</b>	Enter a name for the field.
<b>Parameter Name</b>	Enter a parameter that you will use to reference the field in a custom report. Acceptable characters include all alphanumeric values and the underscore ( _ ) symbol.
<b>Data Type</b>	Select the data type for the custom field. Some of these options are lookup list fields. Lookup lists are fields in which you can search for and select a

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

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

### Lookup Lists Dialog Box

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

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

#### *Display the Lookup Lists Dialog Box*

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

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

#### Contents of the Lookup Lists Dialog Box

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

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### Grid Toolbar Options

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

### Grid Fields

Field	Description
<b>Tab</b>	This field defaults to <b>CustomOptions</b> , to indicate the <b>Custom Options</b> tab. This is the Options dialog box tab on which the custom options that you specify display.
<b>Column</b>	All options specified in the Options grid with a <b>Data Type</b> of <b>Lookup</b> display in the <b>Column</b> area.
<b>Value</b>	Enter the name of a value that you want to make available for selection for the option selected in the Column area.

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

## Asset Management Settings

Use Asset Management configuration in the desktop application to specify enterprise-wide settings for the Asset Management application, which helps you track and process depreciation or amortization for asset items that you capitalize.

With Asset Management, you can manage an item over its entire life cycle and better assess the risks and overall performance when you make equipment decisions. Asset Management works in conjunction with the Equipment hub (also in the desktop application). The Equipment hub stores the capital items that the Asset Management application tracks, calculates depreciation for, and provides data for in related reports.

## Asset Management Setup Checklist

You may find it helpful to use a checklist as a guide in setting up the Asset Management application.

Step	Description	Location
<b>Define General Ledger (GL) Account Setup:</b> Set up the asset account, the accumulated depreciation account, and depreciation expense.		
<b>Set Up Asset Management:</b> Set up the default values for Asset Management.		
1	Set Capitalization Minimum, Asset Periods per Year, Default Disposal Project and Account, and turn on the ability to automatically create asset items from accounts payable vouchers and/or purchase orders (Asset Item Source options).	General tab of <b>Settings » Asset Management</b> , in the desktop application
2	Add Additional Books (Unique Depreciation, Useful Life, Bonus Depreciation, and Section 179 Use).	Additional Books tab of <b>Settings » Asset Management</b> , in the desktop application
3	Set up Depreciation Methods. Straight-line is the default but you can add new methods as needed, such as Useful Life in Years, Recovery Years, Sum of Years Digit, or MACRS.	Methods tab of <b>Settings » Asset Management</b> , in the desktop application

Step	Description	Location
4	Add Property Types. You can add as many as needed (Personal Property, Real Property, and so on). You may find it useful to include non-asset, or pre-paid items.	Property Type tab of <b>Settings » Asset Management</b> , in the desktop application
5	Add Improvement categories.	Improvements tab of <b>Settings » Asset Management</b> , in the desktop application
6	If you are using Section 179 deduction limits, add them for additional books.	Section 179 tab of <b>Settings » Asset Management</b> , in the desktop application
7	Set up the types of assets. These are the defaults that are used in the Equipment hub when creating and setting up assets.	Asset Type tab of <b>Settings » Asset Management</b> , in the desktop application
8	Configure item categories. These are required for the Equipment hub and can be item specific or general groupings. If you use multiple companies, set item categories for each company.	Item Categories tab of <b>Settings » Purchasing &amp; Inventory » System</b> , in the desktop application
9	Configure items in the Item Master. These are required for the Equipment hub and can be item specific or general groupings.	<b>Settings » Purchasing &amp; Inventory » Items Master</b> , in the desktop application
10	Configure alerts for new asset creation.	<b>Settings » Workflow » User Initiated Workflows</b> , in the desktop application
<b>Create and Process the Asset Item:</b> Create the asset item manually in the Equipment hub or through an AP voucher or purchase order (if you use the Purchasing application). Process amortization/depreciation as needed.		

## How to...

When you configure the Asset Management application, you define tax books, depreciation methods, property types, asset types, improvements, and Section 179 deduction limits.

## Enable Vantagepoint to Generate Equipment Items Automatically

Enable Asset Management to generate capital items automatically in the Equipment hub, which stores the capital items that the Asset Management application tracks, depreciates, and reports on.

The capital items are generated in the Equipment hub in one of the following ways:

- Automatically, from a purchase order or AP voucher.
- Manually, from an equipment record that you enter in the Equipment hub.

### To enable automatically generated equipment items:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. Click the General tab of the Asset Configuration form.
3. Under **Asset Item Source**, select **Purchase Order** to automatically create an asset item or equipment item in the Equipment hub from a change order or release order, or when you final print a purchase order.  
The line items that are entered for a purchase order must be created from purchasing items with **Capital Items** as the item category type and with a line item that has one project specified for distributing the purchase order costs. This option only displays if you use the Purchasing application.
4. Under **Asset Item Source**, select **AP Voucher** to enable the **Create Asset** check box on the AP Voucher Entry form in the Transaction Center.  
This option is enabled when the **Allow Equipment Entries for AP Vouchers and Journal Entries** option is selected for the security role in the Miscellaneous section on the Accounting tab of the Roles settings form in **Settings » Security » Roles**. When you select the **Create Asset** check box in the Transaction Center, Vantagepoint automatically generates an asset item in the Equipment hub for the AP voucher line item when you post the AP voucher in the Transaction Center. This allows you to process depreciation for asset items.  
If you do not select one of these options, you must manually enter a new asset item as a capital equipment item in the Equipment hub.

## How to Set Up Additional Books

Use additional tax books when processing calculations that are different from general ledger books.

### Add Additional Books



You can add additional tax books to process depreciation and amortization calculations apart from general ledger books.

As you add additional tax books and select the **In Use** option, the Additional Books tab in the Equipment hub automatically updates to include the new books for the selected asset. This is



useful for calculating and filing taxes and for tracking the asset type, property type, acquisition date, in service period, depreciation method, useful life, and cost information for each book.

#### To add additional books:



1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. Click the Additional Books tab of the Asset Management Settings form.
3. On the toolbar of the Additional Books grid, click  **Insert** to insert a blank row in the grid.
4. Enter a **Code** for the book, using a maximum of 10 characters.  
This code is used in the Vantagepoint database and does not display with the book description. You cannot modify this field after the Additional Book is saved.
5. Enter a **Name** for the book.  
This name displays in the **Book** field on the Additional Books tab in the Equipment hub.
6. Enter a **Description** of the book.
7. Select the **179** check box to enable Section 179 functionality for the additional book.  
This allows you to enter section 179 deductions for asset depreciation as defined by the United States government. When you select this check box, you can enter a section 179 deduction amount for an asset item in the **Less Section 179 Deductions** field on the Additional Books tab in the Equipment hub. Entering a section 179 deduction for an asset item reduces the asset item's depreciation basis that is used for calculating its depreciation.  
If you clear the **Section 179** check box for an additional book after you have applied section 179 deductions to asset items and depreciation has been processed for these asset items, the next time you process depreciation, the accumulated depreciation will be recalculated without the section 179 deduction.
8. Select the **In Use** option to include the additional book on the Additional Books tab in the Equipment hub.  
If you clear this selection, Vantagepoint retains the book's information that is entered on the Additional Books tab of this form, but removes the book from the Additional Books tab in the Equipment hub and from Reporting.
9. Click  **Save**.

#### Delete Additional Books

Additional Books are used when running depreciation and amortization processing. You can delete an additional book that is not associated with an asset.

#### To delete an additional book:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. Click the Additional Books tab of the Asset Management Settings form.

3. In the Additional Books grid, click the row that contains the additional book that you want to delete.
4. On the grid toolbar, click  **Delete**.
5. Click  **Save**.


## How to Set Up Depreciation Methods

Use depreciation methods to define the types of depreciation required for managing your enterprise's assets.

### Add a Depreciation Method


You can define the types of depreciation methods that are required for managing your enterprise's assets.

#### To add a depreciation method:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. Click the Methods tab of the Asset Management Settings form.
3. On the toolbar of the Depreciation Methods grid, click  **Insert** to insert a blank row in the grid.
4. In the **Code** field, enter a code for the depreciation method.  
For example, enter **SY** for Sum of Years or **NC** for No Calculation. The code displays in the **Methods** drop-down list on the Asset Type tab.
5. In the **Description** field, enter a description for the depreciation method.  
This description displays in the **Method** drop-down list on the GL Book tab in the Equipment hub.
6. In the **Useful Life in Years** field, enter a number of years.  
The useful life number determines how many periods, in total, should be applied to the depreciation method. This number, along with the Recovery Years, determines how many grid rows display in the Secondary grid on this form. For the straight-line method, you can modify this number on the Asset Type tab. For all other types of depreciation methods, you can only modify the useful life in years here, on the Methods tab. Use this information to specify the periods and percentage for the depreciation method. Vantagepoint applies this to the GL Book tab in the Equipment hub.
7. In the **Recovery Years** field, enter a number of years.  
The recovery years number determines how many periods, in total, should be applied to the depreciation method. This field defaults to the number that is entered in the **Useful Life in Years** column.  
You can edit this number as follows:
  - Useful life plus 1

- Useful life plus 2

The number of recovery years that you specify also determines the number of grid rows in the Secondary grid on this tab.



8. Select the **In Use** option for each method that you want to make available in the **Depreciation Method** drop-down list on the Asset Type tab of this form.  
If this option is cleared, the depreciation method is not available for selection. You cannot disable the straight-line method because it is system-defined. You can only delete a depreciation method that is not already assigned to an asset on the Asset Type tab. If the depreciation method is assigned to an asset, you must first clear the **In Use** option on the depreciation method's row.
9. In the Secondary grid, view the depreciation method's years and periods, as defined by the **Recovery Years** and **Asset Periods per Year** fields. You can then enter a **Percentage** to apply for the depreciation.  
This grid's heading is dynamic, based on the type of depreciation method that you select in the Depreciation Methods grid.
10. The **Year** column displays the sequential number years: 1, 2, 3, 4, and so on.  
The grid displays one year per row. The number of rows is based on the number of **Recovery Years** that you enter in the Depreciation Methods grid.
11. The **Periods** column displays the value entered in the **Asset Periods per Year** field on the General tab of this form.  
Vantagepoint calculates the total value for the associated year and spreads the amount over the number of defined periods. You can modify this value. For example, if you need to use a half year convention for an asset with a useful life of three years, you can define the first year to be 6 months, the second year to be 12 months, the third year to be 12 months, and the fourth year to be 6 months.  
The sum of the number of periods entered displays in the **Totals** row at the bottom of the grid. If the number of periods on the General tab does not match the sum entered on this grid, Vantagepoint displays the following warning: **The total number of periods does not match the useful life time X asset periods per year.**
12. In the **Percentage** column, enter a percentage for each depreciation amount that is listed in the grid.  
The sum of the percentages entered in all grid rows displays in the **Totals** row at the bottom of the grid. This sum of all rows should total 100.
13. Click  **Save**.

### Delete a Depreciation Method

You can delete a depreciation method that is not associated with an asset. If the depreciation method is associated with an asset, you must first remove it from the Asset Type tab.

#### To delete a depreciation method:


1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. Click the Methods tab of the Asset Management Settings form.

3. In the Methods grid, click the row that contains the depreciation method that you want to delete.
4. On the grid toolbar, click  **Delete**.
5. Click  **Save**.

### Disable a Depreciation Method

You can disable a depreciation method to make it unavailable for use when processing depreciation. Disabling a method removes it as an option from the **Depreciation Method** drop-down list on the Asset Type tab.

#### To disable a depreciation method:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Methods tab, in the Depreciation Methods grid, select the depreciation method to disable.
3. Clear the **In Use** check box for this method.  
If this option is cleared, the depreciation method is not available for selection on the Asset Type tab.
4. Click  **Save**.


## How to Set Up Section 179 Deductions

Use Section 179 setup to create the tax year calendar and limits for the section 179 deductions.

### Add a Section 179 Deduction Limit

Create the tax year calendar and limit for section 179 deductions.

#### To add a Section 179 deduction limit:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Section 179 tab, in the Section 179 Deduction Limits grid toolbar, click  **Insert** to insert a blank row on the grid.  
This limit applies to any additional books that you set up for an asset item on the Additional Books tab in the Equipment hub for which the section 179 deduction applies (you selected the **Section 179** check box for the additional book on the Additional Books tab in Asset Management Settings).
3. Enter a start date and end date for the tax year to apply to the deduction limit.
4. Enter a numeric value that represents the dollar amount for the deduction limit.



If you exceed the defined limit, Vantagepoint displays a warning message to alert you that you cannot take any further deductions for the remainder of the year.

5. Click  **Save**.

### Delete a Section 179 Deduction Limit

You can delete the tax year calendar and limit for section 179 deductions.


#### To delete a Section 179 deduction limit:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Section 179 tab, in the Section 179 Deduction Limits grid, click the row that contains the year and deduction limit that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.

### Disable Section 179 Limits for an Additional Book

You can disable the section 179 deduction for an additional book after you have applied section 179 deductions to asset items and the depreciation that was processed for the asset items. After you clear this option, the next time that you process depreciation, Vantagepoint recalculates the accumulated depreciation without the section 179 deduction.

#### To disable section 179 deduction limits:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Additional Books tab, in the Additional Books grid, select the additional book for which you want to turn off section 179 limits.
3. Clear the **Section 179** check box for this book.  
The next time that you process depreciation, Vantagepoint recalculates the accumulated depreciation without the section 179 deduction.
4. Click  **Save**.



## How to Set Up Asset Types

You can define the different types of assets that are available for use by your enterprise.

### Add a New Asset Type

You can define different kinds of assets and their associated details, which are then available for selection on the GL Book tab in the Equipment hub.



#### To add a new asset type:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Asset Type tab of the Asset Configuration form, on the Asset Type grid toolbar, click  **Insert** to insert a blank row on the grid.
3. In the **Code** field and **Description** field, enter the code and related description for the asset type.  
The code is stored in the Vantagepoint database and the description displays in the **Asset Type** drop-down list on the GL Book tab in the Equipment hub.
4. Select a property type for the asset type.  
The drop-down list displays the property types that are entered on the Property Type tab.  
After you specify a property type for an asset type, the property type populates by default wherever the asset type is entered.
5. Select a depreciation method for the asset type.  
Vantagepoint defaults to the straight-line (SL) method, but you can select a different method. The drop-down list displays the depreciation methods that are entered on the Methods tab. After you specify a depreciation method for an asset type, the depreciation method populates by default wherever the asset type is entered.
6. The **Useful Life in Years** field displays the defined useful life, in years, for the selected depreciation method.  
The useful life determines how many periods, in total, should be applied to the depreciation method. If you use straight-line depreciation (SL), you can edit this field as needed. For all other types of depreciation, the useful life in years is not editable and is defined on the Methods tab.
7. Select an asset account, accumulated depreciation account, and a depreciation expense account.  
These accounts will be used as default accounts on the GL Book tab in the Equipment hub.
8. Select the **In Use** option if you want the asset type to display in the **Asset Type** drop-down list on the GL Book tab in the Equipment hub.  
If this option is not selected, the asset is not available for selection.
9. Click  **Save**.

### Delete an Asset Type

You can delete any asset type that is not already assigned to an asset on the GL Book tab in the Equipment hub.

#### To delete an asset type:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Asset Type tab, In the Asset Type grid, click the row that contains the asset type that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.



### How to Set Up Improvement Types

Use Improvement Types to classify the kinds of improvements that your enterprise can make to asset items.

### Add an Improvement Type

Use the Improvements tab to set up classifications for the kinds of improvements that your enterprise can make to asset items (for example, to repair an asset item). You assign an improvement type to an asset on the GL Book tab in the Equipment hub.



#### To add an improvement type:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Improvements tab, on the toolbar of the Improvement Type grid, click  **Insert** to insert a blank row in the grid.
3. In the **Code** and **Description** fields, enter the code and related description for the improvement type.
4. Select the **In Use** option if you want the improvement type to display in the **Improvement Type** drop-down list on the GL Book tab in the Equipment hub.
5. Click  **Save**.

### Delete an Improvement Type

If you no longer use an improvement type, you can delete its record from the Vantagepoint database.


#### To delete an improvement type:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Improvements tab, in the Improvement Type grid, click the row that contains the improvement type that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.

### Disable an Improvement Type

You can disable an improvement type to make it unavailable to assign to an asset. Disabling an improvement type removes it as an option from the **Improvement Type** drop-down list on the GL Book tab in the Equipment hub.

#### To turn off an improvement type:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Improvements tab, in the Improvement Type grid, select the improvement type to disable.
3. Clear the **In Use** check box for this improvement type.  
After you clear this option, the improvement type is not available to assign to an asset on the GL Book tab in the Equipment hub.
4. Click  **Save**.

## How to Set Up Property Types

Use Property Types to define the types of property that can be assigned to different asset types.



### Add a Property Type

You can define the types of property that are assigned to each asset that you enter on the Asset Type tab of this form. After you assign a property type to an asset, the asset's property type automatically populates with the asset on the GL Book tab in the Equipment hub.

#### To add a property type:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.





2. On the Property tab, on the toolbar of the Property Type grid, click  **Insert** to insert a blank row in the grid.
3. In the **Code** and **Description** fields, enter the code and related description for the property type.
4. Select the **In Use** option if you want the property type to display in the **Property Type** drop-down list on the Asset Type tab.
5. Click  **Save**.

### Delete a Property Type

You can delete a property type that is not associated with an asset. If the property type is associated with an asset, you must first remove the association from the asset on the Asset Type tab before you can delete the property type.


#### To delete a property type:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Property tab, in the Property Type grid, click the row that contains the property type that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.

### Disable a Property Type

You can disable a property type to make it unavailable for use with your asset items. Disabling a property type removes it as an option from the **Property Type** drop-down list on the Asset Type tab. You can only change an asset item's property type on the Asset Type tab.

#### To disable a property type:

1. On the Navigation pane in the desktop application, select **Settings » Asset Management**.
2. On the Property Type tab, in the Property Type grid, select the property type to turn off.
3. Clear the **In Use** check box for this property type.
4. Click  **Save**.

## Fields and Options

Use Asset Management Settings to set up the elements of the Asset Management application, such as asset, property, and improvement types.

## Asset Management Settings Form

Use the Asset Management Settings form to set up the asset management options, including additional books, asset types, property types, and Section 179 settings, for your enterprise.

### Display the Asset Management Settings Form

Display the form in Settings, in the desktop application.

On the Navigation pane in the desktop application, select **Settings » Asset Management**.

### General Tab of the Asset Management Settings Form

Use the General tab to configure the capitalization minimum, asset period, asset item source, and fixed asset gains (losses) for Asset Management.

If you have multiple companies, Asset Management entries are only applied to the active company. You must configure Asset Management for each company.

If you use multiple currencies, the account's currency must match the functional currency assigned to the asset through the active company.

### Contents

Field	Description
<b>Capitalization Minimum</b>	<p>Enter the dollar value that represents the maximum amount of the asset that will not be capitalized.</p> <p>If necessary, your firm can create a workflow that triggers an alert based on the amount entered for the capitalization minimum. For example, if the asset's amount is less than the minimum amount that you establish, the appropriate team members receive an alert.</p>
<b>Asset Periods Per Year</b>	<p>Select the number of asset periods per year to synchronize the asset calendar with the fiscal calendar. This setting applies only if your instance of Vantagepoint is set up for 13 periods and allows you to select either 12 or 13 asset periods per year.</p> <ul style="list-style-type: none"> <li>■ If you select 12, this assumes that the 13<sup>th</sup> period is for "End of Year Adjustments."</li> <li>■ If you select 13, this assumes that you process 13, four-week periods and need to run depreciation in the 13<sup>th</sup> period.</li> </ul>
<b>Asset Item Source</b>	<p>Asset Management works in conjunction with the Equipment hub. The Equipment hub stores the capital items that the Asset Management application tracks, depreciates, and reports on. Capital items are generated in the Equipment hub in one of the following ways:</p> <ul style="list-style-type: none"> <li>■ Automatically, from a purchase order or AP voucher.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Manually, from an equipment record that you enter in the Equipment hub.</li> </ul> <p>Use the <b>Asset Item Source</b> options to specify how capital items are entered:</p> <ul style="list-style-type: none"> <li>Select <b>Purchase Order</b> to automatically create an asset item or equipment item in the Equipment hub from a change order, release order, or when you final print a purchase order. The line items that are entered for a purchase order must be created from purchasing items with <b>Capital Items</b> as the item category type and with a line item that has one project specified for distributing purchase order costs. This option displays only if you use the Purchasing application</li> <li>Select <b>AP Voucher</b> to enable the <b>Create Asset</b> check box on the AP Voucher Entry form in the Transaction Center. This option is enabled when the <b>Allow asset entries for AP Vouchers and Journal Entries</b> option is selected for the security role on the Accounting tab in <b>Settings » Security » Roles</b>. When you select the <b>Create Asset</b> check box, Vantagepoint automatically generates an asset item in the Equipment hub for the AP voucher line item when you post the AP voucher in the Transaction Center. This allows you to process depreciation for asset items.</li> </ul> <p>If you do not select one of these options, you must manually enter a new asset item as a capital equipment item in the Equipment hub.</p>
<b>Fixed Asset Disposal Gain/ (Loss) Setup Section</b>	<p>When you dispose of an asset that is not fully depreciated, it is removed from the asset register and then recognized as either a gain or a loss. If there is value remaining at the time of disposal, it may be offset by the gain that occurred by selling the asset. If the asset is fully depreciated and is disposed of, there is no gain or loss.</p> <p>For example, if a printer's useful life ends after three years and the printer is fully depreciated, it could be sold for \$150. This would result in a gain on the sale of the asset. Or, if the printer's useful life is defined as three years but the printer is thrown away after two years, the remaining depreciation value would be removed, resulting in a loss.</p> <p>In this section, select the general ledger account, project, phase, and/or task used to record the gain or loss.</p> <p>The <b>Project</b> field is required if you use Organization Reporting and maintain separate balance sheets by organization.</p>
<b>Default Overhead Project Section</b>	<p>The <b>Default Overhead Project</b> field displays in either of these scenarios:</p> <ul style="list-style-type: none"> <li>You <b>do not</b> use organizations in Vantagepoint.</li> <li>You use organizations but you <b>do not</b> maintain separate balance sheets by organization.</li> </ul> <p>Use these fields to define the overhead project, phase, and task to prefill for an asset item that is created automatically from an accounts payable voucher line item. The overhead project, phase, and task that you enter in</p>

Field	Description
	these fields prefill in the <b>Project</b> , <b>Phase</b> , and <b>Task</b> fields in the line item grid on the AP Vouchers form in Transaction Entry when you have also entered the information on the AP Vouchers form that is required to automatically create an asset item from the AP voucher line item. You see the overhead project, phase, and task for the asset item on the General tab of the Equipment hub.

### Additional Books Tab of the Asset Management Settings Form

Depreciation Processing allows you to run depreciation and amortization processing for your company's general ledger or "GL" book. You can also use Vantagepoint to calculate depreciation and amortization for any "additional books" that require different processing calculations. To have depreciation or amortization calculated for additional books, first set up an additional book on the Additional Books tab.

For example, you can set up an additional book to have Vantagepoint calculate depreciation and amortization for tax purposes, based on the United States Internal Revenue Service's (IRS) depreciation guidelines, or for other non-financial reporting. Journal entries that post depreciation and amortization to your general ledger are created for your GL book. However, depreciation and amortization for additional books are not posted to your general ledger.



When you set up an additional book, you assign an ID, name, and description, and specify whether or not the additional book uses section 179 deductions. Then you enter the information for calculating depreciation or amortization for additional books for each asset item on the Additional Books tab in the Equipment hub. Some of the fields on the Additional Books tab prefill from entries made on the GL Book tab and GL Cost tab in the Equipment hub.

## Contents

### Additional Books Grid

Use this grid to record the additional book details. The books listed on this grid that have the **In Use** option selected will display on the Additional Books tab in the Equipment hub for the selected asset.

Field	Description
<b>Additional Books Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by</li> </ul>

Field	Description
	<p>that column," drag and drop column headers into the field, in the sequence that you want them to display.</p> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to open a new blank row in the grid and then complete the fields in the row to add a new book.
 <b>Delete</b>	Select the row to delete and then click this option to remove the book. You cannot delete a book if its values have been posted or run.
<b>Code</b>	Enter a code for the book, using a maximum of 10 characters. This code is used in the Vantagepoint database and does not display with the book description.
<b>Name</b>	Enter a name for the book. This name displays in the <b>Book</b> field on the Additional Books tab in the Equipment hub.
<b>Description</b>	Enter a description of the book.
<b>Section 179</b>	<p>Select this check box to enable Section 179 functionality for the book. This allows you to enter section 179 deductions for asset depreciation.</p> <p>When you select this check box, you can enter a section 179 deduction amount for an asset item in the <b>Less Section 179 Deductions</b> field on the Additional Books tab in the Equipment hub. Entering a section deduction for an asset item reduces the asset item's depreciation basis, used to calculate its depreciation. For an additional book for a specific tax year, you can enter a section 179 deduction amount in the Equipment hub for one or more asset items until you reach the limit set by the US government. Vantagepoint prevents you from entering section 179 amounts that exceed the <b>179 Limit</b> that you entered on the Section 179 tab.</p> <p>If you clear the <b>Section 179</b> check box for an additional book after you have applied section 179 deductions to asset items and depreciation has been processed for these asset items, the next time that you process depreciation, the accumulated depreciation will be recalculated without the section 179 deduction.</p>
<b>In Use</b>	Select this option to include the additional book on the Additional Books tab in the Equipment hub. If you clear this selection, Vantagepoint retains the book's information that is entered on the Additional Books tab here, but removes the book from the Additional Books tab in the Equipment hub and from Reporting.



### Asset Type Tab of the Asset Management Settings Form

Use the Asset Type tab to enter the different types of assets that your enterprise uses and specify related accounts.

#### Contents

#### Asset Type Grid

If you mark an entry in the Asset Type grid as **In Use**, it will appear in the **Asset Type** drop-down list on the GL Book tab in the Equipment hub, where you can assign the asset type to an equipment record. The asset type's depreciation method, property type, and account, as defined on this grid, automatically display in the Equipment hub.

Field	Description
<b>Asset Type Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to open a new blank row in the grid and then complete the fields in the row to add an asset type.
 <b>Delete</b>	Select the row to delete and then click this option to remove the asset type. You can only delete an asset type that is not already assigned to an asset on the GL Book tab in the Equipment hub. If the asset type is assigned to an asset, you must first clear the <b>In Use</b> selection on the asset's row.
<b>Code</b>	Enter a code for the asset. This code is used in the Vantagepoint database and does not display with the asset type description.
<b>Description</b>	Enter a description for the asset. This description displays in the <b>Asset Type</b> drop-down list on the GL Book tab in the Equipment hub.
<b>Property Type</b>	Select a property type for the asset. The property types in this drop-down list are determined by your enterprise and entered on the Property Type tab of this form. After you assign a property type to an asset, the property type populates by default wherever the asset is entered in Vantagepoint.
<b>Depreciation Method</b>	Use this field to select a depreciation method for the asset. Vantagepoint defaults to the straight-line (SL) method, but if you specify additional

Field	Description
	<p>methods on the Methods tab of this form, those methods display in this drop-down list.</p> <p>After you select a depreciation method for an asset, the depreciation method displays by default wherever the asset is entered in Vantagepoint.</p>
<b>Useful Life in Years</b>	This field displays the defined useful life, in years, for the selected depreciation method. You can only edit this field if you select the straight-line method of depreciation. For all other methods of depreciation, you define the useful life in years on the Methods tab of this form.
<b>Asset Account</b>	Use this lookup to select the asset account. A voucher that is defined as an asset uses this asset account by default.
<b>Accumulated Depreciation Account</b>	Use this lookup to select the default accumulated depreciation account that is used on GL Book tab in the Equipment hub. The journal entry that is created by depreciation uses this account on the credit side of the entry.
<b>Depreciation Expense Account</b>	Use this lookup to select the default depreciation expense account that is used on the GL Book tab in the Equipment hub. The journal entry that is created by depreciation uses this account on the credit side of the entry.
<b>In Use</b>	<p>Select this option for each asset type on this grid that you want to display in the <b>Asset Type</b> drop-down list on the GL Book tab in the Equipment hub.</p> <p>You can only delete an asset type that is not already assigned to an asset on the GL Book tab in the Equipment hub. If the asset type is assigned to an asset, you must first remove the <b>In Use</b> selection on the asset's row.</p>

### Methods Tab of the Asset Management Settings Form

Asset Management includes the ability to process depreciation and amortization for asset items from the Equipment hub. Vantagepoint defaults to using the straight-line method of depreciation. However, you can add other methods and their respective calculations as needed.



Use the Methods tab to set up the methods that your enterprise will use to process depreciation. The depreciation method defines how the costs of assets are distributed, based on time or use.

If you run depreciation and then change an asset's depreciation method, there may be discrepancies or changes with the calculated depreciation. If this happens, Vantagepoint displays a warning message to alert you of the condition.

## Contents

### Depreciation Methods Grid

Use this grid to set up depreciation methods. The options that you enter in this grid and select as **In Use** display in the **Depreciation Method** drop-down list on the Asset Type tab.

Field	Description
<b>Depreciation Methods Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to open a new blank row in the grid and then complete the fields in the row to enter a new depreciation method.
 <b>Delete</b>	Select the row to delete and then click this option to remove the depreciation method.
<b>Code</b>	Enter the code for the depreciation method, such as <b>SY</b> for Sum of Years or <b>NC</b> for No Calculation. The code displays in the <b>Depreciation Method</b> drop-down list on the Asset Type tab.
<b>Description</b>	Enter a description for the depreciation method. This description displays in the <b>Method</b> drop-down list on the GL Book tab in the Equipment hub.
<b>Useful Life in Years</b>	<p>This setting determines how many periods, in total, should be applied to the depreciation method. For the straight-line method, you can modify this number on the Asset Type tab. For all other types of depreciation methods, you can only modify the useful life in years here, on the Methods tab.</p> <p>The number of periods determines the number of grid rows that are entered on the Secondary grid on this tab. Use this information to specify the periods and percentage for the depreciation method. Vantagepoint applies this information to the GL Book tab in the Equipment hub.</p>
<b>Recovery Years</b>	<p>This option determines how many periods, in total, should be applied to the depreciation method. Vantagepoint defaults to the number that you enter in the <b>Useful Life in Years</b> column. You can edit this number as follows:</p> <ul style="list-style-type: none"> <li>Useful life plus 1</li> <li>Useful life plus 2</li> </ul> <p>For example, if the <b>Useful Life in Years</b> is 5, the <b>Recovery Years</b> can be 5, 6, or 7.</p> <p>The number of recovery years that you specify also determines the number of grid rows in the Secondary grid on this tab.</p>



Field	Description
<b>In Use</b>	<p>Select this option for each method that you want to display in the <b>Depreciation Method</b> drop-down list on the Asset Type tab. If this option is cleared, the depreciation method is not available for selection. You cannot disable the straight-line method.</p> <p>You can only delete a depreciation method that is not already assigned to an asset on the Asset Type tab. If the depreciation method is assigned to an asset, you must first clear the <b>In Use</b> option on the depreciation method's row.</p>

### Secondary Grid

This grid's heading is dynamic, based on the type of depreciation method that you select in the Depreciation Methods grid. Use this grid to specify the periods and percentage for each depreciation method.

Field	Description
<b>Straight-line Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Year</b>	<p>This field displays the sequential number of the year: 1, 2, 3, 4, and so on. The number of rows that displays in this grid is based on the number of <b>Recovery Years</b> that you enter in the Depreciation Methods grid.</p>
<b>Periods</b>	<p>This field defaults to display the value entered in the <b>Asset Periods per Year</b> field on the General tab of this form. Vantagepoint calculates the total value for the year and spreads the amount over the number of periods. You can modify this value.</p> <p>For example, if you need to use a half year convention for an asset with a useful life of three years, you can define the first year to be 6 months, the second year to be 12 months, the third year to be 12 months, and the fourth year to be 6 months.</p> <p>The sum of the number of periods entered displays in the <b>Totals</b> row at the bottom of the grid. If the number of periods on the General tab does not match the sum entered on this grid, Vantagepoint displays the following warning: <b>The total number of periods does not match the useful life time X asset periods per year.</b></p>

Field	Description
<b>Percentage</b>	Enter a percentage for each depreciation amount. The sum of the percentages entered displays in the <b>Totals</b> row at the bottom of the grid. This sum of all rows should total 100.



### Property Type Tab of the Asset Management Settings Form

Use the Property Type tab to define the property types that your enterprise wishes to track in the Asset Management application (for example, **LP** for Leased Property, **LR** for Realty - Land, and **LI** for Lease Income). You assign a property type to an asset on the Asset Type tab.

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#### Property Type Grid

Enter your property types in this grid. These property types are then available to assign to each asset on the Asset Type tab. The asset's property type automatically populates with the asset on the GL Book tab in the Equipment hub. You can only change an asset's property type on the Asset Type tab in Asset Management Settings.

Field	Description
<b>Property Type Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to open a new blank row in the grid and then complete the fields in the row to add a property type.
 <b>Delete</b>	Select the row to delete and then click this option to remove the property type. You cannot delete a property type after it is assigned to an asset on the Asset Type tab.
<b>Code</b>	Enter a code for the property type. This is the value that displays in the <b>Property Type</b> drop-down list on the Asset Type tab.
<b>Description</b>	Enter a description for the property type. After you assign a property type to an asset, the <b>Property Type</b> field on the GL Book tab in the Equipment hub populates with this description when the associated asset is selected.

Field	Description
<b>In Use</b>	Select this option for each property type that you want to display in the <b>Property Type</b> drop-down list on the Asset Type tab. You can only delete a property type that is not already assigned to an asset on the Asset Type tab.

### Improvements Tab of the Asset Management Settings Form



Use the Improvements tab to define the types, or classifications, of improvements that are used to improve another asset item (for example, to repair another asset item). You assign an improvement type to an asset on the GL Book tab in the Equipment hub.

When you select an **Improvement Type** on the GL Book tab, you can then specify the asset item that it enhanced. After you associate the two asset items, you can see the association on the Asset Summary report in **Reporting » Equipment**, in the desktop application. Each of the asset items will be depreciated separately.

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#### Improvement Type Grid

Use this grid to specify the improvement types for your assets.

Field	Description
<b>Improvement Type Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to open a new blank row in the grid and then complete the fields in the row to add an improvement type.
 <b>Delete</b>	Select the row to delete and then click this option to remove the improvement type. You cannot delete a improvement type after it is assigned to an asset on the GL Book tab in the Equipment hub.
<b>Code</b>	Enter a code for the improvement type.

Field	Description
<b>Description</b>	Enter a description for the improvement type. This is the value that displays in the <b>Improvement Type</b> drop-down list on the GL Book tab in the Equipment hub.
<b>In Use</b>	Select this option for each improvement type on this grid that you want to display in the <b>Improvement Type</b> drop-down list on the GL Book tab in the Equipment hub.

### Section 179 Tab of the Asset Management Settings Form

Use the Section 179 tab to enter the yearly section 179 deduction limits that are set by the United States government.

This limit applies to any additional books that you set up for an asset item on the Additional Books tab in the Equipment hub for which the section 179 deduction applies (you selected the **Section 179** check box for the additional book on the Additional Books tab).

You can review a summary of the asset items that have section 179 deductions applied to them on the Section 179 Review form in **Asset Management » Section 179 Review**.

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#### Section 179 Deduction Limits Grid

Use this grid to set up the tax year calendar and limit for section 179 deductions. You can create limits for multiple years, with the most current year defaulting to display at the top of the grid.

When you select the **Section 179** check box on the Additional Books tab of this form, the **Less Section 179 Deductions** field displays on the Additional Books tab in the Equipment hub. Enter the deductions for the additional books in this field. Vantagepoint validates that the amounts do not exceed the limits that were set for the given tax year. If they do, Vantagepoint displays the following error message:

"The amount you have entered will exceed the Section 179 limit set for this tax year."

Field	Description
<b>Section 179 Deduction Limits Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>■ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>■ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>■ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>

Field	Description
 <b>Insert</b>	Click this option to insert a blank row on the grid. The row with the most recent range of dates displays at the top of the grid. Complete the fields in this row to add a deduction limit.
 <b>Delete</b>	Select the row to delete and then click this option to remove the deduction limit.
<b>Tax Year Start</b>	Enter a start date for the section 179 deduction limit. You can also select a date from the calendar. This date displays as the start date in the <b>Select Tax Year</b> field on the Section 179 Review form in <b>Asset Management » Section 179 Review</b> .
<b>Tax Year End</b>	Enter an end date for the section 179 deduction limit. You can also select a date from the calendar. This date displays as the end date in the <b>Select Tax Year</b> field on the Section 179 Review form.
<b>179 Limit</b>	<p>Enter the monetary amount for the section 179 deduction limit for the tax year. This is set by the U.S. government and is the total section 179 deduction amount that you can take for asset items combined for the tax year. If you enter a section 179 deduction amount for an asset item in the Equipment hub, and the amount exceeds the specified limit in this field, Vantagepoint displays a warning message to alert you that you cannot take any further deductions for the remainder of the tax year.</p> <p>This amount displays in the <b>Section 179 Limit</b> field on the Section 179 Review form.</p>

## Learn More About...

Review asset management terminology, considerations for enterprises with multiple companies, and depreciation examples.

### Asset Management Terminology

You should be familiar with asset management terminology.

Asset items are stored in the Equipment hub. You can create asset items directly in the Equipment hub, or have Vantagepoint create them automatically from purchase orders, change orders, release orders for blanket purchase orders, and AP vouchers. You maintain depreciation and amortization information for asset items in the Equipment hub, and you process depreciation and amortization for asset items in the Asset Management application.

The follow table provides information about the asset management terminology used across the Asset Management, Equipment hub, Transaction Center, and Purchasing applications.

Term	Description
<b>Asset Item</b>	In the Equipment hub, equipment items for overhead projects are referred to as asset items. Vantagepoint capitalizes and depreciates asset items

Term	Description
	<p>over time, or you can amortize them if they are capital leases or prepaid items such as prepaid insurance.</p> <p>Create asset items from a purchasing item with a category type of Capital Items. Asset items are the only Equipment hub items that can be depreciated or amortized in Vantagepoint. Maintain information for the depreciation or amortization calculation for asset items, and assign employees to asset items, in the Equipment hub. You process depreciation or amortization for asset items, transfer or split asset items, and dispose of asset items in the Asset Management application.</p>
<b>Amortization</b>	<p>When you run Depreciation Processing in the Asset Management application, Vantagepoint calculates depreciation or amortization. You can depreciate asset items from the Equipment hub. You can amortize them if they are capital leases or prepaid items, such as prepaid insurance.</p>
<b>Associate an AP Voucher Line Item with an Existing Asset Item</b>	<p>In Transaction Entry, use the <b>Associate to Existing Asset</b> field to associate an AP voucher line item with an existing asset item in the Equipment hub. This association increases the depreciation basis for the existing asset item; the two costs are combined for depreciation purposes.</p>
<b>Capital Item</b>	<p>Asset items are also referred to as capital items.</p>
<b>Depreciation Basis</b>	<p>The depreciation basis is the amount of an asset's cost that you can claim as a deduction over the asset's life or recovery period.</p> <p>For your GL book, Vantagepoint calculates the depreciation basis for an asset item using the information that you enter on the GL Cost tab in the Equipment hub.</p> <p><b>Calculation of depreciation basis for your GL Book:</b></p> $(\text{Acquisition Cost} \times \text{Business Use Percentage}) - \text{Salvage Value}$ <p>For any additional books that you set up, Vantagepoint calculates the depreciation basis for an asset item using the information that you enter on the Additional Books tab in the Equipment hub.</p> <p><b>Calculation of depreciation basis for additional books:</b></p> $(\text{Acquisition Cost} \times \text{Business Use Percentage}) + \text{Additional Costs} - \text{Salvage Value} - \text{Additional First Year Depreciation} - \text{Section 179 Deductions}$
<b>Equipment Item</b>	<p>In the Equipment hub, equipment associated with regular projects is referred to as equipment items. These are usually billable items that you do not depreciate. Equipment items cannot be depreciated as asset items can. You can create equipment items from a purchasing item whose category type is Equipment.</p>
<b>GL Book and Additional Books</b>	<p>Use Depreciation Processing in the Asset Management application to process depreciation and amortization for your company's general ledger or GL book. Calculations are based on Generally Accepted Accounting Principles (GAAP) for financial statements.</p> <p>If necessary, you can also have Vantagepoint calculate depreciation and amortization differently than how it is calculated for your general ledger by</p>

Term	Description
	<p>using "additional books." For example, you can set up an additional book to calculate depreciation and amortization for tax purposes, based on the United States Internal Revenue Service's (IRS) depreciation guidelines, or for other non-financial reporting.</p> <p>Journal entries that post depreciation and amortization to your general ledger are created for your GL book. However, depreciation and amortization for additional books are not posted to your general ledger.</p>
<b>Impaired Asset Item (Impairment)</b>	<p>A fixed asset becomes impaired when its fair market value suddenly drops below the value of its carrying value (acquisition cost less accumulated depreciation), and the loss is not recoverable. When this occurs, you reduce the asset's value on your Balance Sheet, and you recognize a loss on your Income Statement.</p> <p>In Vantagepoint, you process an impairment using Transaction Entry to enter a journal entry. In the Equipment hub, you record the impairment by adding an impairment to the Acquisition Cost grid on the GL Cost tab, reducing the useful life in years on the GL Book tab, or doing both.</p> <p>Entering an impairment changes the depreciation calculation going forward for the asset item.</p>
<b>Purchasing Items, Item Categories, and Item Category Types</b>	<p>Asset items and equipment items are created from purchasing items.</p> <ul style="list-style-type: none"> <li>Asset items are created from purchasing items whose category type is Capital Items.</li> <li>Equipment items are created from purchasing items whose category type is Equipment.</li> </ul> <p>Specify settings for purchasing items in three places:</p> <ul style="list-style-type: none"> <li>Before you set up purchasing items, you must set up enterprise-wide item categories and specify a type for each category on the Item Categories tab in <b>Settings » Purchasing &amp; Inventory » System</b>.</li> <li>Set up purchasing items in <b>Settings » Purchasing &amp; Inventory » Items Master</b>.</li> <li>Specify item categories for a company on the Item Categories tab in <b>Settings » Purchasing &amp; Inventory » Company</b>.</li> </ul> <p>If you do not have the Purchasing application but you have the Asset Management application, you still set up a master list of purchasing items in <b>Settings » Purchasing &amp; Inventory » Items Master</b>.</p>
<b>Section 179 Deduction</b>	<p>The section 179 deduction is set by the United States government and allows businesses to deduct the purchase price of assets that are leased or purchased during the tax year. Your enterprise can elect to use the section 179 deduction instead of recovering cost by taking depreciation deductions.</p> <p>The section 179 deduction applies only for any additional books that you set up in Vantagepoint, not for your GL book.</p>

Term	Description
	<p>Set up section 179 limits for your tax years on the Section 179 tab in <b>Settings » Asset Management</b>.</p> <p>On the Additional Books tab in the Equipment hub, enter the section 179 deduction amount for an asset item.</p> <p>Review section 179 information on the Section 179 tab in Asset Management Settings.</p>
<b>Source Asset Item and Receiving Asset Item</b>	When you split an asset item, the asset item that you are splitting is referred to as the source asset item. The one or more asset items that are receiving amounts from the source asset item are referred to as receiving asset items.
<b>Split an Asset Item</b>	When you split an asset item in <b>Asset Management » Transfer/Split Processing</b> , you move its acquisition cost, salvage value, and any accumulated depreciation to one or more other existing asset items. The asset item that you are splitting is referred to as the source asset item. The asset items that are receiving amounts from the source asset item are referred to as receiving asset items.
<b>Transfer an Asset Item</b>	When you transfer an asset item, you are changing the project that is assigned to it on the General tab in the Equipment hub. You must use transfer processing to change a project for asset items that were created from accounts payable vouchers, purchase orders, change orders, and release orders, and for asset items that were created directly in the Equipment hub that have already had depreciation processed for them. If an asset item created in the Equipment hub has not had depreciation processed for it, you can change its project in the Equipment hub.

## Asset Management and Multiple Currencies

When you track multiple currencies in Vantagepoint, all of the currency values that are displayed in Asset Management and the Equipment hub are in the functional currency of the company that is associated with an asset's project.

You specify the functional currency in the **Functional Currency** field in **Settings » Currency » Options** for the company that is associated with an asset's project.

## Setting Up Depreciation

Use Asset Management Settings in the desktop application to establish enterprise-wide settings for the methods of depreciation that your enterprise uses.

Most setup steps for depreciation occur on the Methods tab. Vantagepoint is set up to use the straight-line method of depreciation, but you can add any number of additional methods to reflect your enterprise's requirements.

After you configure depreciation, use the Equipment hub to:

- Assign employees to an asset item. (Optional)



- Review and enter depreciation or amortization classification information for an asset item.
- Enter other required information before the asset item can be depreciated or amortized. This includes changing the status of an asset item from Inactive to Active before you can process depreciation for it.

Then use the Asset Management application to:

- Process depreciation or amortization for an asset item.
- Transfer or split an asset item.
- Dispose of an asset item.
- Review historical and summary information for an asset item.

When you run depreciation processing:

- Depreciation and amortization are processed for the accounting period that you have open in Vantagepoint at the time of processing.
- You can process depreciation and amortization for all asset items at once or select asset items individually.
- You process depreciation and amortization for your general ledger (GL book) and additional books separately.  
You create additional books if you need to calculate depreciation in additional ways from how you calculate it for your general ledger (for example, if you need to calculate depreciation for tax purposes).
- Vantagepoint creates journal entries for depreciation and amortization for your GL Book, but not for additional books.
- If you have multiple companies, you run depreciation processing separately for each company.
- If you use multiple currencies, the journal entries for depreciation and amortization use a company's functional currency.

You can schedule depreciation processing to occur automatically at a future time. You can use the Undo Posting utility in **Utilities » Transactions » Undo Posting** to undo depreciation postings.

## Depreciation Methods Examples

Vantagepoint is set up to use the straight-line method of depreciation, but you can set up additional methods for calculating depreciation.

Set up depreciation methods on the Methods tab in **Settings » Asset Management**. Use this tab to enter the useful life, recovery years, periods, and percentages for each depreciation method that you use. You can distribute asset costs based on time or use, employing either a regular rate or an accelerated rate.

After you configure the Asset Management application and set up the different methods of depreciation that your enterprise will use, you can enter a depreciation method for each asset item in the Equipment hub, in the **Method** field on the GL Book tab.

### Straight-line Method Example

The Asset Management application comes set up to calculate the straight-line method of depreciation. Use this method to calculate depreciation based on the cost of the asset being reduced by an equal amount in each accounting period over the asset's useful life.

Straight-line depreciation is frequently used when the asset's usability remains static regardless of its age.

For example, if an asset's value is \$20,000.00, the useful life is 4 years, and the expected value at the end is \$5000, the depreciation is \$3,750 per year. This is calculated as follows:

Criteria	Calculation
Asset's value	\$20,000
Useful life	4 years
Expected value at end of cycle	\$5,000
Depreciable amount = \$15,000	\$20,000 - \$5,000
<b>Yearly depreciation = \$3750</b>	<b>\$15,000 / 4</b>

Vantagepoint uses the following information to calculate straight-line depreciation:

Description	Location in Vantagepoint
Depreciation Basis	GL Cost tab of the Equipment hub
In Service Date	GL Book tab of the Equipment hub
In Service Period	Calculated from the in service date
In Service total periods	Number of periods between the current period and the in service period
Useful life in years	Comes from the assigned asset class (default) or the edited value. GL Book tab of the Equipment hub
Asset Period per Year	General tab of <b>Settings » Asset Management</b>
Averaging Convention	Full month
Depreciation Method	The method defines the percentage per year to depreciate the asset. Straight-line is defined as even across the useful life. GL Book tab of the Equipment hub
Previous Accumulated Depreciation	Amount accumulated to date
Current Accumulated Depreciation	Amount accumulated to date
Period Depreciation	Amount depreciated for asset
Catch-up Posting	Current period

This is how Vantagepoint performs straight-line depreciation:

Step	Description
1	Take the depreciation basis from the GL Cost tab of the Equipment hub.
2	Calculate the total number of useful life periods.
3	Calculate the total number of in service periods.
4	Calculate the current cumulative depreciation as follows: (depreciation basis) * (in service period/total periods)
5	Calculate the current period depreciation as follows: Current Cumulative Depreciation - Previous Cumulative Depreciation
6	Copy the current accumulated depreciation amount to the previous accumulated depreciation amount.
7	Add this amount to the Depreciation tab of the Equipment hub.

### Modified Accelerated Cost Recovery System (MACRS) Example

Use the MACRS tax depreciation method to recover the capitalized cost (basis) of tangible property that was placed in service after 1986.

MACRS is made up of two depreciation systems, the General Depreciation System (GDS) and the Alternative Depreciation System (ADS). These systems offer different methods and recovery periods for determining depreciation deductions. GDS is most commonly used.

Vantagepoint uses the following information to calculate MACRS depreciation:

Field	Description	Location
<b>Code and Description</b>	Enter the code and description to use for the depreciation method. The code displays in the <b>Methods</b> drop-down list on the Asset Type tab of the Asset Management Settings form, and the Description displays in the <b>Method</b> drop-down list on the GL Book tab in the Equipment hub.	Methods tab of <b>Settings » Asset Management</b>
<b>Useful Life in Years</b>	Determines how many periods, in total, should be applied to the	Methods tab of <b>Settings » Asset Management</b>

Field	Description	Location
	depreciation method. For all depreciation methods except straight-line, you can only modify the useful life in years on the Methods tab.	
<b>Asset Periods Per Year</b>	Select the number of asset periods per year to synchronize the asset calendar with the fiscal calendar. This setting applies only if your instance of Vantagepoint is set up for 13 periods and allows you to select either 12 or 13 asset periods per year.	General tab of <b>Settings » Asset Management</b>

Vantagepoint defaults to applying the full month convention for depreciation; however you can configure the depreciation rate to best suit your enterprise's requirements.

For example, when setting up the MACRS half-year convention, you could reference the following table, which is provided by the IRS:

**Table 4: MACRS Half-Year Convention**

Year	Depreciation Rate for Recovery Period					
	3-year	5-year	7-year	10-year	15-year	20-year
1	33.33	20.00	14.29	10.00	5.00	3.750
2	44.45	32.00	24.49	18.00	9.50	7.219
3	14.81	19.20	17.49	14.40	8.55	6.677
4	7.41	11.52	12.49	11.52	7.70	6.177
5		11.52	8.93	9.22	6.93	5.713
6		5.76	8.92	7.37	6.23	5.285
7			8.93	6.55	5.90	4.888
8			4.46	6.55	5.90	4.522
9				6.56	5.91	4.462
10				6.55	5.90	4.461

Year	Depreciation Rate for Recovery Period					
	3-year	5-year	7-year	10-year	15-year	20-year
11				3.28	5.91	4.462
12					5.90	4.461
13					5.91	4.462
14					5.90	4.461
15					5.91	4.462
16					2.95	4.461
17						4.462
18						4.461
19						4.462
20						4.461
21						2.231

On the Methods tab in **Settings » Asset Management**, enter the MACRS depreciation **Code** and **Description** in the Depreciation Methods grid, and enter **4** as the **Useful Life in Years**. When you select this grid row, the Secondary grid automatically populates with four rows, where you can enter the percentages for the 3-year depreciation rate for recovery method that is defined in the table shown above. For example, enter the following information in the grid:

Year	Periods	Percentage
1	6	44.45%
2	12	33.33%
3	12	14.81%
4	6	7.41%

As you can see, these percentages are in alignment with the three-year column shown on the IRS table. If you then purchase an asset item for \$200,000 that falls into the MACRS three-year, half-year convention schedule, the depreciation calculation will occur as follows:

Year	Periods	Percentage of \$200,000	Depreciation Amount based on \$200,000
1	6	44.45%	<b>\$88,900</b>
2	12	33.33%	<b>\$66,660</b>
3	12	14.81%	<b>\$29,620</b>
4	6	7.41%	<b>\$14,820</b>

IRS Publication 946 provides detailed information for using the MACRS method of depreciation. Refer to this document for further information: <http://www.irs.gov/uac/About-Publication-946>

### Sum of Years Digit Example

Use the Sum of Years Digit method when the asset is more productive when it is new and therefore depreciation should be accelerated.

Depreciation is greater in the earlier years of the asset's useful life and less in the later years. However, the total amount of depreciation over the asset's useful life does not change.

This method uses the following calculation for depreciation:

#### Depreciation basis x (Remaining useful life / Sum of years digits)

For example, a piece of equipment costs \$160,000, the useful life is 5 years, and the expected value at the end is \$10,000. Because the equipment will be sold at the end of five years for \$10,000, the total depreciable cost is \$150,000.

The digits of the years are summed.  $1 + 2 + 3 + 4 + 5 = 15$ . The sum of the years is then used in the calculation as follows:

Year	Depreciation Amount per Year
1	5/15 of \$150,000 = \$50,000
2	4/15 of \$150,000 = \$40,000
3	3/15 of \$150,000 = \$30,000
4	2/15 of \$150,000 = \$20,000
5	1/15 of \$150,000 = \$10,000
<b>Sum</b>	<b>\$150,000</b>

Vantagepoint uses the following information to calculate Sum of Years Digits depreciation:

Description	Location in Vantagepoint
Depreciation Basis	GL Cost tab of the Equipment hub
In Service Period	Methods tab of <b>Settings » Asset Management</b>
In Service Date	GL Book tab of the Equipment hub
Yearly Depreciation Amount	Multiply the % <b>per year</b> times the <b>Depreciation Basis</b> . The % per year comes from the Methods tab of <b>Settings » Asset Management</b>
Current Period Cumulative Depreciation	Comes from the assigned asset class (default) or the edited value on the Depreciation tab of the Equipment hub.

This is how Vantagepoint performs Sum of Year Digits depreciation:

Step	Description
1	Take the depreciation basis from the GL Cost tab of the Equipment hub.

Step	Description
2	Calculate the total number of in service periods.
3	Calculate the yearly depreciation amount.
4	Calculate the current period cumulative depreciation.
6	Copy the current accumulated depreciation amount to the previous accumulated depreciation amount.
7	Add this amount to the Depreciation tab of the Equipment hub.

## Organization Setup (Desktop)

Similar to profit centers, organizations are separate business units that incur expenses or generate revenue. For example, if you divide your enterprise into regions and offices, you can create a separate organization for each region and office, and maintain information for each of these segments of your business.

You establish organizations and associate them with projects and employees.

To keep track of an organization's revenue and expenses, Vantagepoint must know which transactions, projects, and employees belong to which organizations.

Organizations are identified by subcodes made up of letters and/or numbers. Each subcode represents a level in the organization structure. An organization code can consist of up to five subcodes, each representing a different level of information.

Before you make any organization setup decisions, read "Organization Reporting Concepts" in the Concepts section of the online help. This section contains important information that you must have to make good setup decisions.

### Main Setup Steps

- Use Organization General Setup to establish an enterprise-wide organization settings for your enterprise.
- Use Subcodes Setup to set up individual subcodes for each level of your organization.
- Use Individual Organization Setup to create new organizations and make modifications to existing organizations.
- If you use multiple companies, use Consolidated Reporting Setup to configure your financial statements.

### Multiple Companies

You enable the Multicompany feature through Organization Setup, including setting up the initial company and creating additional companies.

## Checklist Deciding How to Set Up Organization Reporting

When you install Vantagepoint Organization Reporting, you must make certain strategic decisions.

Decision that you need to make:	See topics about:
How many organization levels will we use and what will they represent?	Organization Reporting Structure
What will our subcodes be?	Organization Reporting Structure
Will we maintain separate Balance Sheets for each organization?	Separate Balance Sheets
How will we account for labor cross-charges between organizations?	Labor Cross Charge
How will we allocate overhead among organizations?	Overhead Allocation

You set up the Organization Reporting feature in **Settings » Organization**.

## Multicompany Feature Setup

The Multicompany feature lets you track data for multiple legal entities using a single database and complete and report on intercompany transactions, including intercompany billings. Use Organization Setup to enable this feature.

Before you make any Multicompany application setup decisions, read "Multicompany Concepts" in the Concepts section of the online help. This section contains important information that you must consider to make good setup decisions.

### You Cannot "Undo" the Multicompany Decision

Before you enable the Multicompany application, Deltek strongly recommends that you back up your existing Vantagepoint database. When you enable the Vantagepoint Multicompany application, it makes substantial, permanent changes to your database structure. The only way to return your Vantagepoint database to its pre-Multicompany state is to restore from the backup you created.

### Review Your Existing Organization Structure

Before you set up the Multicompany application, you should look at your existing corporate structure and strategize about how to represent it in Vantagepoint.

Consider the following limits:

- You may have up to five organization levels.
- Your enterprise's full organization code cannot exceed 14 characters, including both subcodes and delimiters.



**Enable Multicompany and Set Up the Initial Company**

When you enable the Multicompany application, you also create the initial company in your organizational structure. The organization code for this company becomes level one of your organization structure. Any existing organization codes are "pushed down" one level to accommodate the company code.

- If you have a single Vantagepoint database, all data in it belongs to the initial company.
- If you have more than one Vantagepoint database, all data in the database you select as you log on to Vantagepoint, before you enable the Multicompany application, belongs to this initial company.

**Create More Companies**

After you enable the Multicompany application and set up the initial company, you can add more companies.

**Configure Companies**

For each company you add, you must specify intercompany accounts, an intercompany organization, and other configuration settings that support transactions between different companies in your enterprise.

**Assign Security Access**

By default, when you enable the Multicompany application **no** security roles have access to the initial company. You must specify which security roles may access its data. In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company.

You can also restrict which companies can charge to a project and which companies can charge to an account.

**Set Up Intercompany Billing**

You may also want to set up Intercompany Billing. This is the process of redistributing general ledger financial information between companies that share labor or expense resources on the same project.

## Enabling Multicompany

Before you enable the Multicompany application, back up your existing Vantagepoint database. When you enable the Multicompany application, it makes a substantial, permanent changes to your database structure.

### How to...

After you enable the Multicompany application, you grant security access to the initial company and set up intercompany accounts.

### *Enable the Multicompany Feature and Create the Initial Company*

When you enable the Multicompany application, you also create the initial company in your organizational structure. The organization code for this company becomes level one of your organization structure.


**Prerequisites:** Before you begin, back up your Vantagepoint database.

### **To enable the Multicompany application and create the initial company:**

1. On the Navigation menu in the desktop application, click **Settings » Organization » General**.
2. On the Organization General Setup form, click the **Enable Multicompany** button.  
A Password Required dialog box displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password.
3. Enter the password and click **OK**.
4. On the Enable Multicompany dialog box, enter settings and click **OK**.  
Vantagepoint creates the company code, making it the single top-level code for your organization structure. On the Organization General Setup form, Vantagepoint also:
  - Selects the **Maintain separate balance sheets by Organization** option. You cannot clear this option.
  - Disables the **Default Organization** field.
  - Displays in the **Initial Company Code** field the initial company code that you specified.

By default, you see the following labels for the first level:

  - **Singular Label = Company**
  - **Plural Label = Companies**

You can change these labels to conform to terminology used by your enterprise.
5. Click  **Save**.

Vantagepoint displays a prompt that asks you to confirm that you want to enable the Multicompany application and reminds you that doing so will make permanent changes to your database.

6. Click **Yes** to continue the process.

The name of the active company displays on all forms that are company-specific and on the title bar of each screen.


To change the active company in the browser application, click the name of the current company on the toolbar and select a company from the drop-down list. To change the active company in the desktop application, select **Utilities » Change Company** and then select a company on the Company Selection dialog box.

#### *Grant Security Access to the Initial Company*

When you first enable the Multicompany application, no security roles have access to the initial company. You must specify which security roles may access its data.

In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company. You **must** complete the following procedure for each security role that should have access to the initial company.

#### **To grant access to the initial company:**

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. Use **Search** to select the security role that you are modifying.
3. Click the Access Rights tab.
4. In **Functional Area**, select **Companies**.
5. In the **Available Companies** box, select the initial company from the list.
6. Click **Add->** to move the selected company to the **Companies for this Role** box.
7. Click  **Save**.


#### *Create Intercompany Accounts*

You create intercompany accounts to make it possible for Vantagepoint to process and track transactions that involve more than one company.

**Prerequisite:** To use intercompany accounts, you must belong to a security role that has access to **all** companies set up in Vantagepoint.

#### **To create intercompany accounts:**

1. On the Navigation menu in the desktop application, click **Settings » Accounting » Chart of Accounts**.
2. On the toolbar of the Accounts form, click **New » New Account**.

3. Create an intercompany accounts receivable account by completing the fields on the General tab of the Accounts form.  
Each account number must be unique across your enterprise. The account must be an asset account.
4. Click  **Save** to save the account record.
5. Repeat steps 2 through 4 to create and save the following accounts:
  - **Intercompany accounts payable:** Liability account.
  - **Suspense:** Balance Sheet account. Vantagepoint uses this account to record intercompany General Ledger entries at the time of transaction posting, but prior to running intercompany billing and charges.
  - **Direct expense account for foreign labor type labor posting:** Direct expense account.
  - **Indirect expense account for foreign labor type labor posting:** Indirect expense account.
6. If you are using detailed subledgers for intercompany billing, set up intercompany revenue accounts for labor revenue and expense revenue.
7. If you are using cash-basis reporting and detailed subledgers for intercompany billing, set up an intercompany cash-basis suspense account.  
This account should be a revenue or expense account.
8. Specify which companies can access each of the intercompany accounts that you created.  
By default, each account that you create is specific to the active company and is not available for use by any other companies. You must explicitly grant access to any additional companies.

### Fields and Options

Use the Organization General Setup form and related dialog boxes to set up new companies and specify security access to them.

#### *Organization General Setup Form*

Use the Organization General Setup form to establish an enterprise-wide organization settings for your enterprise.

Display the Organization General Setup Form

You display the Organization General Setup Form in Organization Settings.

On the Navigation Menu in the desktop application, click **Settings » Organization » General**.

Contents of the Organization General Setup Form

Use these fields and options to set up enterprise-wide organization settings for your enterprise.




Field	Description								
<b>Number of Levels</b>	This field displays the number of levels for the organization. You establish organization levels using <b>Utilities » Key Formats » Organizations</b> in the desktop application. You can use a maximum of five levels.								
<b>Delimiter</b>	This field displays the delimiter used with organizations. You establish delimiters using <b>Utilities » Key Formats » Organizations</b> in the desktop application. A delimiter must be a special character, not 0 to 9, A to Z, or  .								
<b>Length</b>	This column displays the length of each level, with a maximum of 16. You establish level lengths using <b>Utilities » Key Formats » Organizations</b> in the desktop application.								
<b>Singular Label</b>	<p>Enter a descriptive singular label for this level, using up to 16 characters of free text. For example, <b>Office</b>. You can give each level a reference name of your choice. The defaults are Organization Level 1, Organization Level 2, and so on. For example, in a one-level structure, you can label the level "Office."</p> <p>In a three-level structure, you might choose the following labels:</p> <table> <tr> <th>Level</th><th>Label</th></tr> <tr> <td>1</td><td>Region</td></tr> <tr> <td>2</td><td>Office</td></tr> <tr> <td>3</td><td>Department</td></tr> </table>	Level	Label	1	Region	2	Office	3	Department
Level	Label								
1	Region								
2	Office								
3	Department								
<b>Plural Label</b>	Enter a descriptive plural label for this level, using up to 16 characters of free text. For example, <b>Offices</b> .								
<b>Maintain separate balance sheets by Organization</b>	<p>Select this option to have Vantagepoint keep track of every Balance Sheet transaction by organization. This enables you to print a separate Balance Sheet for each organization you have established. If you do not select this option, the Balance Sheet is consolidated.</p> <p>With Vantagepoint Organization Reporting, all of your postings to revenue and expense accounts flow to individual organizations. You can print the Income Statement by individual organization or consolidate it for the entire enterprise.</p> <p>If you want to maintain separate Balance Sheets by organization, you must identify the organization in each transaction that affects Balance Sheet accounts (those in 100.00 to 399.99 range) or non-operating accounts (those in the 800.00 to 999.99 range). Vantagepoint identifies the organization from its association with the project number that is entered during data entry, which means that you must enter a project number with every Balance Sheet or non-operating account.</p> <p>Maintaining separate Balance Sheets also means that you must enter an organization for each bank code through Bank Code Setup and for each accounts payable liability code through AP Liability Code Setup.</p>								

Field	Description
	<p>If you always want to post to the project's organization, you need not enter separate liability codes.</p> <p>If you do not want to maintain separate Balance Sheets, all implicit and explicit postings to Balance Sheet and non-operating accounts will flow to the <b>Default Organization</b>.</p> <p><b>Multicompany</b></p> <p>If you have multiple companies, Vantagepoint selects this option by default. This allows you to identify the company that "owns" an account when an employee enters a balance sheet transaction for an account available to more than one company.</p>
<b>Default Organization</b>	<p>If you choose to produce only a consolidated Balance Sheet, any postings that you make to Balance Sheet and non-operating accounts will flow to the default organization. This occurs because you will not have to enter a project number to identify an individual organization.</p> <p>If you select the <b>Maintain separate balance sheets by organization</b> option, Vantagepoint disables this field. Each Balance Sheet transaction requires a project number.</p> <p>If you do not select the <b>Maintain separate balance sheets by organization</b> option, Vantagepoint requires that you enter the Default Organization. You must also link each transaction posting to an organization.</p> <p>If you later decide to maintain separate balance sheets, all prior transactions will be assigned to this default organization. You may want to reclassify charges to a different organization.</p>
<b>Enable Multicompany</b>	<p>Click this option to enable the Multicompany feature. When you click this button, the Password Required dialog displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password.</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p><b>Warning:</b> You cannot undo the <b>Enable Multicompany</b> choice. Be sure to back up your Vantagepoint database before you enable the feature.</p> </div>
<b>Display CostPoint Organization Code</b>	<p>Select this option to have the Organization lookup use Deltek Costpoint Organization codes instead of Vantagepoint Organization codes. When you select this option, Costpoint Organization Code fields populate from the Costpoint reorganization function.</p>

### Approval Roles Grid

This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows (Approval workflows are configured in Approval Workflows Settings and specified for an application in Purchasing & Inventory Settings.) If you want someone at the organization level to be assigned to approve records that are going through the approval process, use this grid to add approval roles, assign them to organizations and assign an employee to the approval role.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign approval roles to each individual organization directly in **Settings » Organization » Individual** in the desktop application. However, you must create the approval roles in Organization General Setup. Configuring approval roles on the Organization General Setup form allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate screen in Individual Organization Setup. The approval roles that you assign to an organization are available on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application. You can select them from the drop-down list in the **Assigned To** field in the Approval Steps grid.

Field	Description
<b>Grid Drop-Down arrow</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this button to create a new approval role. A blank row is inserted into the grid.
 <b>Assign</b>	After you add an approval role to the grid and give it a name, click this button to open the Assign dialog box, and assign one or more organizations to use the approval role. You also assign one employee to the approval role.
 <b>Delete</b>	Click this button to delete a selected approval role.
<b>Role Label</b>	When you create a new approval role, enter a name for it in this field.

### *Enable Multicompany Dialog Box*

Use the Enable Multicompany dialog box to set the length of the code used for the company-level organization code, specify the company code for the initial company you create during the enable process, and enable the Multicompany application.

Display the Enable Multicompany Dialog Box

You display the Enable Multicompany Dialog Box in Organization Settings.

1. On the Navigation menu in the desktop application, click **Settings » Organization » General** in the desktop application.
2. On the Organization General Setup form, click the **Enable Multicompany** button.  
A Password Required dialog box displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltak Customer Care for a password.
3. Enter the password and click **OK**.

#### Contents of the Enable Multicompany Dialog Box

Use these fields and options to set the length of the code used for the company-level organization code, specify the company code for the initial company that you create during the enable process, and enable the Multicompany application.

Field	Description
<b>Length of Company Level</b>	Enter a number to indicate how long the company subcode will be for all company records. This length setting will apply to both the code for the initial company you create and any other company codes that you add.  The overall limit on organization code length, including delimiters, is 14 characters. If you already have organization codes that total 14 characters when Vantagepoint concatenates the subcodes and delimiters, you need to review your existing organization structure and decide how to modify it.
<b>Code for Initial Company</b>	Enter the organization subcode that represents the initial company in your enterprise.
<b>Use Existing First Level of Organization</b>	Select this option if you have a single top-level code that you want to use as the company code for this first company.
<b>Default existing organization for employees not assigned</b>	Use the lookup to select a default organization to which all employees are assigned. This organization displays in the <b>Organization</b> field on the General panel of the Employees hub, which becomes a required field after you enable the Multicompany application.  You can later change employee organization codes as necessary through the Employees hub.  This option does not display if all existing employees are already assigned to organizations, or if you have not yet established an organization structure.




### Assign <Role Name> Dialog Box

Use this dialog box to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

#### Display the Assign <Role Name> Dialog Box

You display the Assign <Role Name> dialog box in Organization Settings.

1. On the Navigation menu, click **Settings » Organization » General** in the desktop application.
2. On the General form, select a role on the Approval Roles grid and click  **Assign** on the grid toolbar.

#### Contents of the Assign <Role Name> Dialog Box

Use these fields and options to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

Field	Description
<b>Select Organizations</b>	Use this field to choose which organizations should use the selected role.
<b>Select Employee</b>	Use this field to choose the employee that will be assigned to the selected role.
<b>Assign</b>	Click this button to assign the selected role to the selected employee for the selected organization and then close the dialog box.

### Setting Up Organization Codes for New Companies

When you set up a new company, you assign new subcodes to represent the company's organization.

This is a two-part process:

1. You create subcodes specific to the new company.
2. You combine subcodes to create new organizations.

These organization codes must be in place before you can add projects for posting, assign employees to organizations, and complete other setup tasks that reference company-specific codes.

**Checklist: Setting Up a Company**

You must complete several steps to set up each company that you add. This is true whether you create a new company record from scratch or copy and modify another company's record.

Before completing these steps, make sure that the company you want to work on is the active company.

Step	Description
1	Add the new company, either from scratch or by copying it from an existing company.
2	Specify which security roles may access which companies' data.
3	Restrict access to projects, phases, or tasks to specific companies.
4	Grant access to accounts to specific companies.
5	Set up company and intercompany accounts.
6	Select an organization to use for intercompany postings.
7	Modify organization names to reflect company-organization relationships.
8	Enter additional company-specific settings.

**Checklist: Establishing Company-Specific Settings**

To complete your company setup, you must either set or modify a number of additional settings.

Before you begin, make sure that the active company is the one you want. If it is not, switch to a different company before proceeding. If you use Vantagepoint Intercompany Billing to track intercompany transactions and generate intercompany invoices and AP vouchers, you will have additional setup steps to perform.

**Company-Specific Settings**

Software Path	Form or Tab	You Need to:
<b>Settings » General » Company in the desktop application</b>	General tab	Specify the address and default formatting settings for new users.
	Currency tab	If you use multiple currencies, check the enabled currencies for the new company.
<b>Settings » Time</b>	Non-Working Days tab	Specify the holiday calendar and non-working days, which affect Timesheet Entry and Planning.
<b>Settings » Users</b>	Users Form	Create user records specific to the new company.

Software Path	Form or Tab	You Need to:
<b>Settings » Organization » Codes in the desktop application</b>	Organization Codes form	Modify organization names, to clarify company-organization relationships.
<b>Settings » Resource Planning</b>	Resource Planning Settings form	Specify settings to serve as the default values for new plans created when the new company is the active company.
<b>Settings » Billing » General in the desktop application</b>	General tab	Specify billing process settings for the new company.
	Accounts tab	Specify invoice posting accounts, unless you copied the chart of accounts from an existing company.
<b>Settings » Billing » Default Terms in the desktop application</b>	Default Billing Terms form	Specify the default values for new billing terms set up for the projects, phases, and tasks owned by the company. In particular, you must configure Invoice Override Accounts on the Misc tab if the chart of accounts and billing default terms were not copied from an existing company record.
<b>Settings » Accounting » Company in the desktop application</b>	General tab	Check that the <b>Default Bank for Employee Expenses</b> option is set to a bank code owned by the active company.
	Accounts tab	Specify company and intercompany accounts.
	Posting tab	Specify all accounts, unless you copied the chart of accounts from an existing company. For credit distributions, specify projects, phases, and tasks owned by the active company.
	Organization tab	Select an organization for intercompany postings.
	Timesheets tab	Check the benefit accrual frequency.
	Cross Charge tab	Specify all accounts, unless you copied the chart of

Software Path	Form or Tab	You Need to:
		accounts from an existing company.
	Tax Auditing tab	Make sure that the <b>Default Tax Code</b> , if applicable, is set to a tax code owned by the active company.
<b>Settings » Advanced Accounting » Labor Types in the desktop application</b>	General tab	Specify any new labor types needed in the new company.
	Accounting tab	For any labor type valid in the new company, specify direct and indirect posting accounts.
<b>Settings » Advanced Accounting » Time Analysis in the desktop application</b>	Absence Accrual Setup tab	Specify any accrual codes to be associated with time analysis project ranges for the new company.
	Time Analysis Setup tab	Specify the time analysis accounts and accrual codes to be associated with project ranges for the new company, if the chart of accounts and the time analysis setup were not copied from an existing company.
<b>Settings » Accounting » Company AP in the desktop application</b>	Accounts Payable tab	Specify an AP Check Template for the new company, and the voucher number range to be reserved for the company if automatic voucher numbering is not enabled. The range you enter cannot coincide with a range entered for any other company in your enterprise.
	Liability Codes tab	Specify liability codes for the new company. You cannot copy liability codes from an existing company record.
	Vendor Types tab	Specify, for each vendor type, the liability code to use when posting transactions to this vendor type.
	Discount Codes tab	Specify discount codes for the new company. You cannot

Software Path	Form or Tab	You Need to:
		copy discount codes from an existing company.
<b>Settings » Accounting » Accounts Receivable in the desktop application</b>	Invoice Mapping Accounts tab	Specify the implicit posting of invoices to the appropriate accounts receivable accounts and map your revenue account postings to report columns.
	AR Mapping Accounts tab	Map your accounts receivable accounts entered for cash receipts to columns on the Accounts Receivable Ledger.
<b>Settings » Advanced Accounting » Overhead Allocation in the desktop application</b>	General tab	Specify the variance projects, phases, and tasks for assigning overhead. The projects, phases, and tasks must be owned by the active company.
	Accounts tab	Specify the accounts that contain expenses to include in the overhead allocation base.
<b>Settings » Payroll » General in the desktop application</b>	General tab FICA tab Other Pay Setup tab	If your enterprise is using Vantagepoint Payroll, you must specify payroll information on all tabs, for each company in your enterprise. Payroll setup is company-specific and cannot be copied from an existing company.
<b>Settings » Payroll » Withholding Codes in the desktop application</b>	Payroll Withholding Setup form	If your enterprise is using Vantagepoint Payroll, you must specify withholding information for each company in your enterprise. Withholdings setup is company-specific and cannot be copied from an existing company.
<b>Settings » Time</b>	Non-Work Days tab and Time Groups tab	If you did not copy timesheet settings from an existing company, you must establish calendar and employee group settings for the new company.  If you did copy timesheet setup from another company,

Software Path	Form or Tab	You Need to:
		make sure that the settings are valid for the company you are creating.
<b>Settings » Expense</b>	Expense Groups tab and Options tab	<p>If you did not copy expense report settings from an existing company, you must establish employee group settings for the new company.</p> <p>Whether or not you copied an existing company, you must specify on the Options tab, the default projects, phases, and tasks to use for the <b>Company Paid Credit Postings</b> options.</p>
<b>Settings » Time</b>	Time Categories tab	<p>If you did not copy timesheet categories from an existing company, you must establish them for the new company.</p> <p>If you copied timesheet categories from an existing company, you still must select the projects, phases, tasks, and associated queries that are part of the special labor charge categories.</p>
<b>Settings » Expense</b>	Expense Categories tab	If you did not copy expense report categories from an existing company, you must establish them for the new company.

**How to...**



After you set up the initial company, you can add companies, grant security access to them, set the default company, and specify intercompany accounts.

**Add a Company**

The Multicompany feature lets you create the initial company, you can add more companies. You must create a separate company record for each company in the enterprise.

You can add a company from scratch or copy an existing one and update it.

**To create a company record:**

1. On the Navigation menu, click **Settings » Organization » Codes** in the desktop application.
2. On the Organization Codes form, click the Subcodes tab and set the **Level** option to **1**.
3. Click  **Insert** on the Subcodes grid.
4. On the Add Company dialog box, complete the fields on the General tab and the Formatting tab.
5. If you use multiple currencies, complete the fields on the Currency tab.
6. Click  **Save**.

Before you process any data for the new company, you must log out of Vantagepoint and log back in again.

*Copy a Company Record*



To add a new company, you can copy an existing company record and modify data, instead of creating a record from scratch.

When you copy a company to create a new company, payroll accrual codes, contribution codes, and withholding codes are automatically copied to the new company.

You can choose:

- Whether to copy the Chart of Accounts structure from the old company to the new company.
- Which setup information you copy from the old company to the new company.

**To copy and modify a company record:**

1. On the Navigation menu, click **Settings » Organization » Codes** in the desktop application.
2. On the Subcodes tab of the Organization Codes form, move the row selector to the code for the company that you want to copy.
3. Click  **Copy**.
4. On the General tab and Formatting tab of the Copy Company dialog box, modify the information to reflect the new company's details.
5. If you uses multiple currencies, modify the list of currencies on the Currency tab.
6. Click the Copy Information tab and select the types of data that you want to copy.
7. Click  **Save**.



Before you process any data for the new company, you must log out of Vantagepoint and log back in again.

### *Grant Security Access to Companies*

When you first enable the Multicompany application, no security roles have access to any companies. You must specify which security roles may access which companies' data.

In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company. You must complete the following procedure for each security role that should have access to the initial company.

#### **To grant access to a company:**


1. On the Navigation menu, click **Settings » Security » Roles** in the desktop application.
2. Click  **Search** to select the security role you are modifying.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Companies**.
5. In the **Available Companies** box, select the initial company from the list.
6. Click **Add->** to move the selected company to the **Companies for this Role** box.
7. Click  **Save**.

### *Restrict Access to Projects Based on Company*

By default, each project, phase, and task is available to be used by any company in the enterprise. However, you can restrict access to a project, phase, or task to only certain companies.

Each project number must be unique across the enterprise. You must restrict charging access at the lowest level defined in your work breakdown structure.

#### **To restrict charging access to a project, phase, or task:**

1. Select the active company.
2. Create the project, phase, or task record, or open an existing record.
3. On the Accounting tab of the Projects hub, select the **Restrict Charge Companies** option.
4. Click  **Insert** on the Company Access grid and specify which companies can charge labor and expenses to the project, phase, or task.
5. Save the record.




### *Grant Access to Accounts Based on Company*

By default, each account you create is unavailable to any company, including the active company, until you specify access rights for it. You must specify which companies can access each of the accounts you create.

Because account records can be shared globally, each account number must be unique across the enterprise. The ability to add new accounts is available only to those users who belong to a security role that has access to all companies set up in Vantagepoint. The accounts that you create must honor the account ranges and account number formats established in your enterprise's Chart of Accounts. If you copied another company's Chart of Accounts as part of creating a new company, you can later add or delete accounts in that structure to support the new company's accounting needs.

#### **To create a new accounts and specify access to it:**

1. Select the active company that you want.
2. Create a new account.
3. On the General tab of the Accounts form, specify which companies, if any, can access the account:

Option	Description
To make the account available globally	Select the <b>Available to All Companies</b> option.
To make the account available to a set of companies that you specify	Click  <b>Insert</b> on the Company Access grid and enter rows to specify which companies in the enterprise may use the account.

4. Click  **Save**.

### *Grant Access to Intercompany Accounts Based on Company*


By default, each account you create is unavailable to any company, including the active company, until you specify access rights for it. You must specify which companies can access each of the intercompany accounts you create.


**Warning:** Use care when you determine which companies can access the intercompany accounts that you create. When another company processes a transaction involving one of these accounts, it is not possible for you to revoke access.

#### **To specify access to intercompany accounts:**

1. Select the active company.
2. On the Navigation menu, click **Settings » Accounting » Chart of Accounts** in the browser application.

3. Select the intercompany accounts receivable account.
4. On the General tab of the Accounts form, specify which companies, if any, can access the account:

Option	Description
To make the account available globally	Select the <b>Available to All Companies</b> option.
To make the account available to a set of companies that you specify	Click  <b>Insert</b> on the Company Access grid and enter rows to specify which companies in the enterprise may use the account.

5. Click  **Save**.
6. Repeat steps 3 through 5 for each of the remaining intercompany accounts:
  - Accounts payable
  - Suspense
  - Labor revenue (if you are using detailed subledgers for intercompany billing)
  - Expense revenue (if you are using detailed subledgers for intercompany billing)
  - Cash-basis suspense (if you are using detailed subledgers for intercompany billing and you are using cash-basis reporting)
  - Direct expense account for foreign labor type labor posting
  - Indirect expense account for foreign labor type labor posting

#### *Select the Default Company and Intercompany Accounts*

You must identify default company accounts and intercompany accounts.

You must specify:

- Default company accounts for accounts receivable, current year profit and loss, and prior years' retained earnings
- Intercompany accounts for accounts receivable, accounts payable, suspense, and direct and indirect foreign labor type labor posting accounts. You may also need to select intercompany labor and expense revenue accounts and an intercompany cash-basis suspense account.

#### **To select company and intercompany accounts:**

1. Select the active company.
2. On the Navigation menu, select **Settings » Accounting » Company** in the desktop application.
3. Click the Accounts tab.


4. In the Company Accounts section, select accounts for accounts receivable, current year profit and loss, and prior years retained earnings.  
These accounts will serve as your default company accounts.
5. In the Intercompany Accounts section, select accounts for accounts receivable, accounts payable, suspense, direct and indirect foreign labor type posting accounts.  
You may also need to select intercompany labor and expense revenue accounts and an intercompany cash-basis suspense account.

#### *Select an Organization for Intercompany Postings*

For each company, including the initial company, you must specify the organization to receive the implicit side of intercompany postings.

You can set up new organization codes so that you can select a properly configured organization in this procedure. You must complete the following procedure for the initial company and for every company that you add to your enterprise.


#### **To select the organization for intercompany postings:**

1. Select the active company.
2. On the Navigation menu, click **Settings » Accounting » Company** in the desktop application.
3. Click the Organization tab.
4. In the **Organization for intercompany postings** field, enter an organization code or select one on the Organization lookup.
5. Click  **Save**.

#### *Modify Organization Names*

You can modify the name of an organization to reflect the company to which it belongs. This is useful when you want to define company-organization relationships.

#### **To modify organization names:**

1. On the Navigation menu, click **Settings » Organization » Codes** in the desktop application.
2. On the Organization Codes form, click the Organization tab.
3. In the **Name** field, modify each organization name to include its owning company.
4. Click  **Save**.

## Fields and Options

Use the Organization General Setup form and related dialog boxes to set up new companies and specify security access to them.

### Organization General Setup Form

Use the Organization General Setup form to establish an enterprise-wide organization settings for your enterprise.

Display the Organization General Setup Form

You display the Organization General Setup Form in Organization Settings.

On the Navigation Menu in the desktop application, click **Settings » Organization » General**.

Contents of the Organization General Setup Form

Use these fields and options to set up enterprise-wide organization settings for your enterprise.

Field	Description								
<b>Number of Levels</b>	This field displays the number of levels for the organization. You establish organization levels using <b>Utilities » Key Formats » Organizations</b> in the desktop application. You can use a maximum of five levels.								
<b>Delimiter</b>	This field displays the delimiter used with organizations. You establish delimiters using <b>Utilities » Key Formats » Organizations</b> in the desktop application. A delimiter must be a special character, not 0 to 9, A to Z, or  .								
<b>Length</b>	This column displays the length of each level, with a maximum of 16. You establish level lengths using <b>Utilities » Key Formats » Organizations</b> in the desktop application.								
<b>Singular Label</b>	<p>Enter a descriptive singular label for this level, using up to 16 characters of free text. For example, <b>Office</b>. You can give each level a reference name of your choice. The defaults are Organization Level 1, Organization Level 2, and so on. For example, in a one-level structure, you can label the level "Office."</p> <p>In a three-level structure, you might choose the following labels:</p> <table> <tr> <th>Level</th><th>Label</th></tr> <tr> <td>1</td><td>Region</td></tr> <tr> <td>2</td><td>Office</td></tr> <tr> <td>3</td><td>Department</td></tr> </table>	Level	Label	1	Region	2	Office	3	Department
Level	Label								
1	Region								
2	Office								
3	Department								
<b>Plural Label</b>	Enter a descriptive plural label for this level, using up to 16 characters of free text. For example, <b>Offices</b> .								

Field	Description
<b>Maintain separate balance sheets by Organization</b>	<p>Select this option to have Vantagepoint keep track of every Balance Sheet transaction by organization. This enables you to print a separate Balance Sheet for each organization you have established. If you do not select this option, the Balance Sheet is consolidated.</p> <p>With Vantagepoint Organization Reporting, all of your postings to revenue and expense accounts flow to individual organizations. You can print the Income Statement by individual organization or consolidate it for the entire enterprise.</p> <p>If you want to maintain separate Balance Sheets by organization, you must identify the organization in each transaction that affects Balance Sheet accounts (those in 100.00 to 399.99 range) or non-operating accounts (those in the 800.00 to 999.99 range). Vantagepoint identifies the organization from its association with the project number that is entered during data entry, which means that you must enter a project number with every Balance Sheet or non-operating account.</p> <p>Maintaining separate Balance Sheets also means that you must enter an organization for each bank code through Bank Code Setup and for each accounts payable liability code through AP Liability Code Setup.</p> <p>If you always want to post to the project's organization, you need not enter separate liability codes.</p> <p>If you do not want to maintain separate Balance Sheets, all implicit and explicit postings to Balance Sheet and non-operating accounts will flow to the <b>Default Organization</b>.</p> <p><b>Multicompany</b></p> <p>If you have multiple companies, Vantagepoint selects this option by default. This allows you to identify the company that "owns" an account when an employee enters a balance sheet transaction for an account available to more than one company.</p>
<b>Default Organization</b>	<p>If you choose to produce only a consolidated Balance Sheet, any postings that you make to Balance Sheet and non-operating accounts will flow to the default organization. This occurs because you will not have to enter a project number to identify an individual organization.</p> <p>If you select the <b>Maintain separate balance sheets by organization</b> option, Vantagepoint disables this field. Each Balance Sheet transaction requires a project number.</p> <p>If you do not select the <b>Maintain separate balance sheets by organization</b> option, Vantagepoint requires that you enter the Default Organization. You must also link each transaction posting to an organization.</p> <p>If you later decide to maintain separate balance sheets, all prior transactions will be assigned to this default organization. You may want to reclassify charges to a different organization.</p>

Field	Description
<b>Enable Multicompany</b>	<p>Click this option to enable the Multicompany feature. When you click this button, the Password Required dialog displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password.</p> <p><b>Warning:</b> You cannot undo the <b>Enable Multicompany</b> choice. Be sure to back up your Vantagepoint database before you enable the feature.</p>
<b>Display CostPoint Organization Code</b>	Select this option to have the Organization lookup use Deltek Costpoint Organization codes instead of Vantagepoint Organization codes. When you select this option, Costpoint Organization Code fields populate from the Costpoint reorganization function.




### Approval Roles Grid

This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows (Approval workflows are configured in Approval Workflows Settings and specified for an application in Purchasing & Inventory Settings.) If you want someone at the organization level to be assigned to approve records that are going through the approval process, use this grid to add approval roles, assign them to organizations and assign an employee to the approval role.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign approval roles to each individual organization directly in **Settings » Organization » Individual** in the desktop application. However, you must create the approval roles in Organization General Setup. Configuring approval roles on the Organization General Setup form allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate screen in Individual Organization Setup.

The approval roles that you assign to an organization are available on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application. You can select them from the drop-down list in the **Assigned To** field in the Approval Steps grid.

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


Field	Description
 <b>Insert</b>	Click this button to create a new approval role. A blank row is inserted into the grid.
 <b>Assign</b>	After you add an approval role to the grid and give it a name, click this button to open the Assign dialog box, and assign one or more organizations to use the approval role. You also assign one employee to the approval role.
 <b>Delete</b>	Click this button to delete a selected approval role.
<b>Role Label</b>	When you create a new approval role, enter a name for it in this field.

### Add Company Dialog Box

Use the Add Company dialog box to create a new company and establish basic settings such as the enterprise name and address and the company's functional currency.

### Display the Add Company Dialog Box

You display the Add Company dialog box in Organization Settings.

1. On the Navigation menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organization Codes form, click the Subcodes tab and set the **Level** option to **1**.
3. Click  **Insert** on the Subcodes grid.

### General Tab of Add Company Dialog Box

Use the General tab to add a new company to your organizational reporting structure.

### Contents

Field	Description
<b>Firm Name</b>	Enter the firm name. The top level enterprise becomes the company, and it cannot be changed.
<b>Byline</b>	Enter the enterprise byline. A byline is additional descriptive text about your enterprise, such as "Architects and Engineers."
<b>Address 1, Address 2, Address 3, Address 4</b>	Enter the enterprise's address.
<b>Country</b>	Select a country from the drop-down list.

Field	Description
<b>Enable Payroll Module</b>	Select this option to enable the Vantagepoint Payroll application for this enterprise.
<b>Company Test</b>	Enter the company code. The length of the code you enter in the <b>Company Code</b> field at the bottom of the tab is determined by the number entered in the <b>Length of Company Level</b> field on the Organization General Setup form.
<b>Label</b>	Enter the company code's label, as entered on the Organization General Setup Form.

#### Formatting Tab of Add Company Dialog Box

Use the Formatting tab to determine how phone numbers will be formatted for the company.

#### Contents

Field	Description
<b>Allow No Format</b>	Select this option if you don't want to use pre-set phone formats.
<b>Default Country</b>	If you use pre-set phone formats, select the country whose format you want to use as the default for the new company.
<b>Default Description</b>	If you use pre-set phone formats, select the default description, such as "Standard Format."

#### Currency Tab of Add Company Dialog Box



If you use the multiple currencies, you use the Currency tab to provide some additional information when you add a new a new company to your organizational reporting structure.

You must identify the functional currency of the company. You also specify the currencies that will be available for use throughout the company. For example, the currencies that you select here will be available in the **Currency** drop-down lists in the Transaction Center when this company is active.

#### Contents

Field	Description
<b>Code</b>	Select the 3-character International Standards Organization code for the currency that you want to enable for this company.
<b>Description</b>	This field displays the description for the currency code.
<b>Functional Currency</b>	Select the functional currency for the code. This is the currency of the primary economic environment in which the company operates. Normally, this is the currency in which cash is generated and expended



Field	Description
	by the company. For example, a company located in France would normally use the euro as its functional or home currency.
<b>Triangulation Currency</b>	Select the triangulation currency for the company. Vantagepoint uses the triangulation currency when no published exchange rate exists between two currencies and thus it is not possible to perform either a direct exchange or an inverse exchange.
 <b>Insert</b>	Click this option to insert a blank line on the Enabled Currency grid so that you can add another currency.
 <b>Delete</b>	Select a line and click this option to delete a currency from the grid.

### *Copy Company Dialog Box*

Use the Copy Company dialog box to copy an existing company's data and use it as the basis for a new company.

Display the Copy Company Dialog Box

You display the Copy Company dialog box in Organization Settings.

1. On the Navigation menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organization Codes form, click the Subcodes tab and move the row selector to the code for the company that you want to copy.
3. Click **Copy**.

### General Tab of Copy Company Dialog Box

When you copy a company, the General tab will be populated with the original company's data. Update it to reflect the new company's data.

### Contents

Field	Description
<b>Firm Name</b>	Enter the firm name. The top level enterprise becomes the company, and it cannot be changed.
<b>Byline</b>	Enter the enterprise byline. A byline is additional descriptive text about your enterprise, such as "Architects and Engineers."
<b>Address 1, Address 2, Address 3, Address 4</b>	Enter the enterprise's address.
<b>Country</b>	Select a country from the drop-down list.

Field	Description
<b>Enable Payroll Module</b>	Select this option to enable the Vantagepoint Payroll application for this company.
<b>Default Address Format</b>	Use this drop-down to select the default address format.
<b>Company Test</b>	Enter the company code. The length of the code that you enter in the <b>Company Code</b> field at the bottom of the tab is determined by the number entered in the <b>Length of Company Level</b> field on the Organization General Setup form.
<b>Label</b>	Enter the company code's label, as entered on the Organization General Setup form.

#### Formatting Tab of Copy Company Dialog Box

When you copy a company, the Formatting tab will be populated with the original company's data. Update it to reflect the new company's data.

#### Contents



Field	Description
<b>Allow No Format</b>	Select this option if you don't want to use pre-set phone formats.
<b>Default Country</b>	If you use pre-set phone formats, select the country whose format you want to use as the default for the new company.
<b>Default Description</b>	If you use pre-set phone formats, select the default description, such as "Standard Format."

#### Currency Tab of Copy Company Dialog Box

When you copy a company, the Currency tab will be populated with the original company's data. Update it to reflect the new company's data.

#### Contents

Field	Description
<b>Code</b>	Select the 3-character International Standards Organization code for the currency that you want to enable for this company.
<b>Description</b>	This field displays the description for the currency code.
<b>Functional Currency</b>	Select the functional currency for the code. This is the currency of the primary economic environment in which the company operates. Normally, this is the currency in which cash is generated and expended by the company. For example, a company located in France would normally use the euro as its functional or home currency.

Field	Description
<b>Triangulation Currency</b>	Select the triangulation currency for the company. Vantagepoint uses the triangulation currency when no published exchange rate exists between two currencies and thus it is not possible to perform either a direct exchange or an inverse exchange.
 <b>Insert</b>	Click this option to insert a blank line on the Enabled Currency grid so that you can add another currency.
 <b>Delete</b>	Select a line and click this option to delete a currency from the grid.

### Copy Information Tab of Copy Company Dialog Box

Use the Copy Information tab to specify which account and setup data is copied from the old company to the new one.

### Contents

Field	Description
<b>Copy Chart of Accounts</b>	Select this option to copy the Chart of Accounts structure and accounts from the company record you selected to the new one that you are creating. After you finish copying company information, you can use Chart of Accounts Settings to add, modify, or delete accounts as necessary.
<b>Copy Setup Information</b>	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul>
<b>Copy/Type</b>	Select the kinds of setup information that you want to copy from the old company to the new one. Deltek strongly urges you to make a list of any types of data that you choose not to copy, as you must enter them separately after completing the copy procedure.  For example, if you do not select Accounts Receivable here, you must use Accounts Receivable Settings to establish ledger headings, invoice mapping accounts, and AR mapping.  You should also be aware of the following:


Field	Description
	<ul style="list-style-type: none"> <li>▪ The significance of selecting <b>Vendor Accounting Setup</b>. See the discussion of Accounts Payable and Multicompany in the Concepts section of the help for information about the consequences of this option.</li> <li>▪ When you select <b>Asset Management Setup</b>, the assets that copy are for the active company only.</li> <li>▪ If you select <b>Security Role Access</b>, any role with access to the company that you are copying will also have access to the new company. In addition, any transaction security that is specific to the company that you are copying will be applied to the new company as well. For example, if you copy Company A to create Company B, and a security role has cash receipt transaction rights for Company A, these same access rights are applied to Company B.</li> </ul>

### *Assign <Role Name> Dialog Box*

Use this dialog box to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

### Display the Assign <Role Name> Dialog Box

You display the Assign <Role Name> dialog box in Organization Settings.

1. On the Navigation menu, click **Settings » Organization » General** in the desktop application.
2. On the General form, select a role on the Approval Roles grid and click  **Assign** on the grid toolbar.

### Contents of the Assign <Role Name> Dialog Box

Use these fields and options to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

Field	Description
<b>Select Organizations</b>	Use this field to choose which organizations should use the selected role.
<b>Select Employee</b>	Use this field to choose the employee that will be assigned to the selected role.
<b>Assign</b>	Click this button to assign the selected role to the selected employee for the selected organization and then close the dialog box.

## Organization Subcodes

Organizations are identified by subcodes made up of letters and/or numbers. Each subcode represents a level in the organization structure.

An organization code can consist of up to five subcodes, each representing a different level of information.

The subcode structure determines how Vantagepoint tracks project and accounting information in the general ledger and how you can access and organize this information on project reports and financial statements. As part of setting up Organization Reporting, you must set up individual subcodes for each level of your organization, then combine those subcodes to create your organization codes.



How to...

You can add or modify subcodes and organization codes for your organization structures.

### Add a New Subcode

For each level of your structure, you must set up valid organization subcodes.

#### To add a new subcode:


1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Subcodes tab of the Organization Codes form, click the **Level** field, and select the level of organization code for which you are entering a subcode.
3. Click  **Insert** to add a new subcode line.  
An empty row is inserted below the current position of the row selector.
4. Complete the fields on the line.
5. Click  **Save**.

### Copy a Subcode

To add a new subcode, you can copy an existing subcode record and modify it.

#### To copy a subcode to create a new subcode:



1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Subcodes tab of the Organization Codes form, click the drop-down arrow beside the **Level** field and select the level of organization subcode that you want to copy.
3. Select the subcode and click **Copy**.  
The contents of the row, except the **Code** field, are copied to the row below.
4. In the **Code** field, specify the new code.

5. Modify the other information on the row.
6. Click  **Save**.

### Delete a Subcode

If you no longer use a subcode, you can delete it from the list of valid subcodes.



#### To delete a subcode record:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Subcodes tab of the Organization Codes form, click the drop-down arrow beside the **Level** field and select the level of organization subcode that you want to delete.
3. Select the subcode and click  **Delete**.
4. Click  **Save**.

### Add a New Organization Code

Create combinations of subcodes that represent valid organizations. An organization code can consist of up to five subcodes, each representing a different level of information.


#### To add a new organization code:


1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organizations tab of the Organization Codes form, click  **Insert** to add a new line.  
The line is inserted below the current position of the row selector.
3. Complete the fields on the line.
4. Click  **Save**.

### Copy an Organization Code

To add a new organization code, you can copy an existing organization code and modify it.

#### To copy an organization code to create a new code:



1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organizations tab of the Organization Codes form, select the code.
3. Click  **Copy**.  
The data is copied to the row below.

4. Modify data on the row.
5. Click  **Save**.

### Delete an Organization Code

If you no longer use an organization code, you can delete it from the list of valid organizations.

#### To delete an organization code:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organizations tab of the Organization Codes form, select the code that you want to delete and then click  **Delete**.
3. Click  **Save**.

### Fields and Options

Use the Organization Codes form to create subcodes and organization codes.

#### Organization Codes Form

Use the Organization Codes form to set up valid subcodes and organization codes. Organization codes are meaningful combinations of subcodes.

#### Display the Organization Codes Form

You display the form in Organization Settings.


On the Navigation menu in the desktop application, click **Settings » Organization » Codes**.





#### Subcodes Tab of the Organization Codes Form

Use the Subcodes tab to set up individual subcodes for each level of your organization.

### Contents

#### Grid

Field	Description
<b>Level</b>	<p>Select the organization level for which you are defining subcodes. For example, if you are setting up subcodes for your second level, Disciplines, select 2. If you have multiple companies and the <b>Level</b> option is set to <b>1</b>, the Add a Company dialog box displays when you click  <b>Insert</b>.</p>

Field	Description
<b>Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Update Organizations</b>	<p>After you select a <b>Status</b> for a subcode row, click <b>Update Organizations</b> to update the selected status for all organizations that use the subcode. This step is necessary when you change a subcode status from <b>Active</b> to <b>Inactive</b> or <b>Dormant</b>.</p> <p>If you do not click <b>Update Organizations</b> after this change:</p> <ul style="list-style-type: none"> <li>Any organization combination that uses the subcode remains <b>Active</b>.</li> <li>New employees, projects, vendors, and other records can be assigned to organization combinations that have the subcode.</li> <li>Vantagepoint does not allow you to create a new organization with the subcode.</li> </ul>
 <b>Insert</b>	Click this option to insert a subcode on the Subcodes grid. An empty row is inserted below the current position of the row selector.
 <b>Copy</b>	Click this option to copy the current subcode's data. The data is copied in its entirety to the row below. Modify the subcode's information to create a new subcode. If you have multiple companies and the <b>Level</b> option is set to 1, the Copy Company dialog box displays when you click  <b>Copy</b> .
 <b>Delete</b>	Select a subcode and click this option to remove the subcode.
<b>Code</b>	Enter a subcode for this level. Do not include spaces.
<b>Label</b>	Enter a descriptive label for this subcode, using up to 16 characters of free text.
<b>Costpoint Code</b>	This column displays if the <b>Display CostPoint Organization Code</b> option is selected on the Organization General Setup Form. Refer to this column for the Costpoint code information that corresponds with the current



Field	Description
	Vantagepoint code. The Costpoint codes are populated by the Costpoint reorganization function.
<b>Status</b>	<p>From the drop-down list, select one of the following values:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> The organization is currently used. This is the default status for all subcodes and organization combinations.</li> <li>▪ <b>Inactive:</b> The organization is not currently used and is not available on the list of active organizations that displays on the Organization lookup. When you select this option, it removes the organization from the list of active organizations that displays on the lookup, but the organization remains in Vantagepoint to report on history.</li> <li>▪ <b>Dormant:</b> Organizations that are dormant are currently not used. You cannot assign new employees, projects, vendors, or other records to these organizations.</li> </ul> <p>This field works in conjunction with the <b>Update Organizations</b> button. If you change a subcode's status from <b>Active</b> to <b>Inactive</b> or <b>Dormant</b>, clicking <b>Update Organizations</b> will update all organizations that use the subcode.</p>

#### *Organizations Tab of the Organization Codes Form*




Use the Organizations tab to set up combinations of subcodes that represent valid organizations.

Depending on the structure of your organizations, you may have up to five subcodes in each organization code.

### Contents

#### Grid

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

Field	Description
 <b>Insert</b>	Click this option to insert an organization in the Organizations grid. An empty row is inserted below the current position of the row selector.
 <b>Copy</b>	Click this option to copy the current organization's data. The data is copied in its entirety to the row below. Modify the organization's information to create a new organization.
 <b>Delete</b>	Select an organization and click this option to remove the record.
<Level 1>	Select the subcode for Level 1 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 1 on the Subcodes tab. If you have multiple companies, Level 1 is the company level.
<Level 2>	Select the subcode for Level 2 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 2 on the Subcodes tab.
<Level 3>	Select the subcode for Level 3 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 3 on the Subcodes tab.
<Level 4>	Select the subcode for Level 4 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 4 on the Subcodes tab.
<Level 5>	Select the subcode for Level 5 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 5 on the Subcodes tab.
<b>Name</b>	Enter a name for the organization.
<b>Costpoint Code</b>	This column displays if the <b>Display CostPoint Organization Code</b> option is selected on the Organization General Setup Form. Refer to this column for the Costpoint code information that corresponds with the current Vantagepoint code. The Costpoint codes are populated by the Costpoint reorganization function.
<b>Status</b>	<p>From the drop-down list, select one of the following values:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> The organization is currently used. This is the default status for all subcodes and organization combinations.</li> <li>▪ <b>Inactive:</b> The organization is not currently used and is not available on the list of active organizations that displays on the Organization lookup. When you select this option, it removes the organization from the list of active organizations that displays on the lookup, but the organization remains in Vantagepoint to report on history.</li> <li>▪ <b>Dormant:</b> Organizations that are dormant are currently not used. You cannot assign new employees, projects, vendors, or other records to these organizations.</li> </ul>

## Individual Organization Setup

Use Individual Organization Setup to construct valid organization combinations using the subcodes you created, determine overhead distribution and allocation setup, and establish cross charges for regular and overhead projects.

If you use multiple companies, you can see individual organizations for the active company only. If necessary, switch to a different company before proceeding.



How to...

You can copy and modify individual organization records.

### Add a New Individual Organization Record

Use the Individual Organization Setup Form to enter posting and cross-charge data about a valid organization.


#### To add a new organization record:

1. On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.
2. On the toolbar of the Individual Organization Setup form, click  **New » New Organization** to open a blank Organization form.
3. Enter organization information on the tabs of the form.
4. Click  **Save**.

### Copy an Individual Organization Record


To add individual setup data for an organization, you can copy another organization's data and modify it, instead of creating new data from scratch.

#### To copy an organization record:

1. On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.
2. On the Individual Organization Setup form, click  **New** and select one of the following choices:

Option	Description
<b>Copy Current Organization</b>	Click this to copy data from the current organization to a new organization record.
<b>Select Organization to Copy</b>	Click this to open a dialog box that lists all existing organization records, then select a record. Vantagepoint

Option	Description
	copies data from the record to a new consolidation group record.


3. Modify organization data on the tabs of the form.
4. Click  **Save**.

### Delete an Individual Organization Record from the Database

If you no longer use an organization, you can delete its record from your database.

**Warning:** When you delete an organization record from the Vantagepoint database, you cannot undo the deletion. Verify that you no longer need the organization before you delete it.



#### To delete an organization record:

1. On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.
2. On the Individual Organization Setup form, select the organization record that you want to delete.
3. Click  **Delete**.
4. In response to the confirmation prompt, click **Yes**.

### Print Individual Organization Records

You have several options for printing reports of your individual organization records.

#### To print organization records:

1. On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.
2. If you want to print a specific record, click  **Search** on the Individual Organization Setup form and select the organization.
3. Click  **Print** and then select one of the following choices:

Option	Description
<b>Print Current Organization</b>	Click this to print the current organization record.
<b>Print Active Group</b>	Click this to print all organization records that are currently active.

Option	Description
<b>Select Organization to Print</b>	Click this to open the Organization lookup and select the records you want to print.

- You can now print or preview the report.

## Fields and Options

Use the Individual Organization Setup form to specify settings for overhead, cross charging, gains and losses, intercompany billing, and more.

### Individual Organization Setup Form

Use the Individual Organization Setup Form to enter posting and cross-charge data about a valid organization.

#### *Display the Individual Organization Setup Form*

You display the Individual Organization Setup form in Organization Settings.





On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.






#### *Toolbar of Individual Organization Setup*

Use the Individual Organization toolbar to manage organization records.

The options that display on the toolbar depend on the security access rights assigned to your role by your system administrator.

### Contents

Field	Description
 <b>New</b>	<p>Click this option and then select one of the following:</p> <ul style="list-style-type: none"> <li>  <b>New Organization:</b> Opens a blank organization record. Use the blank record to create a new organization record. </li> <li>  <b>Copy Current Organization:</b> Copies the current organization record to a new record. You can then edit the copied record to create a new organization record. </li> <li>  <b>Select Organization to Copy:</b> Opens the Organization lookup so that you can select an organization record to copy. You can then edit the copied record to create a new organization record. </li> </ul>

Field	Description
 <b>Delete Organization</b>	Click this option to delete the current organization record from your database.
 <b>Print</b>	Click this option and then select one of the following: <ul style="list-style-type: none"> <li> <b>Print Current Organization:</b> Prints the current organization record.</li> <li> <b>Print Active Group:</b> Prints all organization records that are currently active.</li> <li> <b>Select Organization to Print:</b> You select the organization records that you want to print.</li> </ul>

#### Gains and Losses Tab of Individual Organization Setup

Use the Gains and Losses tab to enter project, phases, and tasks for realized and unrealized gains and losses for each organization.

This tab displays only if Vantagepoint is set up to use multiple currencies and you maintain separate balances sheets by organization (the **Maintain separate balance sheets by Organization** option is selected on the Organization General Setup form). If you do not use separate balance sheets for organizations, this tab does not display, and you enter gains and losses projects, phases, and tasks on the Gains and Losses tab of the Accounting Company Settings form in **Settings » Accounting » Company** in the desktop application.

#### Contents

#### Posting Distribution – Gains, Losses and Revaluations

Field	Description
<b>Realized Gains</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts realized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
<b>Realized Losses</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts realized losses when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
<b>Unrealized Gains</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts unrealized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.

Field	Description
<b>Unrealized Losses</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts unrealized losses when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.

### Posting Distribution – Unbilled Services Gains and Losses

Field	Description
<b>Realized Gains</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts realized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
<b>Realized Losses</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts realized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
<b>Unrealized Gains</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts unrealized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
<b>Unrealized Losses</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts unrealized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.

### General Tab of Individual Organization Setup

Use the General tab to create valid organization subcode combinations, and to enter project, phase, and task posting information for items such as labor, expenses, units, and payroll.

You also enter default banks and payroll timesheet export information on this tab.

### Contents

#### Header Information

Field	Description
<b>Organization</b>	Select subcodes, each of which represents one level of your organization code. Then enter a description of the organization in the text entry field. If the organization that you want to select is not shown on the drop-down list, create it in <b>Settings » Organization » Codes</b> in the desktop application. Add the new code on both the Subcodes tab and the Organization tab.
<b>Status</b>	Select the status of the organization:

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Active:</b> Select this option if the organization is currently in use. This is the default status.</li> <li>▪ <b>Inactive:</b> Select this option if the organization is not currently used. When you select this option, it removes the organization from the list of active organizations that displays in the organization lookup, but the organization remains in Vantagepoint to report on history.</li> <li>▪ <b>Dormant:</b> Select this option to indicate that the organization is not allowed for use in Vantagepoint. You cannot assign new employees, projects, vendors, or other records to these organizations.</li> </ul> <p>If you change an organization's <b>Status</b> from <b>Active</b> to <b>Inactive</b> or <b>Dormant</b>, you cannot assign new employees, projects, vendors, and other records to the organization. Vantagepoint also checks for associated active projects, employees, and vendors.</p> <ul style="list-style-type: none"> <li>▪ If any active records are found when you are changing the status to <b>Inactive</b>, a warning message displays that asks you to confirm the status change. You cannot change the status to <b>Dormant</b> when there are active records.</li> <li>▪ If there are not any active or inactive projects, employees, or vendors, the <b>Status</b> change saves immediately.</li> </ul>

### Posting Distribution

Field	Description
<b>Labor</b>	Select the project, phase, and task to use when you post labor distribution credit amounts to this organization. Vantagepoint enables this field if you select the <b>Labor distribution credit</b> option on the Organization Tab of Accounting Company Settings.
<b>Miscellaneous Expense</b>	Select the project, phase, and task to use when you post miscellaneous expense distribution credit amounts to this organization and an indirect account.
<b>Reproduction Expense</b>	Select the project, phase, and task to use when you post reproduction expense distribution credit amounts to this organization and an indirect account.
<b>Consultant Accrual Expense</b>	Select the project, phase, and task to use when you post consultant accrual expense distribution credit amounts to the organization and an indirect account.
<b>Employee Expense</b>	Select the project, phase, and task to use when employee expense distribution credit amounts are posted to this organization and a balance sheet account. This field is required if you maintain separate balance sheets and select the <b>Employee expense/advance distribution credit</b> option on the Organization tab of Accounting Company Settings.



Field	Description
<b>Employee Advance</b>	Select the project, phase, and task to use when employee advance distribution credit amounts are posted to this organization and a balance sheet account. This field is required if you maintain separate balance sheets and select the <b>Employee expense/advance distribution credit</b> option on the Organization tab of Accounting Company Settings.

### Miscellaneous

Field	Description
<b>Employee Expense/Advance Default Bank</b>	Select the default bank code to use when posting employee expenses or advances.
<b>Costpoint Organization Code</b>	This field displays if the <b>Display Costpoint Organization Code</b> option is selected on the Organization General Setup Form. Refer to this field for the Costpoint code information that corresponds with the current Vantagepoint code. The Costpoint codes are populated by the Costpoint reorganization function.



### Approval Roles Grid

This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows. (Approval workflows are configured in Approval Workflows Settings and specified for an application in Purchasing & Inventory Settings.) If you want someone at the organization level to approve records that are going through the approval process, use this grid to assign approval roles and an employee to an organization. You must first create approval roles in **Settings » Organization » General** in the desktop application.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign them in **Settings » Organization » General** in the desktop application. Any assignments that you make in Organization General Setup display automatically in this Approval Roles grid in Individual Organization Setup.

The approval roles that you assign to an organization are available on the Workflow tab in the desktop application in **Settings » Workflow » Approval Workflows**. You can select them from the drop-down list in the **Approval Steps** field in the Approval Steps grid.

Field	Description
<b>Grid Drop-Down arrow</b>	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this button to add an approval role to the organization and assign an employee to the role.
 <b>Delete</b>	Click this button to delete a selected row on the grid.
<b>Approval Role</b>	<p>If you assigned an approval role to this organization in the desktop application in <b>Settings » Organization » General</b>, its name displays in this field.</p> <p>If you are assigning an approval role to this organization that was not already assigned in General Organization Setup, after you click <b>Insert</b> in this grid, select an approval role from the drop-down list in this field. Approval roles in the list are entered in the desktop application in <b>Settings » Organization » General</b>.</p>
<b>Approval Employee</b>	<p>If you assigned an approval role to this organization in the desktop application in <b>Settings » Organization » General</b>, the employee you assigned to the approval role displays in this field. You can change it as needed using the Employee lookup in this field.</p> <p>If you are assigning an approval role to this organization that was not already assigned in General Organization Setup, click in this field to access the Employee lookup. Select the employee to assign to the approval role.</p>

### *Units and Payroll Tab of Individual Organization Setup*

Use the Units and Payroll tab to enter unit and payroll posting information for an organization.

## Contents

### Posting Distribution

Field	Description
<b>Unit - Balance Sheet</b>	Select the project, phase, and task to use when you post unit credit amounts to this organization and a balance sheet account. Vantagepoint enables this field if you maintain separate balance sheets and you select <b>Unit expense distribution</b> in Organization General Setup.
<b>Unit - Indirect Expense</b>	Select the project, phase, and task to use when you post unit credit amounts to this organization and an indirect account. Vantagepoint enables this field if you maintain separate balance sheets and you select <b>Unit expense distribution</b> in Organization General Setup.

Field	Description
<b>Unit - Other Revenue/Expense</b>	Select the project, phase, and task to use when you post unit credit amounts to this organization and a revenue or direct expense account. Vantagepoint enables this field if you maintain separate balance sheets and you select <b>Unit expense distribution</b> in Organization Setup.
<b>Payroll Liability</b>	If you use Vantagepoint Payroll, select the project, phase, and task to use when payroll liability credit amounts are posted to this organization. Vantagepoint enables this field if you maintain separate balance sheets, and if you select the <b>Labor distribution</b> option in Organization General Setup.
<b>Payroll (FICA) Expense</b>	If you use Vantagepoint Payroll, select the project, phase, and task to use when payroll debit amounts are posted to this organization. Vantagepoint enables this field if you select the <b>Payroll (FICA) expense</b> option in Organization General Setup.
<b>Payroll Contribution Expense</b>	<p>Enter an overhead or promotional project, phase, and task to use when posting an expense for an employer payroll contribution during payroll processing. These fields are enabled if you select the <b>Payroll contribution expense</b> check box on the Organization tab of the Accounting Company Settings form in the desktop application in <b>Settings » Accounting » Company</b>.</p> <p>This is how the project for the expense posting is determined. Vantagepoint first looks for the employee's organization on the General tab of the Employees hub. It then uses this organization's project entered in the <b>Payroll contribution expense</b> field on the General tab of the Individual Organization Setup dialog. However, if you also entered a project on the Payroll Contribution Setup form in the desktop application in <b>Settings » Payroll » Contribution Codes</b>, the project used for the posting is from the contribution code and not the employee's organization.</p> <p>If you do not select the <b>Payroll contribution expense</b> check box on the Organization tab of the Accounting Company Settings form, Vantagepoint uses the project entered on the Payroll Contribution Setup form.</p>
<b>Payroll Contribution Liability</b>	<p>Enter an overhead or promotional project, phase, and task to use when posting a liability for an employer payroll contribution (for example, employer 401(k) matching amounts) during payroll processing. These fields are enabled if you maintain separate balance sheets and you select the <b>Payroll contribution liability distribution</b> check box on the Organization tab of the Accounting Company Settings form.</p> <p>This is how the project for the liability posting is determined. Vantagepoint first looks for the employee's organization on the General tab of the Employees hub. It then uses this organization's project entered in the <b>Payroll contribution liability distribution</b> field on the General tab of the Individual Organization Setup dialog. However, if you also entered a project on the Payroll Contribution Setup form, the project used for the posting is from the contribution code and not the employee's organization.</p> <p>If you do not select the <b>Payroll contribution liability distribution</b> check box on the Organization tab of Accounting Company Settings, Vantagepoint uses the project entered on the Payroll Contribution Setup form.</p>

## Miscellaneous Codes

Field	Description
<b>Payroll Default Bank</b>	If you use Vantagepoint Payroll, select the default bank code to use when posting payroll.
<b>ADP/Paychex/Ceridian Company Code</b>	<p>This field label displays <b>ADP Company Code</b>, <b>Paychex Client Number</b>, or <b>Ceridian Company Number</b> depending on which you select in the <b>Payroll Interface to</b> field on the Timesheets tab of the Accounting Company Settings form in the desktop application.</p> <p>Enter the appropriate company code, client number, or company number for the payroll service you use for this organization. The code is used for all employees in this organization.</p> <p>You also have the option to enter a company code for each employee on the Accounting tab of the Employees hub. If a company code is entered for an employee, it is used instead of the organization's company code.</p> <p>If your enterprise has only one payroll service company code, enter it on the Timesheet tab of Accounting Company Settings and leave the company code blank in Individual Organization Setup and in the Employees hub.</p>

### Overhead Tab of Individual Organization Setup

If you allocate overhead across organizations, use the Overhead tab to enter overhead information for each of your organizations.

You must enter overhead information for both non-operating organizations (organizations with no revenue-producing projects) and operating organizations (organizations with revenue-producing projects).

- A non-operating organization distributes to operating organizations the overhead expenses from its organization plus any overhead amount it receives from other non-operating organizations.
- An operating organization allocates overhead amounts that it receives from non-operating organizations to its revenue-producing projects. Operating organizations do not distribute overhead to other operating or non-operating organizations.

This tab displays only if **Scope** is set to **Organization** on the General tab of the Overhead Allocation Configuration form (in the desktop application in **Settings » Accounting » Overhead Allocation**).

## Contents

### Distribution to Operating Organizations

Field	Description
<b>Distribution to Operating Organizations</b>	<p>Select this option if this is a non-operating organization that will distribute its indirect costs to other non-operating and/or operating organizations. When you select this option, the title above the <b>Method</b> field changes to <b>Distribution Information</b> to indicate that the non-operating organization's overhead amounts are distributed to other organizations.</p> <p>Leave this option cleared if this is an operating organization. Operating organizations receive overhead amounts from other non-operating organizations and then allocate the overhead amounts among its revenue-producing projects.</p> <p>When you leave this option cleared, the title above the <b>Method</b> field changes to "Allocation Information" to indicate that the operating organization allocates the overhead it receives from non-operating organizations to its revenue-producing projects.</p>
<b>Distribution Target</b>	Specify the organization that will receive the overhead. To enter multiple organizations, you can enter wildcards in this field.
<b>Distribution Pass</b>	Enter the pass on which the overhead allocation should distribute the overhead from the non-operating organization to other organizations. Valid entries are 1, 2, 3, or 4.

### Allocation Information

Field	Description
<b>Method</b>	<p>Select the method by which to allocate overhead. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Assign:</b> If you select this method, you supply the overhead rate, which Vantagepoint multiplies by a base to yield the amount of overhead that will be allocated.</li> <li>▪ <b>Prorata:</b> If you select this method, Vantagepoint calculates the overhead rate by dividing the total overhead expenses, from the Income Statement, by a base for each project to yield the amount of overhead that will be allocated.</li> <li>▪ <b>None:</b> If you do not want to allocate overhead at this point, enter None as the Method.</li> </ul>
<b>Basis</b>	<p>Select the basis for which to calculate overhead allocation. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Direct Labor:</b> This option includes both regular and overtime labor costs.</li> <li>▪ <b>Revenue:</b> This option includes total project revenue.</li> <li>▪ <b>Total Labor:</b> This option includes both regular and overtime labor costs.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Total Costs:</b> This option includes both regular and overtime labor, and direct and indirect expenses.</li> </ul> <p>When you select the <b>Distribute to Operating Organizations</b> option on this tab, all four options display in the drop-down list in the <b>Basis</b> field. When you do not select this option, you can choose only <b>Direct Labor</b> or <b>Revenue</b> in the <b>Basis</b> field.</p>
<b>Overhead Rate</b>	Enter the overhead rate to apply to this organization.
<b>Variance Project, Phase, Task</b>	<p>Enter the project, phase, or task to store the difference between the computed amount and the actual amount of overhead distributed. Vantagepoint applies an amount to this project, phase, or task if you use the <b>Assign</b> method.</p> <p>You must enter a project, phase, or task number if you allocate overhead on an organization basis, regardless of the method. The prorated method may result in rounding differences that display in this project, phase, or task.</p>

### *Cross Charge Tab of Individual Organization Setup*

Use the Cross Charge tab to specify how you will redistribute labor costs and associated revenue when an employee in one organization works on a project in another organization.

Transferring costs and revenue between organizations allows each organization to match costs with revenue and fairly assess profitability. The decisions you make determine what information is transferred when you run the Labor Cross Charge routine. In cross charging you can either:

- Transfer labor and revenue back from the charged project's organization to the employee's home organization.
- Transfer overhead from the employee's home organization to the project's organization that the employee charged.

### Contents

Field	Description
<b>Disable Cross Charge</b>	Select this option to disable cross charges. When you select this option, Vantagepoint disables all other fields on this form.

### Regular Projects

Field	Description
<b>Multiplier</b>	Enter the organization level multiplier to use for regular projects when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization. This overrides the global multiplier.

Field	Description
<b>Credit Project</b>	Select the project, phase, and task to use as the credit project, phase, and task when you cross charge revenue between regular projects.
<b>Debit Project</b>	Select the project, phase, and task to use as the debit project, phase, and task when you cross charge revenue between regular projects.
<b>Labor Cost From</b>	Select the project, phase, and task to which the offsetting labor cost charge is made for regular projects.
<b>Labor Cost To</b>	Select the project, phase, and task to which the labor cost is charged for regular projects.

### Overhead Projects

Field	Description
<b>Multiplier</b>	Enter the organization level multiplier to use for overhead projects when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization.
<b>Credit Project</b>	Select the project, phase, and task to use as the credit project, phase, and task when cross charging revenue between overhead projects.
<b>Debit Project</b>	Select the project, phase, and task to use as the debit project, phase, and task when cross charging revenue between overhead projects.
<b>Labor Cost From</b>	Select the project, phase, and task to which the offsetting labor cost charge is made for overhead projects.
<b>Labor Cost To</b>	Select the project, phase, and task to which the labor cost is charged for overhead projects.

### *Gains and Losses Tab of Individual Organization Setup*

Use the Gains and Losses tab to enter project, phases, and tasks for realized and unrealized gains and losses for each organization.

This tab displays only if Vantagepoint is set up to use multiple currencies and you maintain separate balances sheets by organization (the **Maintain separate balance sheets by Organization** option is selected on the Organization General Setup form). If you do not use separate balance sheets for organizations, this tab does not display, and you enter gains and losses projects, phases, and tasks on the Gains and Losses tab of the Accounting Company Settings form in **Settings » Accounting » Company** in the desktop application.

## Contents

### Posting Distribution – Gains, Losses and Revaluations

Field	Description
<b>Realized Gains</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts realized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
<b>Realized Losses</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts realized losses when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
<b>Unrealized Gains</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts unrealized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
<b>Unrealized Losses</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts unrealized losses when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.

### Posting Distribution – Unbilled Services Gains and Losses

Field	Description
<b>Realized Gains</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts realized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
<b>Realized Losses</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts realized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
<b>Unrealized Gains</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts unrealized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
<b>Unrealized Losses</b>	Enter the project, phase, and task used when Vantagepoint calculates and posts unrealized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.



### *Intercompany Billing Tab of Individual Organization Setup*

Use the Intercompany Billing tab to enter projects used for journal entries created when you run Intercompany Billing. When you assign projects, you also assign their associated organizations for Intercompany Billing entries.

The tab has a grid, with one row for each type of Intercompany Billing transaction. These transaction types correspond to the tabs on the Intercompany Billing Setup form (**Settings » Advanced Accounting » Intercompany Billing** in the desktop application).

On the Intercompany Billing tab of the Individual Organization Setup Form, you set up the accounts and projects needed to support the **Create Labor Adjustment to transfer labor to originating Company** option or the **Create Journal Entry** option on the corresponding tab of the Intercompany Billing Setup form.

## Contents

### Grid

Field	Description
<b>Project for transferring labor/ cost back to originating Companies and for Journal Entries drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>■ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>■ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>■ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Transfer Type</b>	<p>This column lists the transfer types for which you selected the <b>Create Labor Adjustment to transfer Labor to originating Company</b> option or the <b>Create Journal Entry</b> option on the corresponding tab of the Intercompany Billing Setup form in <b>Settings » Advanced Accounting » Intercompany Billing</b>.</p> <p>For example, <b>Regular labor</b> displays in this field if you select one of these options on the Regular Labor tab of the Intercompany Billing Setup form.</p> <p>The transfer type does not display when you select the <b>Reclass Intercompany Suspense as Receivable/Payable only</b> option on the tabs of the Intercompany Billing Setup form.</p>

Field	Description
<b>Transfer Labor/Cost</b>	This field reflects whether you chose the <b>Create Labor Adjustment to transfer Labor to originating Company</b> option on the Intercompany Billing Setup form.
<b>Create Journal Entry</b>	This field reflects whether you chose the <b>Create Journal Entry</b> option on the Intercompany Billing Setup form.
<b>Journal Entry Credit Account</b>	This field reflects the journal entry credit account used for the billing cost transfer, as entered on the Intercompany Billing Setup form.
<b>Journal Entry Debit Account</b>	This field reflects the journal entry debit account used for the billing cost transfer, as entered on the Intercompany Billing Setup form.
<b>Journal Entry Debit Project</b>	Select the project to use as the debit project for the billing charge transfer journal entry.
<b>Journal Entry Debit Phase</b>	Select the phase to use as the debit phase for the billing charge transfer journal entry.
<b>Journal Entry Debit Task</b>	Select the task to use as the debit task for the billing charge transfer journal entry.
<b>Journal Entry Credit Project</b>	Select the project to use as the credit project for the billing charge transfer journal entry.
<b>Journal Entry Credit Phase</b>	Select the phase to use as the credit phase for the billing charge transfer journal entry.
<b>Journal Entry Credit Task</b>	Select the task to use as the credit task for the billing charge transfer journal entry.
<b>Cost Transfer Credit Account</b>	Select the credit account to use for the billing cost transfer.
<b>Transfer from Project</b>	Select the project from which the billing cost charge is made.
<b>Transfer from Phase</b>	Select the phase from which the billing cost charge is made.
<b>Transfer from Task</b>	Select the task from which the billing cost charge is made.

Field	Description
<b>Cost Transfer Debit Account</b>	Select the debit account to use for the billing cost transfer.
<b>Transfer to Project</b>	Select the project that will receive the billing cost charge transfer.
<b>Transfer to Phase</b>	Select the phase that will receive the billing cost charge transfer.
<b>Transfer to Task</b>	Select the task that will receive the billing cost charge transfer.
<b>Multiplier</b>	Enter the organization level multiplier to use for regular projects when you transfer revenue back to the employee's organization or employee billing charges to the project's organization.

Learn More About...

You can use wildcards in setting up organizations for overhead distribution.

#### Wildcards in the Overhead Distribution Target Field

When you specify an organization in the **Distribution Target** field on the Overhead tab of the Individual Organization Setup form, you can enter one organization, or you can use wildcards to enter multiple organizations without typing each one individually.

Enter an underscore ( \_ ) so that all organizations or all members of an organization level are included. Enter an underscore for each character of the organization level code.

For example, assume you have three organization levels defined.

Organization Level 1	Organization Level 2	Organization Level 3
NE: Northeast	BOS: Boston, MA	COR: Corporate
SE: Southeast	JAC: Jacksonville, FL	ENG: Engineering
NW: Northwest	POR: Portland, OR	MKT: Marketing
SW: Southwest	TUC: Tucson, AZ	

The three organization level codes combined have a total of 8 characters (2 in the first, 3 in the second, and 3 in the third).

- To enter all Southwest organizations (those with SW as the first organization level), type SW\_\_\_\_\_ in the **Distribution Target** field.
- To enter all Engineering organizations (those with ENG as the third organization level), type \_\_\_\_\_ENG in the **Distribution Target** field.
- To enter all Boston organizations (those with BOS as the second organization level), type \_\_BOS\_\_\_ in the **Distribution Target** field.

## Firm Setup - Proposals

If you use the Proposals application, you use the Firm Setup - Proposals feature of Organization Settings to set up "Proposal Firms."

### 254/255/330 Proposals and Organization Reporting

The 254/255/330 Proposals applications use the federal government's "office location" model of companies, which refers to each office location as a "Proposal Firm."

Whether or not your company uses the Organization Reporting feature, and whether or not, if used, your organizations correspond to your company's office locations, you must set up a Proposal Firm for each office location whose personnel and other data you plan to use in proposals. You set up proposal firms on the Firm Setup-Proposals form in **Settings »**

**Organization » Proposal Firms** in the desktop application.

If your company does use the Organization Reporting feature, your company data is maintained by organization. For the 254/255/330 Proposals applications to retrieve this organization data for 254, 255 and 330 proposals, you must add each organization (whose data will be needed for 254, 255 and 330 proposal generation) on the Associated Organizations tab of the Firm Setup-Proposals form.

If your company has not installed the 254/255/300 Proposals application, the Additional Info tab of Firm Setup - Proposals does not include the Service Fees grid.

### Custom Proposals and Organization Reporting

The Custom Proposals application retrieves your company's data by organization. You need not set up proposal firms in Firm Setup - Proposals. However, if your custom proposals use any merge codes that require company-wide data, you must set up a proposal firm record and enter your company-wide data there. For example, your company's full name and complete address may not display in an organization record. If this is the case, you must set up a proposal firm to include this data in your proposals.



How to...

After you add firm setup - proposal records, you can use reports to review their setup data.

### Add a New Firm Setup - Proposal Record

Use Firm Setup - Proposals to set up "Proposal Firms" and enter other proposal-related settings.

#### To add a new Firm Setup-Proposal record:


1. On the Navigation Menu in the desktop application, click **Settings » Organization » Proposal Firms**.
2. Click  **New** on the toolbar.
3. Enter information on the Firm Setup - Proposals form.
4. Click  **Save**.

### Delete a Firm Setup - Proposal Record

If you no longer need a Firm Setup - Proposal record, you can delete it.

**Warning:** When you delete a Firm Setup - Proposal record, the deletion cannot be undone. Verify that you no longer need the record before you delete it from the database.

#### To delete a Firm Setup - Proposal record:


1. On the Navigation Menu in the desktop application, click **Settings » Organization » Proposal Firms**.
2. Open the record that you want to delete.
3. Click  **Delete**.
4. In response to the confirmation message, click **Yes**.

### Print Reports on Firm Setup - Proposal Records

You can print reports for Firm Setup - Proposals so that you can review your setup data. You can view, print, or download the reports.

The Firm Summary report includes all fields in Firm Setup - Proposals, including user-defined fields, grouped into default sections. You may also create user-defined sections. The Firm List is a simpler listing of records.

#### To access the reports:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Proposal Firms**.
2. Select a firm record.
3. Click  **Print** and select one of the following options:

Option	Description
<b>Print Current Firm</b>	Click this to print the current firm record (the firm record currently displayed in your browser window).
<b>Print Active Group</b>	Click this to print all firm records currently active (the firm record currently displayed in your browser window, and all other firm records currently open).
<b>Select Firm to Print</b>	Click this to open the Firm lookup and select the records that you want to print.

4. Select the Firm List or the Firm Summary.
5. Use the Options tabs to configure your report.

## Fields and Options

Use the Firm Setup - Proposals form to specify proposal-related settings.

### Firm Setup - Proposals Form

Use the Firm Setup - Proposals form of Organization Settings to set up "Proposal Firms" and enter other proposal-related information. The form lets you create and maintain records for each of your organization's office locations, as used in proposals.

#### Display the Firm Setup - Proposals Form




You display the Firm Setup - Proposals form in Organization Settings.

On the Navigation Menu in the desktop application, click **Settings » Organization » Proposal Firms**.

#### Toolbar of Firm Setup - Proposals

Use the toolbar options to manage Firm Setup - Proposals records.

The options that display on the toolbar depend on the security access rights assigned to your role by your system administrator.



Field	Description
 <b>New</b>	Click this option to open a blank record to create a new Firm Setup - Proposals record.
 <b>Delete Firm</b>	Click this option to delete the current record from your database.
 <b>Print</b>	Click this option and then select one of the following: <ul style="list-style-type: none"> <li><b>Print Current Firm:</b> Prints the current firm record.</li> <li><b>Print Active Group:</b> Prints all firm records currently active.</li> <li><b>Select Firm to Print:</b> You select the firm records that you want to print.</li> </ul>

#### General Tab of Firm Setup - Proposals

Use the General tab to enter basic information about an office location of your organization.

### Contents

Field	Description
<b>Name</b>	Enter the name of the enterprise at this location.

Field	Description
<b>Office Location</b>	Enter the enterprise's office location. This information displays on the Firm lookup. Depending on your business practices, you might enter the city name or an internal code used for designating each branch office.
<b>Parent</b>	Select this option if the enterprise is a parent company.
<b>Address 1</b>	Enter the first line of the enterprise's address at this location.
<b>Address 2</b>	Enter the second line of the enterprise's address at this location.
<b>City</b>	Enter the city for the enterprise's address at this location.
<b>State/Province</b>	Enter the state for the enterprise's address at this location.
<b>Zip/Postcode</b>	Enter the ZIP code for the enterprise's address at this location.
<b>Country</b>	Enter the country in the enterprise's address at this location.
<b>Phone</b>	Enter the telephone number of the enterprise at this location. Your system administrator defines the format for your phone number entry. To select a different format, click  <b>Ellipses</b> to open the Phone Format dialog box.
<b>Fax</b>	Enter the facsimile transmission telephone number of the enterprise at this location. Your system administrator defines the format for your phone number entry. To select a different format, click  <b>Ellipses</b> to open the Phone Format dialog box.

#### *Additional Info Tab of the Firm Setup - Proposals Form*

Use the Additional Info tab to enter and maintain data for each office location.

This information is used in 254/255/330 Proposals.

### Contents

#### Header Information

Field	Description
<b>Date Established</b>	Specify the date when this office was established. Proposals uses this date in Block 2 of the SF254.

Field	Description
<b>Ownership Type</b>	Indicate the type of company; For example, Corporate, Publicly Held, or Privately Held, and so on. Proposals uses this information in Block 4 of the SF254.
<b>Total Personnel</b>	<p>Enter the total number of personnel for this location only. Vantagepoint sums all locations' totals and enters it in Block 7a of the SF254. If you select <b>Calculate total personnel</b> on the 254 Preferences form, Vantagepoint uses the <b>Linked Employees</b> value instead.</p> <p>You must maintain this field manually. It lets your organization populate the total personnel information on the 254 form even if not all of the employee/firm links are in place. It is suited to large firms who do not have all of their employees in Vantagepoint and linked to firm records.</p>
<b>Linked Employees</b>	This field displays the number of active employees in the Employees hub whose organization is listed on the Associated Organizations tab of the current Firm Setup - Proposals record.



### Minority Status

Field	Description
<b>Small Business</b>	Select this option if your firm is eligible for Small Business status. Proposals uses this information in Block 4A of the SF254.
<b>Small Disadvantaged</b>	Select this option if your firm is eligible for Small Disadvantaged status. Proposals uses this information in Block 4B of the SF254.
<b>Woman Owned</b>	Select this option if your firm is eligible for Woman Owned status. Proposals uses this information in Block 4C of the SF254.
<b>Interested in Foreign Work</b>	Select this option if your firm is interested in foreign work. Proposals uses this information in Block 9 of the SF254.
<b>Parent Firm</b>	<p>Use this field to link the current firm record to parent firm information. Proposals uses the contents of this field in Section 5 of the SF254.</p> <p>Vantagepoint creates a link between the record you select here and the corresponding firm record. You can then click the name in this field to open the enterprise record.</p>

### Former Parent Firms Grid

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



Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to insert a new blank row on the grid so that you can add another parent firm.
 <b>Delete</b>	Highlight a grid row and click this option to delete a row from the grid. Removing an enterprise from the Former Parent Firms grid does not delete the enterprise from the database.
<b>Name</b>	This field displays the name of the former parent firm.
<b>Date Est.</b>	This field displays the date the enterprise was established. You can specify a different date.
<b>Date Name Changed</b>	This field displays the date the name of the former parent firm was changed. You can specify a different date.
<b>DUNS Number</b>	Enter your enterprise's number based on the Data Universal Numbering System (DUNS). On the SF330 Proposal form, this is the Unique Entity Identifier.



### Service Fees Grid

Use this grid to enter the enterprise's professional services fees received each year for the past 5 years.

If this information is for use in Section 9 of an SF254 Proposal, you must enter fees each year for:

- Work performed directly for the Federal Government or as a sub to other professionals.
- All other domestic work, US and possessions, including Federally assisted projects.
- All other foreign work.

Section 9 contains an option to list fees received by the enterprise in the last 5 years by category, indexed by the range of the amount. Index and range information is listed in the same section to the right of service fees. Vantagepoint does not display the Service Fees grid if you do not use Vantagepoint 254/255 Proposals.

Field	Description
<b>Service Fees drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to insert a new blank row on the grid so that you can add another services fees line.
 <b>Delete</b>	Highlight a grid row and click this option to delete a row from the grid. Deleting an enterprise from the grid does not delete the enterprise from the database.
<b>Year</b>	Enter the year.
<b>Category</b>	Select the appropriate fee category for the line item.
<b>Fee Index</b>	Select the appropriate fee index for each line item. The fee index indicates the range of the dollar amount of the fee.

#### *Associated Organizations Tab of the Firm Setup - Proposals Form*

An enterprise can have many associated organizations, but each organization can only be related to one enterprise.



If you use Vantagepoint 254/255/330 Proposals, you must use the Associated Organizations tab to enter and maintain links from an enterprise to its associated organizations.

When you add an organization on this tab, Vantagepoint checks to ensure that the organization is not associated with any other enterprise. If it is, Vantagepoint alerts you of this problem and prompts you to select a different organization.

An organization must already exist in the Vantagepoint database before you can enter it on the Associated Organizations tab.

## Contents

### Organizations Grid

Field	Description
<b>Organizations drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>■ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>■ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>■ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to insert an associated organization in the Organizations grid. Because an organization may only be related to one enterprise, Vantagepoint checks to ensure that the selected organization is not affiliated with any other enterprise. If it is, Vantagepoint alerts you of this problem and prompts you to select a different organization.
 <b>Delete</b>	Click this option to delete an associated organization from the Organizations grid. When you remove an organization from the grid, you do not also delete it from the database.
<b>Organizations</b>	This field lists the organization code.
<b>Organization Name</b>	This field lists the organization name.
<b>Organization Status</b>	<p>This field displays the organization status:</p> <ul style="list-style-type: none"> <li>■ <b>Active:</b> The organization is currently in use.</li> <li>■ <b>Inactive:</b> The organization is not currently used and is not available on the list of active organizations that displays on the Organizations lookup.</li> <li>■ <b>Dormant:</b> The organization is not allowed for use in Vantagepoint.</li> </ul> <p>You can only insert active or inactive organizations on this grid.</p>

### SF330 Tab of Firm Setup - Proposals



If you use 330 Proposals, you use project codes and disciplines in Sections I and II when you list qualifications for a proposed contract. You can use the SF330 tab to associate project codes and disciplines with particular enterprises.



### Contents

#### Annual Average Revenue - Last 3 Years





Field	Description
<b>Federal Work</b>	Select the code representing your average annual revenue over the last 3 years for federal work.
<b>Non Federal Work</b>	Select the code representing your average annual revenue over the last 3 years for non federal work.
<b>Total Work</b>	Select the code representing your average annual revenue over the last 3 years for total work.
<b>DUNS Number</b>	Enter your enterprise's number based on the Data Universal Numbering System (DUNS). On the SF330 Proposal form, this is the Unique Entity Identifier.

#### Disciplines Grid

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

Field	Description
 <b>Reorder</b>	The order of disciplines determines the sequence in which they will display in Part II of the SF330. Deltek recommends that you list your top disciplines first so that they receive priority. Click  <b>Reorder</b> to display the Reorder Disciplines dialog box, then select a row and use the <b>Up</b> and <b>Down</b> buttons on the dialog box to set the correct order. Click <b>OK</b> to return to the SF330 tab.
<b>Discipline</b>	Select a discipline associated with the SF330. The remaining fields in the row are populated automatically.
<b>Code</b>	Select the code associated with the discipline. The remaining fields in the row are populated automatically.
<b>SF330 Code</b>	Select the SF330 code associated with the discipline. The remaining fields in the row are populated automatically.

### Project Codes Grid

Field	Description
<b>Project Codes drop-down</b>	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to insert a project code on the Project Codes grid.
 <b>Delete</b>	Click this option to delete a project code from the grid. Deleting a project code from the grid does not delete it from the database.
 <b>Reorder</b>	The order of the project codes determines the sequence in which they will display in Part II of the SF330. Deltek recommends that you list your top project codes first so that they receive priority. Click  <b>Reorder</b> to display the Reorder Project Codes dialog box, then select a row and use the <b>Up</b> and <b>Down</b> buttons on the dialog box to set the correct order. Click <b>OK</b> to return to the SF330 tab.

Field	Description
<b>Description</b>	Select a project code description. The remaining fields in the row are populated automatically.
<b>Code</b>	Select a project code number. The remaining fields in the row are populated automatically.
<b>SF330 Code</b>	Select the SF330 code associated with the project code. The remaining fields in the row are populated automatically.
<b>Revenue</b>	Select the code representing the revenue amount associated with the project code.

Learn More About...

You may find it helpful to review how the Firm Setup - Proposal form is related to the SF330 form.

#### Where Firm Setup - Proposal Information is Used in an SF330 Proposal

Information from fields on the Firm Setup - Proposal form is used to populate the fields in the SF330 form.

Field in Firm Setup - Proposal	Field on SF330 Form
<b>General Tab</b>	
<b>Name</b>	Section B, Block 5 Section C, Block 9 Section E, Block 15 Part II, Block 2a
<b>Office Location</b>	Section E, Block 15
<b>Parent</b>	Section C
<b>Address 1</b>	Section C, Block 10 Part II, Block 2b
<b>Address 2</b>	Section C, Block 10 Part II, Block 2b
<b>City</b>	Section C, Block 10 Part II, Block 2c
<b>State/Province</b>	Section C, Block 10 Part II, Block 2d
<b>Zip/Postcode</b>	Section C, Block 10 Part II, Block 2e
<b>Country</b>	Section C, Block 10

Field in Firm Setup - Proposal	Field on SF330 Form
<b>Additional Info Tab</b>	
<b>Date Established</b>	Part II, Block 3
<b>Ownership Type</b>	Part II, Block 5a
<b>Minority Status</b>	Part II, Block 5b
<b>Small Business</b>	Part II, Block 5b
<b>Small Disadvantaged</b>	Part II, Block 5b
<b>Woman Owned</b>	Part II, Block 5b
<b>Interested in Foreign Work?</b>	Part II, Block 5b
<b>Parent Firm</b>	Part II, Block 7
<b>Former Parent Firms Grid</b>	Key Personnel records selected in Section E Projects selected in Section F Calculation of disciplines for the enterprise's selected in Part II, Blocks 9a, 9b, 9c(1) and 9c(2) In Part II, the 8c Unique Entity Identifier block prefills with the entry in the <b>DUNS Number</b> grid column.
<b>SF330 Tab</b>	
<b>Federal Work</b>	Part II, Block 11a
<b>Non-Federal Work</b>	Part II, Block 11b
<b>Total Work</b>	Part II, Block 11c
<b>DUNS Number</b>	Part II, Block 4 Unique Entity Identifier
<b>Disciplines</b>	Part II, Blocks 9a and 9b
<b>Project Codes</b>	These fields populate Part II, Block 10a, 10b, and 10c

## Payroll Setup

Before your firm uses the Payroll application, you must establish company-wide options, such as the frequency of payroll runs, and set up the withholding codes to associate with employee labor. You also establish security settings for payroll, based on security roles.

### Payroll Withholding Setup

On the Payroll Withholding Setup form, you establish a company-wide set of withholdings. You then associate employees with withholding codes on the Payroll tab of the Employees hub. You can establish an unlimited number of withholdings in Payroll Withholding Setup. Your payroll payments, however, can only show detailed information for up to 16 withholdings (additional withholdings are grouped under the category **Other**). To have FICA, Federal, State, and local

withholdings computed automatically, set the method for these withholdings to **System** in both Payroll Withholding Setup and from the Payroll tab of the Employees hub for each employee.

### How Enabling Pay Rate Tables Affects Payroll Processing

You can override default pay rates using pay rate tables, if you set the **Enable Pay Rate Tables** option to **Yes** in **Settings » Accounting » Labor Options**. If your firm enables pay rate tables, you cannot modify hourly employees' pay hours for a Regular payroll on the Employee Review tab of the Payroll Processing form. However, you can still edit hours for hourly employees in Adjustments payroll or edit hours for salaried employees in either Regular or Adjustments payroll. Hours are not associated with Bonus payroll.

### Payroll Contribution Setup

In Payroll Contribution Setup, you establish a company-wide set of contribution codes. You then associate employees with contribution codes on the Payroll tab of the Employees hub. These payroll employer contributions can track expenses associated with an employee.

### User-Defined Tax Locale Setup

Vantagepoint comes with a set of standard state, federal, and local tax locales. Your firm may need a locale that is not in this standard list. To add a tax locale, use User-Defined Tax Locales Setup.

### Multiple Companies

If your firm uses multiple companies, you establish a different set of payroll setup options and payroll withholding codes per company. To use payroll when the Multicompany application is installed, you must first activate the payroll application from Module activation. You must then enable the payroll application for each individual company that you want to have access to the module from the General Company Settings form.

If your firm has enabled multiple companies, you still establish user-defined tax locales on an enterprise-wide basis. You cannot establish user-defined tax locales by company.

## Checklist: Setting Up Payroll

To set up Payroll, you set up user access to the application and establish both company-wide and employee-specific settings.

In the following table, locations are in the browser application unless otherwise noted.

Step	Description	Location
1	Order payroll check stock and W2 Forms for Vantagepoint.	
2	Activate the Payroll application. When the Multicompany application is installed, you first activate the Payroll application in Module activation. You then enable the Payroll application for each individual company in Company Settings.	<b>Settings » General » Modules</b> <b>Settings » General » Company</b> in the desktop application



Step	Description	Location
3	Set up Payroll security.	<b>Settings » Security » Roles</b>
4	Add payroll-related accounts to the Chart of Accounts, if necessary. The standard Chart of Accounts includes several default payroll accounts, such as the Payroll Checking Account (104.00) and the Salaries Payable Account (231.00).	<b>Settings » General Ledger » Chart of Accounts</b>
5	Set up general company-wide payroll settings such as payroll frequency, Salaries Payable account, and whether to enable date ranges or multiple pay rates.  If you want to post payroll based on Organization, establish payroll settings in Organization General and Individual Organization Settings.  If your firm uses multiple companies, you establish a different set of payroll setup options per company.	<b>Settings » Payroll » General</b> in the desktop application
6	Set up firm-wide user-defined tax locales, if your firm needs them. If your firm uses multiple companies, you establish user-defined tax locales on an enterprise-wide basis.	<b>Settings » Payroll » User Defined Tax Locales</b> in the desktop application
7	Set up company-wide withholding codes such as Federal FICA, or State. If your firm uses multiple companies, you establish a different set of payroll withholding codes per company.	<b>Settings » Payroll » Withholding Codes</b> in the desktop application
8	Set up company-wide contribution codes, such as 401K matching. If your firm uses multiple companies, establish contribution codes for each company.	<b>Settings » Payroll » Contribution Codes</b> in the desktop application
9	Optional. Set up company-wide absence accrual codes such as Sick or Vac. If you decide to accrue benefits, you can process benefit accruals independent of payroll, or with payroll.  If absence accrual hours are set up and tracked, you can select the <b>Print on Check</b> on the Absence Accrual form, to print hours earned and taken on employee paychecks.	<b>Settings » Accounting » Absence Accrual</b>
10	Specify for each employee:	Accounting tab of the Employees form

Step	Description	Location
	<ul style="list-style-type: none"> <li>Absence accrual codes</li> <li>Direct deposit information</li> <li>External payroll information (for Paychex)</li> <li></li> </ul>	
11	Specify for each employee: <ul style="list-style-type: none"> <li>Pay type, rate, and overtime percentage</li> <li>W-2 information</li> <li>Withholding codes</li> <li>Employer contributions</li> <li>Locale method and default tax locale</li> <li>State, local, and tax jurisdictions</li> </ul>	Payroll tab of the Employees form
12	Import employee wage and withholding history for the current W2 year, if payroll-related transactions for the current W-2 year have occurred before you installed the Payroll application.  This step is not necessary if you install the Payroll application at the beginning of the new W-2 year.	<b>Utilities » History Loading » Payroll</b> in the desktop application

## General Payroll Setup

In General Payroll Setup, you establish the basics such as the W-2 year and payroll frequency, and set defaults for FICA and Other Pay.

How to...

You activate Payroll and specify related security and general configuration settings in General Payroll Setup.

### Activate the Payroll Application

Before your firm begins to use Vantagepoint Payroll, you must activate the application.

If your firm uses multiple companies, you activate Payroll one time and then you enable Payroll for each company.

### To activate the payroll application:

1. In the Navigation pane, select **Settings » General » Modules**.
2. In the **Client ID** field, enter the Deltek-supplied client number.
3. In the **Password** field for Payroll, enter the Deltek-supplied system level password.
4. If you need to activate additional applications, enter the corresponding passwords in the appropriate **Password** fields.
5. Log off Vantagepoint and log back in, for your changes to take effect.
6. In the Navigation pane, select **Settings » General » Options**.
7. In the **Desktop Application Option** section of the Options form, select the **Enable Payroll Module** option.
8. Click **Save**.

### Specify Security Rights for a Payroll Administrator

Vantagepoint security is based on roles, or groups of users categorized by how they use Vantagepoint. Your system administrator must configure your role with at least the rights explained in the following procedure to allow you to administer and process payroll.

Depending on what other functions you perform at your firm, your role may need security access to other Vantagepoint tabs, fields, or features.

The following instructions are intended as a guideline to create a payroll administrator role called PAYROLL that includes access rights required to administer and process payroll. If the individuals at your firm who run payroll also perform other Vantagepoint functions, you may want to modify an existing role, or create a broader role that includes the settings explained in this topic.

### To create a PAYROLL role with the minimal security access:

1. From the Navigation menu, click **Settings » Security » Roles**.
2. Click **New » New Role** to open a blank role record.
3. In the **Role** field on the General tab, enter **PAYROLL**.
4. Enable the following items:
  - Hubs: Employees, Projects, Accounts
  - Transaction Center: Transaction Posting
  - Accounting: Absence Accruals, Void Payment, Cost/Pay Rate Tables (if you use pay rate tables)
  - Payroll: Payroll Processing, Direct Deposit, Form W-2 Processing, Quarterly Processing, Export to Pay Interface
  - My Stuff: Timesheet
  - Reporting: Payroll
  - Utilities: Open New Absence Year, Open New W-2 Quarter, History Loading:Payroll

- Settings: Payroll: General, Withholding Codes, Contribution Codes, User-Defined Tax Locales
- 5. Click the Record Access tab and select the following settings:
  - In the **Access** field, select **Modify Only** for **Employees** and for **Projects**.
  - In the **Chart of Accounts** field, select **Read Only**.
- 6. Click the Accounting tab and select the following options:

Option	Description
<b>Include Paychecks on Register and Bank Reconciliation</b>	If the role has been granted access to <b>Bank Reconciliation</b> ( <b>Accounting</b> » <b>Bank Reconciliation</b> ) and the Payment Register ( <b>Reporting</b> » <b>Accounting</b> ) on the General tab of Roles Security, select this option to make payroll processing-related entries available to this role. To access the Payment Register report, <b>Payment Register</b> must be selected for the role in the Accounting reports and the <b>Reports for this Role</b> area must be selected on the Access Rights tab. Selecting this option also allows users who belong to this role to void payroll payments. For users who belong to a role with this security setting, <b>Payroll Payments</b> displays as an option for the <b>Transaction Type</b> field in <b>Cash Management</b> » <b>Payment Review</b> .
<b>Allow Payroll Processing in Prior W2 Quarter</b>	Select this option to allow the Payroll Administrator to change the W2 quarter and year from the Payroll Processing form for the current payroll run, if it is a bonus or adjustments run. Deltak recommends that you leave this setting cleared. If your Payroll Administrator needs to make an adjustment in a prior W2 quarter, you can turn this feature on, and then turn it off again when the Administrator is finished.
<b>Full Access to all Transactions</b>	In the <b>Labor Cost/Rates Amounts</b> field, select this option if your firm intends to use pay rate tables.

- 7. Click the Access Rights tab and specify the following settings:
  - a) In the **Functional Area** field, select **Reports**
  - b) In the **Report Type** field, select **Payroll**.
  - c) In the **Available Reports** area, select all reports and click **Add**.
  - d) In the **Functional Area** field, click **Application** » **Tabs**.
  - e) In the **Application** field, select **Employees**.
  - f) Select **Accounting** and **Payroll** and then click **Add**.
  - g) In the **Application** field, select **Projects**.
  - h) Select **Accounting** and then click **Add**.
- 8. Click **Save**.

After you create the PAYROLL role, you associate the users who will administer and process payroll with this role.

### Set Up General Company-wide Payroll Settings

Establish company-wide settings for your Payroll.

If your firm uses multiple companies, you establish these settings for each company.

#### To establish general company-wide payroll settings:

1. On the Navigation menu, click **Settings » Payroll » General**.
2. On the General tab of the Payroll Setup form, specify the W-2 Year, the Payroll frequency, bank accounts, and other basic information.
3. If you want to print employees' Social Security numbers on their paychecks, click the Checks tab and then select the **Print Social Security number on paychecks** option.  
Do not select this option if you want to hide Social Security numbers on both checks and some payroll reports.
4. In the **Account** field on the FICA tab, specify the account that is debited during payroll processing for your company's portion of FICA expenses.
5. Optional. Use the **Post FICA to AP Voucher** option to specify that you want to post the employer's portion of the FICA contribution as a journal entry.
6. Optional. Click the Other Pay Setup tab to specify Other Pay accounts and settings.
7. Click **Save**.

### Set Up Custom Templates

You can create custom templates for payroll with Microsoft SQL Server® Reporting Services report writing tools. Contact the Vantagepoint Custom Programming Group or Support for more information.

If you add custom check templates for payroll, then their actual file names display in the **Check Template** drop-down list on the Checks tab in **Settings » Payroll » General**.

#### To have Vantagepoint recognize that these names are check templates for inclusion in the drop-down list:

1. Store check template files in the Vantagepoint \Reports\Custom\Check folder.  
The Check folder does not have to be directly under the Custom folder. You can have other folders between the Custom and the Check folders (for example: \Reports\Custom\<XXXXX>\Check).
2. Use the following naming convention for the check template file:
  - CheckPY\_UniqueName\_Custom.rdl
  - EarningsHourly\_Three.rdl

3. Because a check template utilizes multiple sub-reports, when you create and copy a custom check report into the Vantagepoint \Reports\Custom\Check folder, you must also copy the following sub-report files into the same Check folder:

- EarningsHourly\_Three.rdl
- EarningsHourly\_Two.rdl
- WithholdingDetails\_Three.rdl
- WithholdingDetails\_Two.rdl
- DirectDepositDetails\_Three.rdl
- DirectDepositDetails\_Two.rdl
- BenefitDetails\_Three.rdl
- BenefitDetails\_Two.rdl

You can modify these sub-reports if necessary, but you must **not** rename them. When the custom template is used to print a payroll check, the system looks for these sub-reports in the Check folder.

4. To load the main custom check report and its sub-reports to the report server, click **Utilities » Report Administration** and complete the required information on the Load Reports tab.

Be sure to select **Custom** in the **Type** field.

The Loaded Reports grid shows only the main custom report because the grid is set to hide the sub-reports.

## Fields and Options

Use the Payroll Setup form and related dialog boxes to specify general Payroll configuration settings.

### Payroll Setup Form

On the Payroll Setup form you enter general information about how your company uses the Payroll application, establish FICA account information, set up other pay accounts, determine payroll posting, and add user-defined tax locales to use if Vantagepoint's standard tax locales do not meet your needs.

#### *Display the Payroll Setup Form*

You display the Payroll Setup form in Settings.

From the Navigation menu in the desktop application, click **Settings » Payroll** then select a tab.

### Toolbar of Payroll Setup Form

Use the toolbar options to save general payroll setup options.

### General Tab of the Payroll Setup Form

Use the General tab to enter general information about how your company uses the Payroll application, such as how often you process payroll, how items display and are processed, and the expense accounts to post to when payroll is processed.

### Contents

Field	Description
<b>Current W-2 Year</b>	<p>This field displays the current W-2 year, which is associated with the transactions generated during payroll processing. Vantagepoint uses this year to verify that your payroll processing falls within the current W-2 year. Vantagepoint updates this field when you open a new W-2 quarter in Utilities.</p> <p>If your security role is configured with the option to <b>Allow payroll processing in prior W2 quarter</b>, you can run an adjustment payroll in a W-2 quarter prior to the quarter displayed in this field.</p>
<b>Current W-2 Quarter</b>	<p>This field displays the current W-2 quarter, which Vantagepoint uses to verify that your payroll processing falls within the current quarter. Vantagepoint updates this field when you open a new W-2 quarter in Utilities.</p> <p>If your security role is configured with the security option to <b>Allow payroll processing in prior W2 quarter</b>, you can run an adjustment payroll in a W-2 quarter prior to the quarter displayed in this field.</p>
<b>Payroll Frequency</b>	<p>Enter the frequency for your company's payroll processing:</p> <ul style="list-style-type: none"> <li>▪ <b>Weekly:</b> A new payroll period begins each week, on the same day of the week. There are 52 pay periods per year.</li> <li>▪ <b>Biweekly:</b> A new payroll period begins every two weeks, on the same day of the week. There are 26 pay periods per year.</li> <li>▪ <b>Semi-monthly:</b> Each month has two payroll periods, generally beginning on the first and the sixteenth. There are 24 pay periods per year.</li> <li>▪ <b>Monthly:</b> The payroll period generally runs from the first day of the month to the last day of the month. There are 12 pay periods per year.</li> </ul> <p>Payroll uses the frequency entered here to calculate the amount of federal and state tax to withhold from employees' pay, as well as the overtime and secondary overtime pay rates for salaried employees.</p>

Field	Description
<b>Bank Code</b>	<p>Enter the bank code to credit if you are posting net payroll directly to bank, or if you want to associate a bank code with a Salaries Payable account. You must enter a bank code if the <b>Post net payroll directly to bank</b> option is selected.</p> <p>If no bank code is specified, Vantagepoint does not store detail for the payroll payments. Vantagepoint records one payment for the total payroll in Bank Statement Reconciliation.</p>
<b>Post net payroll directly to bank</b>	<p>Select this option to post the credit amount for net payroll to the account associated with the specified bank code. If Vantagepoint is set up to use organizations, Vantagepoint also associates payroll amounts with the organization specified for the bank code in Bank Codes Settings.</p> <ul style="list-style-type: none"> <li>If you do not select this option, Vantagepoint posts the credit for net payroll to the asset account or payroll liability account defined in the <b>Salaries Payable Account</b> field.</li> <li>If you select this option and your firm enabled cash-basis reporting in Accounting Configuration, Vantagepoint makes cash-basis postings to your General Ledger.</li> </ul> <p>You must specify a bank code in the <b>Bank Code</b> field if you select this option.</p>
<b>Salaries Payable Account</b>	<p>If you are not posting net payroll directly to a bank, enter the account that you want Vantagepoint to credit when you process payroll. Vantagepoint credits the account entered here for the amount of the net payroll (gross payroll minus withholdings). For example, enter account 231.00, the default Salaries Payable account set up in the Standard Chart of Accounts, or enter a cash account.</p> <p>If you enter the number of your main checking account in the <b>Salaries Payable Account</b> field, Vantagepoint lists the net payroll as a disbursement on the Cash Journal. Deltak does <b>not</b> recommend this method.</p> <p>This option is disabled if you select <b>Post net payroll directly to bank</b>.</p>
<b>Bonus Cost</b>	<p>Enter the account that is debited during payroll processing for your bonus payroll expenses. For example, enter account 703.00 - the Job Cost Variance account in the Standard Chart of Accounts. If you enter an indirect expense account, such as account 703.00, the following fields are required:</p> <ul style="list-style-type: none"> <li><b>Project:</b> Enter the project name or number of the project charged for your company's bonus cost expenses, or select a project on the lookup.</li> <li><b>Phase:</b> If phases exist, enter or select the appropriate phase.</li> <li><b>Task:</b> If tasks exist, enter or select the appropriate task.</li> </ul>
<b>Direct deposit for bonus/adjustments</b>	<p>Select this option to use Direct Deposit processing to direct deposit payroll bonuses and adjustments to the appropriate employee accounts.</p>



Field	Description
<b>Allow changes to payroll history</b>	<p>Select this option to allow changes to payroll history. If you select this option, Vantagepoint displays the Employee Payroll History form (<b>Utilities » History Loading » Payroll</b>). On this form you can enter year-to-date withheld amounts and wages for each employee, prior to the date you will begin tracking this information in Vantagepoint.</p> <p>Deltek recommends that after you enter the history data required to bring your records up-to-date in Vantagepoint, and before you begin using Payroll, you clear this option, to hide the Employee History Loading form and prevent the accidental alteration of data.</p>
<b>Enable date ranges for regular hours and overtime hours</b>	<p>Select this option to process payroll by including hours from all posted time transactions that fall within a range specified on the General tab of the Payroll Processing form, rather than including all time transactions posted at the time of the payroll run.</p>
<b>Allow Project's tax locale to be overridden on timesheet</b>	<p>Select this option to allow the project locale entered on an employee's timesheet to override the locale established on the Payroll tab of the Employees hub, for employees whose <b>Locale Method</b> is set to <b>Follow project locale</b> in the Employees hub.</p>
<b>Print Social Security number on journals and direct deposit reports/files</b>	<p>Select this check box to display Social Security numbers on the following reports and files:</p> <ul style="list-style-type: none"> <li>▪ Draft Payroll Journal</li> <li>▪ Payroll Journal Posting Log (including the hyperlink from Employee Review)</li> <li>▪ Payroll Direct Deposit report and ACH file</li> <li>▪ Employee Expenses Direct Deposit report and ACH file</li> </ul>
<b>Payroll liability distribution</b>	<p>Select this check box to post payroll liability distribution credits to an indirect account or to the Balance Sheet account. Do not select this check box if you post the credit to a Balance Sheet account and you use a consolidated Balance Sheet.</p> <p>This field displays only if the Payroll application is installed.</p>
<b>Payroll (FICA) expense</b>	<p>Select this check box to post payroll (FICA) expense debits to an indirect account or to the Balance Sheet account. Do not select this check box if you post the debit to a balance sheet account and you use a consolidated Balance Sheet.</p> <p>This field displays only if the Payroll application is installed.</p>
<b>Payroll contribution expense</b>	<p>Select this check box to specify that the employer contribution expense follows the organization of the employee by default.</p> <p>This field displays only if the Payroll application is installed.</p>

Field	Description
<b>Payroll contribution liability distribution</b>	<p>Select this check box to specify that the employer contribution expense follows the organization of the employee by default.</p> <p>This field displays only if the Payroll application is installed.</p>
<b>Payroll liability Organization if not distributing</b>	<p>If you selected the <b>Maintain separate balance sheets by Organization</b> check box (in <b>Settings » Organization » General</b>), and the <b>Payroll liability distribution</b> check box on this tab is not selected, this field is enabled. Use the Organization lookup to select an organization for which to maintain separate Balance Sheets.</p> <p>This field is not enabled when the following conditions are true:</p> <ul style="list-style-type: none"> <li>▪ The <b>Maintain separate balance sheets by Organization</b> option is not selected.</li> <li>▪ You do not maintain separate Balance Sheets.</li> <li>▪ Payroll is not enabled for the active company.</li> </ul>

#### Checks Tab of Payroll Setup Form

Use the Checks tab to select a check template: Deltek two-part, Deltek three-part, or custom. You can also select the information that will display on the checks.

Your firm's address and phone number display automatically on payroll check stubs when you preview payroll checks, print the checks, and email remittances when employees are paid by electronic funds transfers (EFT). This allows financial institutions to see the payer's address and phone number when check stubs are presented as documentation of wages. The address and phone number are retrieved from the **Employer's address** section on the Form W-2 Processing form in **Payroll » Form W-2 Processing**.

#### Contents

Field	Description
<b>Check Template</b>	<p>You can select a check template from this drop-down list.</p> <ul style="list-style-type: none"> <li>▪ Deltek two-part</li> <li>▪ Deltek three-part</li> <li>▪ Custom templates</li> </ul> <p>If you select the three-part check template, be sure to have check stock for the three-part style with the check face on the top. Use this option to print duplicate check stubs.</p> <p>Check templates make it possible to do the following:</p> <ul style="list-style-type: none"> <li>▪ Print pay rates for hourly employees.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>Print the regular and overtime timesheet period start and end dates.</li> <li>Enable user-defined field tables available so you can easily add them when customizing the check template in SQL Reporting Services.</li> <li>Apply the international address printing rules.</li> <li>Enable the employee's address include the country if it is different than the company's country.</li> <li>Print the check date on the check stubs.</li> </ul>
<b>Print Social Security number on paychecks</b>	<p>Select this option to display Social Security numbers on checks.</p> <p>Do not select this option if you want to hide Social Security numbers on checks and on some payroll reports, such as the Contributions by Category and the Withholdings by Category reports.</p>
<b>Print pay rates for hourly employees</b>	<p>Select this field to display the detailed rate per hour listings on the check stub of an hourly employee's paycheck. The check stub itemizes each unique rate with a detail line for regular and overtime pay.</p> <p>This option is available for selected check templates. Any custom templates will need to be set up to accommodate the pay rate fields if they are to print.</p>
<b>Print timesheet period date ranges</b>	<p>Select this field to print the regular and overtime date ranges on the pay stub. These ranges are identified in the <b>Timesheet Period to Include</b> group box fields on the General tab of Payroll Processing.</p> <p>This option is available for selected check templates. Any custom templates will need to be set up to accommodate the pay rate fields if they are to print.</p>
<b>Currency</b>	<p>In this field you can select and display the preferred currency format. These settings apply to the check face and stub. The option is available for any selected format and template, including customs.</p> <p>To change the currency format, click the button in this field to open the Format Currency dialog box.</p>
<b>Check Face Date</b>	<p>If you want to change the format of the date, click the button in this field to open the Format Date and Time dialog box.</p> <p>The dates on the stub use the short date format assigned in your Regional and Language Options.</p>

### *FICA Tab of Payroll Setup Form*

Use the FICA tab to enter FICA account information.

### Contents

Field	Description
<b>FICA</b>	Enter the account that is debited during payroll processing for your company's portion of the FICA expenses. For example, enter account 721.00 - the employer's

Field	Description
	<p>FICA account in the standard chart of accounts. If you enter an indirect expense account, such as account 721.00, the following fields are required:</p> <ul style="list-style-type: none"> <li>▪ <b>Project</b> — Enter the project name or number of the project charged for your company's portion of FICA expenses or click  and select the project.</li> <li>▪ <b>Phase</b> — If phases exist, enter or select the appropriate phase.</li> <li>▪ <b>Task</b> — If tasks exist, enter or select the appropriate task.</li> </ul> <p>If your company distributes taxes by organization, you specify this account for each organization on the General tab of the Individual Organization Setup form.</p>
<b>Post FICA to AP Voucher</b>	<p>Select this option to post the employer's portion of FICA contribution as a journal entry.</p> <p>When you select this option, you must specify the following information, which Vantagepoint uses when generating the accounts payable voucher:</p> <ul style="list-style-type: none"> <li>▪ <b>Vendors</b> — Select the vendor number to use on the accounts payable voucher. Enter the number or click  and select a vendor from the Vendor lookup.</li> <li>▪ <b>AP Liability</b> — Select the accounts payable liability code from the drop-down list. This determines the account that Vantagepoint uses for the voucher posting.</li> <li>▪ <b>Bank Code</b> — Select the bank code to use for the posting from the drop-down list.</li> <li>▪ <b>Address</b> — Select the vendor address to use on the accounts payable voucher.</li> </ul> <p>When this option is selected, an accounts payable voucher is generated each time a payroll run is posted. The automatically generated accounts payable voucher file is named as follows (FICA - [Accounting Period]- [Sequence Number]). For example, the file name could be FICA-2014-12.</p> <p>The automatically generated accounts payable voucher file contains the following information:</p> <ul style="list-style-type: none"> <li>▪ Vendor, AP Liability, Bank Code, Address, as entered on this tab</li> <li>▪ Invoice number, as entered in the Employer's Identification Number field on the Form-W2 Processing form</li> <li>▪ The payroll date of the payroll processing run</li> <li>▪ The payment date of the payroll processing run</li> <li>▪ The voucher date, which is the same as the payroll date of the payroll processing run</li> </ul>


### Other Pay Setup Tab of Payroll Setup Form

Use the Other Pay Setup tab of to create other pay categories and assign them to one specific account for all employees, or to different accounts, associated with different labor types.

For each Other Pay category that you establish here, you can associate unique account numbers by labor type in the Labor Type grid.

Associating labor types with an other pay category allows you to create just one other pay category and differentiate the account by labor type. Associating labor types with other pay categories may also make it easier to report on and track the pay amounts for **Other Pay** categories.

### Contents

Field	Description
<b>Label</b>	Enter the label to use for this other pay account, such as <b>Bonus</b> or <b>Commission payments</b> .  The other pay accounts that you establish here display on the Payroll tab of the Employees hub, and in the Hours & Pay grid on the Employee Review tab of Payroll Processing.
<b>Account</b>	Enter the account that is debited during payroll processing for your other pay expenses. For example, enter account 703.00 - the Job Cost Variance account in the Standard Chart of Accounts. Use this field for regular payroll, bonus payroll, and adjustments.
<b>Project</b>	Enter the project name or number of the project charged for your company's other pay cost expenses, or click  and select a project on the lookup.
<b>Phase</b>	If phases exist, enter or select the appropriate phase.
<b>Task</b>	If tasks exist, enter or select the appropriate task.
<b>Type</b>	This field displays the labor type as established on the Labor Types form ( <b>Settings » Advanced Accounting » Labor Types</b> ).
<b>Description</b>	This field displays the description of the labor type, as entered in the Labor Types form.
<b>Other Pay Account (1-5)</b>	Select the account (or accounts) to associate with the selected labor type. For each other pay category established at the top of this form, you can associate a different other pay account number per labor type. This account will then be debited during payroll processing for other pay expenses associated with the corresponding labor type. For employees with the corresponding labor type, this account overrides the one selected in the <b>Account</b> field at the top of this form.  You may want to enter unique accounts per labor type to make it easier to report on and track the pay amounts for <b>Other Pay</b> categories. For example, after associating other pay accounts to labor types you can then run an

Field	Description
	Account Analysis report and analyze the transaction detail and total of the other pay accounts. Having other pay accounts broken down by labor type makes it easier to track other pay than it would be if each other pay account was the same for all employees.

### Format Date and Time Dialog Box (Desktop)

Use the Format Date and Time dialog box to select the format of the date and time on the check face.

#### Display the Format Date and Time Dialog Box (Desktop)

Display the Format Date and Time dialog box from Payroll Settings.

1. On the Navigation pane in Vantagepoint Desktop, click **Settings » Payroll » General**.
2. On the Payroll Setup form, click the Checks tab.
3. Click the button in the **Check Face Date** field.

#### Contents of the Format Date and Time Dialog Box (Desktop)

Use these fields and options to select the format of the date and time on the check face.

Field	Description
<b>Type</b>	<p>From this drop-down list you can select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Short Date:</b> By default, this option displays the month, day, and year with the month expressed as a number. The month, day, and year are separated by the date separator in the <b>Date Options</b> group box (10/29/2019, for example) or your regional settings. The order of the elements of the date is determined by the <b>Date Order</b> field (month/day/year or day/month/year, for example).</li> <li>▪ <b>Medium Date:</b> By default, this option displays the month, day, and year with the month spelled out. You set the sequence of the date elements in the <b>Date Order</b> field (October 29, 2019, for example). The separators between the elements are always controlled by your regional settings.</li> <li>▪ <b>Long Date:</b> By default, this option displays the day of the week spelled out first, then the other date elements in the order of the <b>Date Order</b> field using the separators in the user's regional settings (Monday, October 29th, 2019, for example).</li> <li>▪ <b>Short Date and Time:</b> This option displays the Short Date plus a space and the time (10/28/2019 11:30:21, for example).</li> <li>▪ <b>Time:</b> This option displays the time only.</li> </ul>
<b>Sample</b>	This option displays a sample of the options selected on this dialog box.

### Date Options

Field	Description
<b>Use separator from regional settings</b>	If you select this option, Vantagepoint uses the separator for the short date specified in your regional settings. If you clear this option, Vantagepoint uses the date separator that you select in the <b>Date Separator</b> field.
<b>Date Separator</b>	This option controls the characters used for the separator in a short date when the <b>Use separator from regional settings</b> option is not selected. The drop-down list has values for a forward slash (/), period (.), and a dash (-). You can enter any characters.
<b>Date Order</b>	This option controls the order of the elements in the date. Select one of the following settings: <ul style="list-style-type: none"><li>Month Day Year</li><li>Day Month Year</li><li>Year Month Day</li></ul>
<b>Display Day</b>	Select this option to display the day as a number.
<b>Display Month</b>	Select this option to display the month of the date. For short dates, this displays as a number; otherwise, the month is spelled out.
<b>Display Year</b>	Select this option to display the year of the date.
<b>Display Four Digit Year</b>	Select this option to display the year with four digits rather than two.
<b>Display Leading Zeros</b>	Select this option to display the leading zero for the day and month (if the month is expressed as a number).

### Time Options

Field	Description
<b>Use separator from regional settings</b>	If you select this option, Vantagepoint uses the separator for the <b>Time</b> specified in your regional settings. If you clear this option, Vantagepoint uses the time separator that you select in the <b>Time Separator</b> field.
<b>Time Separator</b>	This field controls the character used between the hours, minutes, and seconds when the <b>Use separator from regional settings</b> option is not selected.
<b>24-Hour Clock</b>	When you select this option, the time displays as a 24-hour clock rather than the 12-hour clock (1:00 PM displays as 13:00).

Field	Description
<b>Display AM/PM</b>	This option controls whether or not characters are displayed for AM and PM. When you select this option, Vantagepoint uses AM and PM symbols from your regional settings.

### Format Currency Dialog Box (Desktop)

Use the Format Currency dialog box to select the preferred currency format. These settings apply to the check face and stub.

#### *Display the Format Currency Dialog Box (Desktop)*

Display the Format Currency dialog box from Payroll Configuration.

1. On the Navigation pane in Vantagepoint Desktop, click **Settings » Payroll » General**.
2. On the Payroll Setup form, click the Checks tab.
3. Click the button in the **Currency** field.

#### *Contents of the Format Currency Dialog Box (Desktop)*

Use these fields and options to select the preferred currency format. These settings apply to the check face and stub.

Field	Description
<b>Type</b>	From this drop-down list you can select one of the following options: <ul style="list-style-type: none"> <li>▪ <b>Percent</b> — Percent fields always have the percent symbol following the number. This option is only visible for normal number fields.</li> <li>▪ <b>Number</b> — This option is visible for normal number fields.</li> <li>▪ <b>Currency</b> — This option is visible for currency fields.</li> </ul>
<b>Sample</b>	This group box displays a sample of the positive number, negative number, and zero formats. The number 123,456,789.00 is used for the positive and negative numbers. The currency symbol displays, if applicable. However, if you select this dialog box from the Report Options Layout tab, then fields that are not a currency type do not have a currency symbol.

Field	Description
<b>Use symbol from regional settings</b>	When you select this option, Vantagepoint uses the decimal symbol specified in your regional settings. If you clear this option, Vantagepoint uses the decimal symbol that you select in the <b>Decimal symbol</b> field.



Field	Description
<b>Decimal symbol</b>	You can specify a period, a comma, or another character. For example, if you select a period, then one thousand displays as 1000.00.
<b>Use Default Number of Decimal Places</b>	<p>When you select this option, Vantagepoint uses the number of decimal places for that field.</p> <p>The currency's default number of decimal places is determined in <b>Settings » General » Currency</b>. For normal numbers, the default is the number of decimals that are displayed for that field by default on the report.</p> <p>This option enables you to make general changes to the number and currency fields on the Report Options Layout tab without needing to change the decimal places for all numbers. For example, you may want to change the decimal symbol used for all fields, but may want a different number of decimals displayed for an hours field versus a rate field.</p>
<b>Decimal Places</b>	<p>Decimal place options are the numbers 0 through 9. The number selected controls how many decimal places are displayed for the number. For example, if you selected 2, then one thousand would be displayed as 1000.00.</p> <p>Some fields do not use the decimal settings that you select because the number of decimal places is hard-coded into the report. Examples of these fields include:</p> <ul style="list-style-type: none"> <li>▪ <b>Hours</b> — Most hour fields have two decimal places.</li> <li>▪ <b>Rates</b> — Most rate fields have four decimal places.</li> <li>▪ <b>Places where decimals are not appropriate</b> — Some fields do not have any decimal places because only whole numbers are appropriate values in those fields.</li> </ul>

Field	Description
<b>Use symbol from regional settings</b>	When you select this option, Vantagepoint uses the digit grouping symbol from your regional settings. If you clear this option, Vantagepoint uses the digit grouping symbol that you select in the <b>Digit grouping symbol</b> field.
<b>Digit grouping symbol</b>	The decimal symbol options are a period and a comma, but you can enter any character. This field controls the character used to separate groups. For example, if you select a comma, then one thousand displays as 1,000.
<b>Digit Grouping</b>	<p>From this drop-down list you can select how the numbers are grouped. The digit grouping options are:</p> <ul style="list-style-type: none"> <li>▪ <b>123,456,789</b> — The number is always grouped by three digits.</li> <li>▪ <b>12,34,56,789</b> — The last grouping has three digits, but all others have two.</li> <li>▪ <b>123456789</b> — There is no digit grouping.</li> </ul>

Field	Description
<b>Negative Number</b>	Negative number options in this drop-down list are: <ul style="list-style-type: none"> <li>▪ <b>Parentheses</b> — The number is surrounded by parentheses (1,000, for example).</li> <li>▪ <b>Sign on Front</b> — The negative sign displays before the number (-1,000, for example).</li> <li>▪ <b>Sign on Back</b> — The negative sign displays after the number (1,000-, for example).</li> </ul>
<b>Zero Number</b>	Zero number options in this drop-down list are: <ul style="list-style-type: none"> <li>▪ <b>0</b> — Zero values are represented by a 0.</li> <li>▪ <b>-</b> — Zero values are represented by a dash. If you select this option, then it should be centered on the report so that it is not confused with a negative sign.</li> <li>▪ <b>Do not display</b> — Zero values are represented by a blank.</li> </ul>
<b>Display</b>	Use this option to specify whether the currency symbol or currency code displays.
<b>Location</b>	Use this option to specify where the currency symbol displays in relation to the number.

Learn More About...

If you are new to Vantagepoint Payroll, you may find it helpful to review conceptual material related to Payroll setup.

#### All Transactions or Only Those in a Date Range

You can include all posted time transactions in a Payroll run or include only those timesheet transactions that fall within a date range that you specify.

If you need to switch to a different method after you begin processing payroll, Deltek recommends that you wait until the end of a payroll processing period to make the switch.

Method	Description
<b>Include All Posted Time Transactions in a Payroll Run</b>	When you run payroll, Vantagepoint includes posted timesheets since the last payroll was run. To use this method be sure that the following option is <b>not</b> selected on the Payroll Setup form: <b>Enable date ranges for regular hours and overtime hours.</b> To exclude posted hours from a payroll run when using this method of timesheet selection, you must modify the pay hours during payroll processing.

Method	Description
<b>Include Posted Time Transactions Within a Specified Date Range</b>	<p>When you run payroll, Vantagepoint compares posted time transaction dates to a date range you specify on the General tab of the Payroll Processing form, and includes only those transactions within the date range. To use this method your company must select <b>Enable date ranges for regular hours and overtime hours</b> from Payroll Setup.</p> <p>You may want to use this method in the following situations:</p> <ul style="list-style-type: none"> <li>■ You want the flexibility of having a timesheet posting cycle separate from your pay cycle. Since you specify the date range, you can have posted timesheets that are not included in the payroll run.</li> <li>■ Your company processes payroll for regular hours and overtime hours on a separate cycle. This method allows you to specify a separate range of dates for your regular and overtime payrolls, and run both simultaneously.</li> </ul> <p>To adjust hours for payroll with the <b>Enable date ranges for regular hours and overtime hours</b> option selected, you must post an adjustment timesheet. You cannot overwrite hours from the payroll processing form if this feature is enabled.</p>

### Three Ways to Post Payroll

You need to establish the accounts that Vantagepoint will credit and debit when you process payroll.

There are three ways to establish the accounts where payroll posts:

- Post net payroll directly to a bank.
- Post payroll to a cash account.
- Post payroll to a liability account.

If your company uses the Organization Reporting feature, in addition to these three options, you can also configure Vantagepoint to post and track payroll by individual Organization.

#### Post Net Payroll Directly to a Bank

For this method, Vantagepoint posts the credit amount for net payroll to the asset account associated with the specified bank code. If you use organizations, Vantagepoint also associates payroll amount with the organization specified for the bank code in Bank Codes Configuration.

To use this method, you select **Post net payroll directly to bank** on the Payroll Setup form and enter a bank code in the **Bank Code** field. If this option is selected and your firm enabled cash-basis reporting, Vantagepoint makes cash-basis postings to your general ledger.

#### Post Payroll to a Cash Account

For this method, Vantagepoint posts salaries payable directly to a cash account (for example, 101.00).

To use this method, you clear the **Post net payroll directly to bank** option and enter the cash account in the **Salaries Payable** field on the Payroll Setup form. You enter the bank code associated with the cash account in the **Bank Code** field. Entering the bank code causes Vantagepoint to record each individual posted payroll payment in Bank Statement Reconciliation.

### Post Payroll to a Liability Account

For this method, Vantagepoint posts salaries payable to a salaries payable account (for example, 231.00). To use this method, you clear the **Post net payroll directly to bank** option and enter the liability account in the **Salaries Payable** field on the Payroll Setup form. If you use this method you have the following options for the **Bank Code** field:

- **Do Not Reference a Bank Code** — If you leave the **Bank Code** field blank, Vantagepoint records a payment in Bank Statement Reconciliation at the time you enter the cash disbursement. One payment is listed for the total payroll.
- **Reference a Bank Code** — If you enter a bank code in the **Bank Code** field, each individual payment displays in Bank Statement Reconciliation as a payroll payment. If you use this method, use a journal entry to debit the liability and credit cash to avoid having the cash disbursement cause a double entry for the payments in Bank Statement Reconciliation.

## Payroll Withholding Setup

In Payroll Withholding Setup you establish parameters for your company's payroll withholdings, including 401(k) and 125/Cafeteria plans.

On the Payroll Withholding Setup form, you establish a set of withholdings. You then associate employees with withholding codes on the Withholdings grid of the Payroll tab, in the Employees hub.

Vantagepoint includes tax tables that include withholding information for federal, FICA, all state taxes and several local taxes. Deltek updates this information regularly, typically mid-year and at year-end. Vantagepoint calculates withholdings according to tax law for these types of withholdings, if you set the method to **System** on a company-wide basis, as well as for each individual employee. You set the company-wide method for all of these types of withholdings to **System** in Payroll Withholding Setup, in Settings. For each employee, you set the method to **System** for each code in the Employees hub.

Vantagepoint also includes withholdings for health plans, retirement plans, charities, and other miscellaneous deductions. Vantagepoint breaks these withholdings into the following categories:

- **401K and 125/Cafeteria Plans** — These withholdings differ from other withholdings because contributions to these plans are usually not included in taxable wages. The Payroll application does not apply federal or most state and local taxes to contributions into these plans. The 125/Cafeteria plan is not subject to FICA withholdings.
- **All Other Withholdings** — All other withholdings are made according to your company's specifications. Vantagepoint gives you the flexibility to create user-defined rules for determining how wages are calculated for any withholding. For any withholding you can determine how the withholding will impact state, FICA, federal, or any other types of withholding calculations.

Vantagepoint gives you the flexibility to create user-defined rules for determining how wages are calculated for any withholding. For any withholding you can determine how the withholding will impact state, FICA, federal, or any other types of withholding calculations.

### Important Information about Withholdings

- You can establish an unlimited number of withholdings in Payroll Withholding Setup. Your paychecks, however, can only show detailed information for up to 16 withholdings (additional withholdings are grouped under the category **Other**).
- The sequence number (the value in the **Seq** field on the Payroll Withholding Setup form or dialog box) determines the order Vantagepoint uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding. If the calculation of one withholding is dependant on another, it is important that the withholding to be calculated first have a lower sequence number. For example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal.
- To meet the requirement that both the amount of an employee's traditional pre-tax elective contribution and the amount of the Roth 401(k) contribution be added together to determine when or if the yearly contribution limit is met, Vantagepoint includes a **Link to calculate Overall Limit** field on the Payroll Withholding Setup dialog box. This field lets you link any two withholding codes for which amounts will be added together when determining if the employee has reached the overall limit.

### Multiple Companies

If your firm uses multiple companies, you can use the same withholding code across multiple companies.

How to...

Learn how to add, copy, or delete withholding codes or specify user-defined rules for related calculations.

### Add a Withholding Code

After you add a withholding code in Payroll Withholding Setup, the code is available in the Employees hub.

#### To add a withholding code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. On the grid toolbar of the Payroll Withholding Setup form, click **Insert**.
3. In the **Code** field on the Payroll Withholding Setup dialog box, enter a unique code for the withholding.
4. Enter a description and a credit account for the withholding, then enter any other information that applies to the withholding.

5. Click **OK**.

### Copy a Withholding Code

You can copy and modify an existing withholding code to use as the basis for a new one.

#### To copy a withholding code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, select the withholding code that you want to copy and click **Copy**.  
Vantagepoint adds a new row with the copied information.
3. Enter a unique code and modify the remaining information.  
You can modify the information directly in the grid or double-click anywhere in the grid and then modify information on the Payroll Withholding Setup dialog box.
4. Click **OK**.

### Create User Defined Rules for Calculating Wages by Withholding

For any withholding, you can define how wages are calculated and how additional withholdings affect taxable wages.

#### To create user-defined rules:

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, click **Insert**.
3. In the **Seq** field on the Payroll Withholding Setup dialog box, enter a sequence number for this withholding.  
The sequence number determines the order that Vantagepoint uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding.
4. In the **Code** field, enter a unique code for this withholding.
5. Select or clear options that determine whether amounts, such as 401(k) contributions, are deducted from gross wages before the withholding amount is calculated.
6. Add or edit information in the remaining fields on the dialog box and click **OK**.
7. On the Payroll Withholding Setup form, click **Save**.

### Delete a Withholding Code

You can delete a withholding code only if there has never been any activity posted to the withholding code and the code is not referenced in any employee record in the Employees hub.

#### To delete a withholding code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, select the code and click **Delete**.  
Vantagepoint displays the following prompt:  
Are you sure you want to delete withholding code [code number]?
3. Click **Yes** to delete the code.

### Fields and Options

Use the Payroll Withholding Setup form and related dialog box to work with withholding codes.

### Payroll Withholding Setup Form

Use the Payroll Withholding Setup form to create or delete company-wide payroll withholdings.

The Payroll Withholding Setup form is in grid format. To add new withholdings, you click **Insert** on the grid toolbar to open the Payroll Withholding Setup dialog box. On this dialog box you enter information specific to each withholding. On the dialog box you can also customize how one withholding impacts another withholding's calculation. For example, you can specify that amounts from withholdings A and B should be deducted from gross pay before withholding C is calculated.

You can also create new withholdings by copying an existing withholding. To edit an existing withholding, select the row and click **Edit** to open the Payroll Withholding Setup dialog box.

#### *Display the Payroll Withholding Setup Form*

You display the form in Payroll Settings.

From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.


#### *Toolbar of the Payroll Withholding Setup Form*

Use toolbar options to save your setup or display help.

*Contents of the Payroll Withholding Setup Form*

Create or modify withholding setup on this form.



**Contents**


Field	Description
<b>Edit</b>	Click this option to open the Payroll Withholding Setup dialog box and edit the details for a withholding.
<b>Insert</b>	Click this option to add a withholding to the Withholdings grid.
<b>Copy</b>	Click this option to copy a withholding from one row on the Withholdings grid to a new row on the grid.
<b>Delete</b>	Click this option to delete a withholding from the Withholdings grid.
<b>Seq</b>	<p>Enter a sequence number to determine the order Vantagepoint uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding.</p> <p>If the calculation of one withholding is dependant on another, the withholding to be calculated must have a lower sequence number (for example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal).</p>
<b>Code</b>	<p>Enter the withholding code. This code displays on the printed check and in the Employee hub. In addition to alphanumeric characters, Vantagepoint accepts dashes, underscores, and periods in this field.</p> <p>If your firm uses multiple companies, payroll withholding codes must be unique across all companies in your enterprise.</p>
<b>Description</b>	Enter a name for the withholding.
<b>Credit Account</b>	<p>Enter the expense or liability (or asset) account number to credit for amounts withheld, or click  and select the account on the Account Lookup. For example, select the FICA Payable account or the Federal Withholding account. When you post payroll, Vantagepoint credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the Project field.</p>
<b>Type</b>	Select the type of withholding, such as Federal, FICA-HI, FICA-OASDI, State, Local, or 401(k). After you establish a withholding code and post to this code, you cannot change the withholding code's type.
<b>Method</b>	Select the method that Vantagepoint should use to calculate the withholding:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Amount</b> — Vantagepoint withholds the amount specified in the <b>Amount/percent</b> field. Deltek recommends that you set up a company-wide amount only if all or most of your employees have the same amount withheld. Medical insurance premiums are often handled in this way.</li> <li>▪ <b>Percentage</b> — Vantagepoint withholds the percentage specified in the <b>Amount/percent</b> field. Deltek recommends that you set up a company-wide percentage only if all or most of your employees have the same percentage withheld. You can override this percentage for the employee by setting the <b>Percentage</b> in the Withholding grid on the Payroll tab of the Employee hub.</li> <li>▪ <b>System</b> — Vantagepoint withholds the amount specified in the tax table. Select this option for any code type for which Vantagepoint has a corresponding tax table (for example, FICA, or State). Deltek sends updates to these tax tables based on tax law changes. Deltek typically sends updates mid-year and at year-end.</li> <li>▪ <b>None</b> — Vantagepoint does not use a company-wide withholding method of calculation. Calculations are made on an employee-by-employee basis.</li> </ul> <p>You can override this option for an employee in the Withholding grid on the Payroll tab of the Employee hub.</p> <p>If you select an option other than <b>System</b>, you are prompted with a warning indicating that you are not using the System method, and therefore withholdings will not be automatically updated when you update tax tables.</p>
<b>Locale</b>	<p>Select the locale tax table for calculating this withholding.</p> <p>If you select <b>Federal</b> in the <b>Type</b> field, Vantagepoint automatically selects the FE table for this field. You cannot edit this entry.</p> <p>If your locale is not listed, this means Vantagepoint does not include a tax table for your locale and/or you have not created a user-defined tax locale. You can create a user-defined tax locale on the User-Defined Tax Locale tab in Payroll Setup. This user-defined locale then displays in the <b>Locale</b> field. To enter the amount or percentage to withhold from the employee's pay, set the <b>Type</b> field to <b>Local</b>, set the <b>Method</b> field to <b>Amount</b>, <b>Percentage</b>, or <b>None</b>, and enter the amount or percent to withhold in the <b>Amount/percent</b> field.</p> <p>This field displays only if you set the <b>Type</b> field to <b>State</b> or <b>Local</b>.</p> <p>Run a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in Vantagepoint.</p>
<b>Amount/percent</b>	<p>If you selected <b>Amount</b> or <b>Percentage</b> in the <b>Method</b> field, enter the amount or percentage for calculating the withholding.</p> <p>When you enter withholding information for individual employees in the Withholding grid on the Payroll tab of the Employee hub form, you can override the company-wide method for calculating a withholding by specifying an amount or percentage for the employee.</p>

Field	Description
<b>Wage base</b>	<p>The preceding employee wage limit which this withholding is not applied. If your method is set to <b>System</b>, you cannot edit this field. The wage base, if any, is established in the Vantagepoint tax table. For example, for the FICA-OASDI code, the tax table includes the federal wage base.</p> <p>If you override this wage base for the FICA-OASDI code, by selecting a method other than <b>System</b>, remember you must update this field every year based on federal tax changes.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's gross pay reaches \$20,000, Vantagepoint no longer withholds the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, Vantagepoint applies the withholding to the first \$1,000 only.</p>
<b>Overall limit</b>	<p>Enter the maximum withholding amount for this withholding, per employee. For example, enter the company-wide maximum for 401(k). You can override this limit per employee in the Withholding grid on the Payroll tab of the Employee hub form.</p>
<b>Default for new employees</b>	<p>Select this option to set up this withholding for all new employees that will be entered in the Employee hub going forward.</p> <p>You add a new default withholding for an existing employee on an individual basis in the Withholding grid on the Payroll tab of the Employee hub form.</p> <p>If you select this option, you can still suppress (make inactive) or delete the withholding for an employee from the Withholding grid.</p>
<b>Inactivate</b>	<p>Select this option to exclude the withholding for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a withholding on a per-employee basis from the <b>Active</b> field on the Employee hub's Withholding grid. Be aware that the setting in the Employee hub overrides this company-wide setting. For example, if you select this option to inactivate the withholding on a company-wide basis, but select <b>Active</b> for the withholding from an employee's Employee hub record, the withholding is active.</p>
<b>Exclude 401(k)</b>	<p>This field displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> in the <b>Type</b> field or if you select a withholding type that uses a tax table (<b>State</b>, <b>Federal</b>, <b>FICA-HI</b>, <b>FICA-OASDI</b>, or <b>Local</b>), and enter a <b>Method</b> other than <b>System</b>.</p> <p>If you select this option, Vantagepoint considers wages minus 401(k) deductions as gross pay subject to withholding for this code. Do not select this option if you want Vantagepoint to consider wages including 401(k) deductions as gross pay subject to withholding for this code.</p> <p>If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).</p>
<b>Exclude cafeteria</b>	<p>This field displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> in the <b>Type</b> field or if you select a withholding type that uses a tax table (<b>State</b>, <b>Federal</b>, <b>FICA-HI</b>, <b>FICA-OASDI</b>, or <b>Local</b>), and enter a <b>Method</b> other than <b>System</b>.</p>

Field	Description
	<p>If you select this option, Vantagepoint considers wages minus 125/Cafeteria deductions as gross pay subject to withholding for this code. Do not select this option if you want Vantagepoint to consider wages including 125/Cafeteria deductions as gross pay subject to withholding for this code.</p> <p>If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).</p>
<b>Reset limit</b>	<p>This option displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> for the withholding type.</p> <p>Select this option to reset the amount withheld against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically restart at the beginning of a new W-2 year.</p> <p>If you do not select this option, Vantagepoint continues to withhold the amount or percentage until the specified limit is reached.</p>
<b>Default to zero for bonus</b>	<p>Select this option to exclude this withholding from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing in the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.</p>
<b>Print</b>	<p>Select this option to print accrual information on the paycheck stub. If you do not select this option, Vantagepoint does not print this information on the paycheck.</p> <p>You can override this company-wide setting for individual employees by selecting the appropriate option in the <b>Print on Check</b> field on the Withholding grid on the Payroll tab of the Employee hub form.</p>
<b>W-2 Box</b>	<p>Select the box where you want this withholding to print on the W-2 form. Select <b>None</b> if you do not want to print the withholding.</p> <p>For codes of type <b>Federal</b>, <b>FICA-HI</b>, and <b>FICA-OASDI</b>, you cannot edit this field.</p> <p>For codes of type <b>State</b> or <b>Local</b>, the default for this field is the <b>State</b> or <b>Local</b> field on the W-2 form. You can edit this field if you want the withholding to print in a different box.</p> <p>For codes of Type <b>401K</b>, <b>Cafeteria</b>, or <b>Other</b>, you select the box where the withholding prints, for example, <b>Box 14-Other</b>.</p>
<b>Project</b>	<p>Enter the project to associate with the expense credit account or click  and select a project.</p> <p>This field displays only if you entered an expense account in the <b>Credit Account</b> field. If this field displays, Vantagepoint requires you enter a project with the appropriate charge type (for example, an indirect expense account requires an overhead project or indirect project charge type).</p>
<b>Phase</b>	<p>Enter the phase to associate with the expense credit account or click  and select a phase.</p>

Field	Description
<b>Task</b>	Enter the phase to associate with the expense credit account or click  and select a task.

### Payroll Withholding Setup Dialog Box

Use the Payroll Withholding Setup dialog box to establish a set of company-wide withholding codes, such as FICA, to be used when processing employee payroll.

You can also link withholdings for Vantagepoint to add together when determining if the employee has reached the overall limit.

If your firm uses multiple companies, you define payroll withholding codes for each company.


#### Display the Payroll Withholding Setup Dialog Box




Display the Payroll Withholding Setup dialog box from Payroll Settings.

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. Click **Insert**.

#### Contents of the Payroll Withholding Setup Dialog Box

Use these fields and options to establish a set of company-wide withholding codes.

Field	Description
<b>Seq</b>	Enter a sequence number to determine the order Vantagepoint uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding.  If the calculation of one withholding is dependant on another, the withholding to be calculated must have a lower sequence number (for example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal).
<b>Code</b>	Enter the withholding code. This code displays on the printed check and in the Employee hub. In addition to alphanumeric characters, Vantagepoint accepts dashes, underscores, and periods in this field.  If your firm uses multiple companies, payroll withholding codes must be unique across all companies in your enterprise.
<b>Description</b>	Enter a name for the withholding.
<b>Credit account</b>	Enter the expense or liability (or asset) account number to credit for amounts withheld, or click  and select the account on the Account Lookup. For example, select the FICA Payable account or

Field	Description
	<p>the Federal Withholding account. When you post payroll, Vantagepoint credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the Project field.</p>
<b>Project</b>	<p>Enter the project to associate with the expense credit account or click  and select a project.</p> <p>This field displays only if you entered an expense account in the <b>Credit Account</b> field. If this field displays, Vantagepoint requires you enter a project with the appropriate charge type (for example, an indirect expense account requires an overhead project or indirect project charge type).</p>
<b>Phase</b>	<p>Enter the phase to associate with the expense credit account or click  and select a phase.</p>
<b>Task</b>	<p>Enter the phase to associate with the expense credit account or click  and select a task.</p>
<b>Type</b>	<p>Select the type of withholding, such as Federal, FICA-HI, FICA-OASDI, State, Local, or 401(k). After you establish a withholding code and post to this code, you cannot change the withholding code's type.</p>
<b>Box to include on W-2</b>	<p>Select the box where you want this withholding to print on the W-2 form. Select <b>None</b> if you do not want to print the withholding.</p> <p>For codes of type <b>Federal</b>, <b>FICA-HI</b>, and <b>FICA-OASDI</b>, you cannot edit this field.</p> <p>For codes of type <b>State</b> or <b>Local</b>, the default for this field is the <b>State</b> or <b>Local</b> field on the W-2 form. You can edit this field if you want the withholding to print in a different box.</p> <p>For codes of Type <b>401K</b>, <b>Cafeteria</b>, or <b>Other</b>, you select the box where the withholding prints, for example, <b>Box 14-Other</b>.</p>
<b>Method</b>	<p>Select the method that Vantagepoint should use to calculate the withholding. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Amount</b> — Vantagepoint withholds the amount specified in the <b>Amount/percent</b> field. Deltek recommends that you set up a company-wide amount only if all or most of your employees have the same amount withheld. Medical insurance premiums are often handled in this way.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Percentage</b> — Vantagepoint withholds the percentage specified in the <b>Amount/percent</b> field. Deltek recommends that you set up a company-wide percentage only if all or most of your employees have the same percentage withheld. You can override this percentage for the employee by setting the <b>Percentage</b> in the Withholding grid on the Payroll tab of the Employees hub.</li> <li>▪ <b>System</b> — Vantagepoint withholds the amount specified in the tax table. Select this option for any code type for which Vantagepoint has a corresponding tax table (or example, FICA, or State). Deltek sends updates to these tax tables based on tax law changes. Deltek typically sends updates mid-year and at year-end.</li> <li>▪ <b>None</b> — Vantagepoint does not use a company-wide withholding method of calculation. Calculations are made on an employee-by-employee basis.</li> </ul> <p>You can override this option for an employee in the Withholding grid on the Payroll tab of the Employees hub.</p> <p>If you select an option other than <b>System</b>, you are prompted with a warning indicating that you are not using the System method, and therefore withholdings will not be automatically updated when you update tax tables.</p>
<b>Locale</b>	<p>Select the locale tax table for calculating this withholding.</p> <p>If you select <b>Federal</b> from the <b>Type</b> field, Vantagepoint automatically selects the FE table for this field. You cannot edit this entry.</p> <p>If your locale is not listed, this means Vantagepoint does not include a tax table for your locale and/or you have not created a user-defined tax locale. You can create a user-defined tax locale on the User-Defined Tax Locale tab in Payroll Setup. This user-defined locale then displays in the <b>Locale</b> field. To enter the amount or percentage to withhold from the employee's pay, set the <b>Type</b> field to <b>Local</b>, set the <b>Method</b> field to <b>Amount, Percentage</b>, or <b>None</b>, and enter the amount or percent to withhold in the <b>Amount/percent</b> field.</p> <p>This field displays only if you set the <b>Type</b> field to <b>State</b> or <b>Local</b>.</p> <p>Run a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in Vantagepoint.</p>
<b>Amount/percent</b>	<p>If you selected <b>Amount</b> or <b>Percentage</b> from the <b>Method</b> field, enter the amount or percentage for calculating the withholding.</p> <p>When you enter withholding information for individual employees in the Withholding grid on the Payroll tab of the Employees hub form, you can override the company-wide method for calculating a</p>

Field	Description
	withholding by specifying an amount or percentage for the employee.
<b>Wage base</b>	<p>The preceding employee wage limit which this withholding is not applied. If your method is set to <b>System</b>, you cannot edit this field. The wage base, if any, is established in the Vantagepoint tax table. For example, for the FICA-OASDI code, the tax table includes the federal wage base.</p> <p>If you override this wage base for the FICA-OASDI code, by selecting a method other than <b>System</b>, remember you must update this field every year based on federal tax changes.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's gross pay reaches \$20,000, Vantagepoint no longer withholds the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, Vantagepoint applies the withholding to the first \$1,000 only.</p>
<b>Overall limit</b>	Enter the maximum withholding amount for this withholding, per employee. For example, enter the company-wide maximum for 401(k). You can override this limit per employee in the Withholding grid on the Payroll tab of the Employees hub form.
<b>Link to calculate Overall Limit</b>	<p>Use this option to select one other withholding code whose amount you want Vantagepoint to add together with the amount of the current withholding when determining if the employee has reached the overall limit. For example, you can link a 401(k) withholding with a Roth 401(k) withholding.</p> <p>When you select a withholding code in this field, Vantagepoint automatically enters the current withholding code in the <b>Link to calculate Overall Limit</b> field of the withholding code you selected. Vantagepoint also automatically updates the amount in the <b>Overall limit</b> field any time the amount is changed in either of the linked withholding code records. For example, if you link the 401(k) and the Roth 401(k) codes and you update the 401(k) <b>Overall limit</b> field from 10,000 to 11,000, Vantagepoint automatically changes the Roth 401(k) <b>Overall limit</b> to 11,000.</p> <p>Only two withholding codes can be linked at any one time. Vantagepoint does not allow you to link to a withholding code that is already linked to a separate withholding code (which would mean three withholding codes linked together).</p> <p>A 401(k) or 403(b) plan may permit an employee to designate some or all elective contributions under the plan as designated Roth contributions. A designated Roth account is a separate account under a 401(k) or 403(b) plan to which designated Roth contributions are made, and for which separate accounting of contributions, gains, and losses is maintained. Designated Roth</p>



Field	Description
	<p>contributions are treated the same as pre-tax elective contributions for most purposes. For example:</p> <ul style="list-style-type: none"> <li>They are subject to an annual individual elective contribution limit (aggregate of all designated Roth contributions and traditional, pre-tax contributions)</li> <li>They are included when determining the maximum employee and employer annual contributions</li> </ul>
<b>Default withholding for new employees</b>	<p>Select this option to set up this withholding for all new employees that will be entered in the Employees hub going forward. You add a new default withholding for an existing employee on an individual basis in the Withholding grid on the Payroll tab of the Employees hub form.</p> <p>If you select this option, you can still suppress or delete the withholding for an employee from the Withholding grid.</p>
<b>Inactivate when processing payroll</b>	<p>Select this option to exclude the withholding for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a withholding on a per-employee basis from the <b>Active</b> field on the Employees hub Withholding grid. Be aware that the setting in the Employees hub overrides this company-wide setting. For example, if you select this option to inactivate the withholding on a company-wide basis, but select <b>Active</b> for the withholding from an employee's Employees hub record, the withholding is active.</p>
<b>Exclude 401(k) amounts</b>	<p>If you select this option, Vantagepoint considers wages minus 401(k) deductions as gross pay subject to withholding for this code. 401(k) amounts are also excluded from the wage base (if you enter one). Do not select this option if you want Vantagepoint to consider wages including 401(k) deductions as gross pay subject to withholding for this code.</p> <p>This field displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> in the <b>Type</b> field or if you select a withholding type that uses a tax table (<b>State</b>, <b>Federal</b>, <b>FICA-HI</b>, <b>FICA-OASDI</b>, or <b>Local</b>), and enter a <b>Method</b> other than <b>System</b>.</p>
<b>Exclude cafeteria plan amounts</b>	<p>If you select this option, Vantagepoint considers wages minus 125/Cafeteria deductions as gross pay subject to withholding for this code. 125/Cafeteria amounts are also excluded from the wage base (if you enter one). Do not select this option if you want Vantagepoint to consider wages including 125/Cafeteria deductions as gross pay subject to withholding for this code.</p> <p>This field displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> in the <b>Type</b> field or if you select a withholding type that uses a tax</p>



Field	Description
	table ( <b>State</b> , <b>Federal</b> , <b>FICA-HI</b> , <b>FICA-OASDI</b> , or <b>Local</b> ), and enter a <b>Method</b> other than <b>System</b> .
<b>Reset limit at time of W-2 initialization</b>	Select this option to reset the amount withheld against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically restart at the beginning of a new W-2 year. If you do not select this option, Vantagepoint continues to withhold the amount or percentage until the specified limit is reached. This option displays if you select <b>401(k)</b> , <b>125/Cafeteria</b> , or <b>Other</b> for the withholding type.
<b>Default withholding amount to zero for bonus payroll</b>	Select this option to exclude this withholding from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing in the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.
<b>Print on paycheck</b>	Select this option to print accrual information on the paycheck stub. If you do not select this option, Vantagepoint does not print this information on the paycheck. You can override this company-wide setting for individual employees by selecting the appropriate option in the <b>Print on Check</b> field on the Withholding grid on the Payroll tab of the Employees hub form.
<b>Deduct before calculating with Employees holding</b>	Select any Other Pay option that you want to deduct from gross wages before calculating the current withholding. All Other Pay amounts set up on the Other Pay Setup tab of the Payroll Setup form display as selectable options.

### Additional Deductions from Wages Grid

Use this grid to define rules for excluding amounts from withholding calculation, in addition to options to exclude or include 401(k), 125 cafeteria amounts, or other pay amounts. Click **Insert** to add a withholding to the grid whose amount you want to exclude from the calculation of the current withholding.

Field	Description
<b>Withholding Code</b>	Specify the code for the withholding.
<b>Description</b>	The description for the code that you select displays in this field.

Learn More About...

You may want to review background information on withholding types and additional deduction calculations.

### Withholding Types

How Vantagepoint calculates a given withholding and how a withholding affects taxable wages depends on Configuration settings, including the withholding types that you specify.

In Configuration, you specify:

- Whether or not to exclude 401K and/or Cafeteria 125 contributions, as specified on the Payroll Withholding Setup form.
- Whether or not to deduct other pay amounts before calculating withholding, as specified on the Payroll Withholding Setup dialog box.
- User-defined instructions for determining tax calculations per withholding, as set on the Payroll Withholding Setup dialog box.

You also specify the **Withholding Type**, on the Payroll Withholding Setup form. Withholding types are standard in Vantagepoint. You can delete withholding codes created from any withholding type.

Withholding Type	Description
<b>Federal</b>	Vantagepoint calculates the federal tax withholding according to tax tables based on those that appear in IRS publications. These tax tables are based on an employee's wages, filing status, and exemptions. By default the Payroll application includes federal tax withholding and current federal tax tables. If tax tables change, Deltek notifies you when the new tax tables are available.
<b>FICA-HI</b>	Vantagepoint calculates the FICA-HI (Medicare) withholding for the pay period by multiplying the employee's gross pay for the pay period by the FICA-HI percentage. If you select this type, Deltek recommends that you select the <b>System</b> method from the <b>Method</b> field. The <b>System</b> method uses an internal Vantagepoint table to obtain the employee's and employer's percentage. The Payroll application ships with the current year's FICA-HI percentage.
<b>FICA-OASDI</b>	Vantagepoint calculates the FICA-OASDI (Old Age and Survivor Disability Insurance, Social Security) withholding for the pay period by multiplying the employee's gross pay for the pay period by the FICA-OASDI percentage. When the employee's year-to-date gross pay reaches the FICA-OASDI wage base, no more FICA-OASDI tax is withheld. If you select this type, Deltek recommends that you select the <b>System</b> method from the <b>Method</b> field. The <b>System</b> method uses an internal Vantagepoint table to obtain the employee's and employer's percentage and a wage base for each employer and employee

Withholding Type	Description
	component. The Payroll application ships with the current year's FICA-OASDI percentage and FICA-OASDI limit already in place.
<b>State</b>	Vantagepoint calculates state tax according tax tables based on IRS publications, similar to the way Vantagepoint calculates federal withholding. If your state does not have a state tax, you do not need to set up a state tax withholding.
<b>Local</b>	Vantagepoint provides local tax tables. If an employee is subject to a local tax other than those built into Vantagepoint, you can set up a local tax withholding that withholds a fixed amount or a percentage of gross pay each pay period. If this is the case, you select <b>Other</b> from the <b>Type</b> field, select <b>Amount</b> , <b>Percent</b> , or <b>None</b> as the withholding <b>Method</b> , and manually enter the amount or percent to withhold from employee pay. Be sure that <b>Local</b> is selected in the <b>Box to include on W2</b> field, to ensure that this withholding prints in the appropriate box on the W2 form.
<b>401(k)</b>	A 401(k) is a tax-deferred compensation plan in which contributions are not taxed until they are withdrawn (usually after retirement). Vantagepoint deducts a 401(k) contribution from an employee's gross pay before calculating federal and most state and local tax withholdings. Any 401(k) amount withheld is automatically printed on the W-2 Form.
<b>Cafeteria</b>	A 125/Cafeteria withholding allows an employee to select from a menu of benefits. The 125/Cafeteria withholding works the same way as the 401(k) withholding, except 125/Cafeteria plans are not subject to FICA withholdings. Some states do not allow 401(k) and/or 125/Cafeteria contributions to be deducted from gross pay for the purpose of calculating state income tax. If your state belongs to this group, Vantagepoint calculates the state tax before deducting 401(k) and 125/Cafeteria contributions.
<b>Other</b>	Any other tax/non-tax withholdings, including medical insurance, charities, and savings plans, are listed as other withholdings. You can specify a fixed amount or a percentage of the employee's gross wages to be withheld each pay period.  You can use the Additional Deductions from Wages grid on the Payroll Withholding Setup dialog box to determine how any withholding affects taxable wages. You can also create a user-defined withholding and establish your own rules for how the withholding affects taxable wages. For example, if you need a withholding that is subject to state tax but not subject to federal tax, set up a user-defined withholding. You would typically select <b>Other</b> as the <b>Withholding Type</b> for these types of company-specific withholdings.

### How the Additional Deductions from Wages Grid Works

To tell Vantagepoint to exclude Cafeteria 125 and/or 401K amounts from taxable wages, you select options on the Payroll Withholding Setup dialog box.

However, if your company has a need to exclude other types of withholdings from taxable wages, you can define these additional deductions on the Additional Deductions from Wages grid.

- **Cafeteria 125 and 401K** — You cannot add Cafeteria 125 or 401K withholdings in the Additional Deductions from Wages grid. When gross wages are calculated, Vantagepoint checks the **Exclude cafeteria plan amounts** and the **Exclude 401K amounts**, as well as the entries in the grid.
- **Lookup Determined by Sequence Number** — The withholdings lookup in the Additional Deductions from Wages grid includes only withholdings with a lower sequence number than the current withholding.
- **When an Employee Does not Have a Withholding Listed in the Grid** — If withholding A is listed in the Additional Deductions from Wages grid for withholding B, and an employee has withholding B but does not have withholding A, withholding A will calculate at zero.
- **When the Grid is Empty** — If the Additional Deductions from Wages grid is empty for a particular withholding, the gross wage calculation ignores the grid.
- **When a Negative Amount is Entered in the Grid** — If the withholding is entered as a negative amount in the Additional Deductions from Wages grid, the amount is added to gross wages.
- **When an Amount is Changed in Payroll Processing** — You can change withholding amounts at the time of processing payroll, on the Withholdings grid of the Employee Review tab of the Payroll Processing form. If you change an amount in Payroll Processing for a withholding that is associated with other withholdings via the Additional Deductions from Wages grid, the associated withholdings are automatically updated based on settings in the Additional Deductions from Wages grid.
- **Avoiding Loops in Calculation** — To avoid a loop created by a withholding calculation that involves the Additional Deductions from Wages grid, after a user chooses a withholding (for example withholding B) in the Additional Deductions from Wages grid for withholding A, withholding A will not be available for selection in Withholding B's Additional Deduction from Wages grid.

## User-Defined Tax Locale Setup

Vantagepoint comes with a set of standard state, federal, and local tax locales. If your company needs to use a locale that is not in this standard list, you can create your own tax locale.

How to...

You define the tax locales that will be available for selection on the Payroll Withholding Setup form.

### Establish User-Defined Tax Locales

You create user-defined tax locales in Payroll Settings.

Generate a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in Vantagepoint. Standard locales have a **Locale Type** of **System** on the report. User-defined locales have a **Locale Type** of **User-Defined**.

#### To create a user-defined tax locale:

1. From the desktop application Navigation menu, click **Configuration » Payroll » User Defined Tax Locale**.
2. On the grid of the User-Defined Tax Locale form, click **Insert** to add a row and specify the locale and its description.  
This locale displays as an option in the **Locale** field of the Payroll Withholding Setup form.
3. Click **Save**.

#### Fields and Options

On the User Defined Tax Locales form, you create or modify tax locales.

### User Defined Tax Locales Form

Use the User Defined Tax Locales form to add tax locales specific to your company.

#### *Display the User Defined Tax Locales Form*

You display the form in Payroll Settings.

From the desktop application Navigation menu, click **Settings » Payroll » User Defined Tax Locales**.




#### *Toolbar of the User Defined Tax Locales Form*

Use toolbar options to save your settings or to display help topics.

### Contents of the User Defined Tax Locales Form

Use the grid to create new state or local tax locale definitions.

#### Locale Grid

Field	Description
<b>Locale Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	<p>Click this option to add a state or local locale to the Locale grid. The locale that you create will be available from the drop-down list in the <b>Locale</b> field on the Payroll Withholding Setup form.</p> <p>Generate a Payroll Locale List report to view a list of all standard and/or user-defined locales available in Vantagepoint. Standard locales have a <b>Locale Type of System</b> on the report. User-defined locales have a <b>Locale Type of User-Defined</b>.</p>
 <b>Copy</b>	<p>Select a locale in the grid and click this option to copy that locale. Edit the copied locale to create a new locale.</p>
 <b>Delete</b>	<p>Select a locale in the grid and click this option to remove the locale from the grid and from the options available in the <b>Locale</b> field of the Payroll Withholding Setup form. You cannot delete locales that are in use by a withholding code defined on the Payroll Withholding Setup form.</p>
<b>Locale</b>	Enter a code for the locale.
<b>Description</b>	Enter a description for the locale. This description displays on the Payroll Locale List.
<b>Tax Type Code</b>	From the drop-down list for this field, select the type, such as City Income Tax.

## Payroll Contribution Setup

You can set up and track any employer payroll contribution as part of payroll processing.

Use this feature to do the following:

- Track 401k matching in Vantagepoint. You can track employer matching in any of the following ways:
  - Based on a percent of employee wages
  - Based on a percent of employee withholding (for example, matching 50% of a given employee's deduction)
  - Based on calculating the employer contribution on the lesser of a percent of employee wages or matching percent of employee withholding
  - By defining a cap (generally a percent of wages or percent of withholding) on the amount the employer will contribute for each payroll
  - By defining a cap on the year-to-date employer contribution
- Track employer taxes with each payroll posting.
- Tie employer taxes from payroll reports back to the General Ledger.

Your payroll administrator establishes employer payroll contribution information in several places in Vantagepoint:

- **Settings » Payroll » Contribution Codes** — Establish company-wide contribution codes.
- **Settings » Accounting » Company » Organization tab** — Determine whether or not liability credits and expense debits related to employer contributions follow the employee's organization.
- **Settings » Organization » Individual » General tab** — Select the project to use as part of posting related to employer contribution (if the **Payroll contribution expense** debit option is selected in **Settings » Accounting » Company » Organization tab**)
- **Hubs » Employees » Payroll tab** — Establish employer contribution information for individual employees on the Employee Contributions grid.

How to...

You can add, copy, or delete payroll contribution codes.

### Add a Contribution Code

After you add a contribution code in Payroll Contribution Setup, the code is available in the Employee hub.

#### To add a contribution code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.
2. On the grid toolbar of the Payroll Contribution Setup form, click **Insert**.
3. In the **Code** field on the Payroll Contribution Setup dialog box, enter a unique code for the contribution.
4. Enter a description and a credit account for the contribution, then enter any other information that applies to the contribution.
5. Click **OK**.

### Copy a Contribution Code

You can copy and modify an existing contribution code to use as the basis for a new one.

#### To copy a contribution code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.
2. On the grid of the Payroll Contributions Setup form, select the contribution code that you want to copy and click **Copy**.  
Vantagepoint adds a new row with the copied information.
3. Enter a unique code and modify the remaining information.  
You can modify the information directly in the grid or double-click anywhere in the grid and then modify information on the Payroll Contribution Setup dialog box.
4. Click **OK**.

### Delete a Contribution Code

You can delete a contribution code only if there has never been any activity posted to the contribution code and only if the code is not referenced in any employee record in the Employee hub.

#### To delete a contribution code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.
2. On the grid of the Payroll Contributions Setup form, select the code and click **Delete**.  
Vantagepoint displays the following prompt:  
Are you sure you want to delete contribution code *[code number]*?



3. Click **Yes** to delete the code.

## Fields and Options

Use the Payroll Contribution Setup form and related dialog box to specify options for employer contributions.

### Payroll Contribution Setup Form

Use the Payroll Contribution Setup form to create or delete company-wide employer payroll contributions, such as 401(k) matching amounts.

The Payroll Contribution Setup form is in grid format. To add new contributions, you click the **Insert** button on the grid toolbar to open the Payroll Contribution Setup dialog box. On this dialog box you enter information specific to each contribution. On the dialog box you can also customize how one withholding impacts another withholding's calculation. For example, you can specify that amounts from withholdings A and B should be deducted from gross pay before withholding C is calculated.

You can also create new withholdings by copying an existing contribution. To edit an existing contribution, select the row and click **Edit** to open the Payroll Contribution Setup dialog box.

#### *Display the Payroll Contribution Setup Form*

You display the form in Payroll Settings.

From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.

#### *Toolbar of the Payroll Contribution Setup Form*







Use toolbar options to save settings or to display help topics.







#### *Contents of the Payroll Contribution Setup Form*

Use the grid to create new payroll contribution codes.

### Contribution grid

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

Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Edit</b>	Click this option to open the Payroll Contribution Setup dialog and edit a contribution.
 <b>Insert</b>	Click this option to add a contribution to the Contributions grid.
 <b>Copy</b>	Click this option to copy a contribution from one row on the Contributions grid to a new row on the grid.
 <b>Delete</b>	Click this option to delete a contribution code from the Contributions grid.
<b>Code</b>	<p>Enter the contribution code. This code displays on the printed check and in the Employees hub. In addition to alphanumeric characters, Vantagepoint accepts dashes, underscores, and periods in this field.</p> <p>If your firm uses multiple companies, payroll contribution codes must be unique across all companies in your enterprise.</p>
<b>Description</b>	Enter a name or description for the contribution.
<b>Credit Account</b>	<p>Enter the expense or liability (or asset) account number to credit for amounts contributed, or click  and select the account on the Account lookup. When you post payroll, Vantagepoint credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the <b>Project</b> field.</p>
<b>Project</b>	<p>Enter the project to associate with the expense credit account or click  and select a project.</p> <p>This field displays if you enter an expense account in the <b>Credit Account</b> field. If this field displays, Vantagepoint requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead project charge type).</p>

Field	Description
<b>Phase</b>	Enter the phase to associate with the expense credit account or click  and select a phase.
<b>Task</b>	Enter the task to associate with the expense credit account or click  and select a task.
<b>Debit account</b>	<p>Enter the indirect expense, balance sheet or below the line account number to debit for amounts contributed, or click  and select the account on the Account lookup. When you post payroll, Vantagepoint debits the account entered in this field. For example, enter an employer expense for SUI indirect expense account.</p> <p>Depending on the type of account you enter in this field, you must also select a project of the appropriate charge type. For example, if you enter an indirect expense account in this field, you must also enter an indirect or overhead project number and, if applicable, phase and task numbers.</p>
<b>Project</b>	<p>Enter the project to associate with the expense debit account or click  and select a project.</p> <p>This field's display depends on the account you select in the <b>Debit Account</b> field. For example, the field displays if you enter an indirect expense account in the <b>Debit Account</b> field. If this field displays, Vantagepoint requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead or indirect project charge type).</p>
<b>Phase</b>	Enter the phase to associate with the expense debit account or click  and select a phase.
<b>Task</b>	Enter the phase to associate with the expense debit account or click  and select a task.
<b>Method</b>	<p>Select the method that Vantagepoint should use to calculate the contribution.</p> <ul style="list-style-type: none"> <li> <b>Percent of employee wages:</b> Select this method to calculate the employer contribution as a percent of an employee's wages. The wages would calculate as gross wages less 125 cafeteria (if the <b>Exclude cafeteria plan amounts</b> option is checked), less 401k (if the <b>Exclude 401(k) amounts</b> option is checked)) less any information entered in the Additional Deductions from Wages grid, less other pay amounts, if <b>Other Pay amounts</b> are checked in the Deduct before calculating withholding area. The calculation for this method is not dependant on the amount the employee had withheld. </li> </ul> <p>For example, you could set up a contribution for State Unemployment Insurance as 7% of gross wages (by entering <b>7.00</b> in the <b>Amount/Percent</b> field). If the employee's salary is \$1,000, Vantagepoint would calculate \$70 for this contribution.</p>

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Percent of employee withholding:</b> Select this method to calculate the employer contribution as a percent of the employee's withholding. You must select a withholding from the <b>Withholding</b> field when using this method.  For example, you could set up a contribution to match 50% of the employee's withholding amount for 401k (by selecting <b>401k withholding</b> from the <b>Withholding</b> field and entering <b>50.00</b> in the <b>Amount/Percent</b> field). If an employee's wages are \$1,000 and they are contributing 10% or \$100, Vantagepoint calculates the contribution as 50% of \$100, which is \$50. If this contribution has a cap on matching set at 6% (<b>6.00</b> entered in the <b>Matching rate cap</b> field), then Vantagepoint would calculate 6% of 1,000 (\$60) and then 50% of \$60 (\$30). Vantagepoint would set the employer contribution to \$30.</li> <li>▪ <b>Fixed amount:</b> Select this method to set the employer contribution as a flat dollar amount. For example, if you want to track the employer portion of health care costs, you can enter a fixed amount for each type of employee (family, single, other).</li> <li>▪ <b>Lesser of employee withholding or wages:</b> Select this method to arrive at the employer contribution amount using a formula to take a given employee withholding (for example an employee's 401(k) contribution) multiplied by the employer's matching percent rate (in the <b>Amount/Percent</b> field) and compare it to gross wages multiplied by the maximum percentage of total wages allowed by your firm. This maximum percentage is determined by the value entered in the <b>Matching rate cap</b> field. Vantagepoint compares these two amounts, selects the lesser of these two amounts to arrive at the employer contribution amount.  For example, if your gross wages are \$1000 and you have a withholding set for 401(k) employee contributions that are 10% of wages, Vantagepoint calculates the withholding amount to be \$100. In this example the employer's percentage rate is set to 50% in the <b>Amount/Percent</b> field and the <b>Matching Rate Cap</b> value is set to 6% in Payroll Contribution Setup. Using this method with this information, Vantagepoint arrives at the employer contribution amount as follows: Step 1: 50% of \$100 = \$50 Step 2: 6% of \$1,000 = \$60 Step 3: Since \$50 is less than \$60, we'll use \$50</li> </ul>
<b>Withholding</b>	<p>Select a withholding to use when calculating the current contribution amount. If you select a withholding from this field, then the taxable wages for the contribution will match the taxable wages of the withholding specified.</p> <p>The <b>Withholding</b> field displays if <b>Percent of employee withholding</b> or <b>Lesser of employee withholding or wages</b> is selected from the <b>Method</b> field.</p>

Field	Description
<b>Matching rate table</b>	<p>Select a contribution rate table to use to determine your firm's employer contribution matching amount when different matching percentages are applied to different percentages of deferred compensation. This would be the case if you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%.</p> <p>If a Matching rate table is selected, this overrides any value entered in the <b>Amount/Percent</b> field on the Payroll Contribution Setup form.</p>
<b>Amount/percent</b>	<p>Enter the amount or percent to use when calculating the contribution. How Vantagepoint uses the value entered here depends on the method that you selected from the <b>Method</b> field.</p> <p>When you enter contribution information for individual employees in the Employer Contribution grid of the Payroll tab in the Employees hub. You can override the company-wide method for calculating a contribution by specifying an amount or percentage for the employee.</p>
<b>Rate cap</b>	<p>Use this field if you have selected to calculate your employer contribution based on the employee's withholdings (<b>Percent of employee withholdings</b>, or <b>Lesser of employee withholding or wages</b> selected from the <b>Method</b> field), and you want to set a maximum limit for the amount you contribute.</p> <p>Enter the maximum amount to contribute in this field. For example, you may match 100% of your employees withholdings up to 6% of the employee wages. If you establish a maximum of 6% of a given employee's wages and that employee contributes 10% of their wages, the contribution still remains at 6%.</p>
<b>Wage base</b>	<p>The preceding employee wage limit which this contribution is not applied. For example, in some states you are only subject to State Unemployment Insurance for employee salary up to a certain wage base.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's wages subject to this contribution (gross less any deductions) reaches \$20,000, Vantagepoint no longer contributes the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, Vantagepoint applies the contribution to the first \$1,000 only.</p>
<b>Overall limit</b>	<p>Enter the maximum contribution amount for this contribution, per employee. For example, enter the company-wide maximum for 401(k) matching. You can override this limit per employee on the Employer Contribution grid of the Payroll tab in Employees hub.</p>
<b>Default for new employee</b>	<p>Select this option to set up this contribution for all new employees that will be entered in the Employees hub going forward.</p> <p>Adding a new default contribution for existing employees must be done on an individual basis, on the Employer Contribution grid of the Payroll tab in the Employees hub.</p> <p>If you select this option, you can still suppress (make inactive) or delete the contribution on the Employer Contribution grid of the Payroll tab in Employees hub.</p>

Field	Description
<b>Inactivate</b>	<p>Select this option to exclude the contribution for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a contribution on a per-employee basis in the <b>Active</b> field on the Employer Contribution grid of the Payroll tab in Employees hub. Be aware that the setting in the Employees hub overrides this company-wide setting. For example, if you select this option to inactivate the contribution on a company-wide basis, but select <b>Active</b> for the contribution from an employee's Employees hub record, the contribution is active.</p>
<b>Exclude 401(k)</b>	<p>If you select this option, Vantagepoint considers wages <b>minus</b> 401(k) deductions as gross pay subject to contribution. Do not select this option if you want Vantagepoint to consider wages <b>including</b> 401(k) deductions as gross pay subject to contribution.</p> <p>Vantagepoint disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vantagepoint uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).</p>
<b>Exclude cafeteria</b>	<p>If you select this option, Vantagepoint considers wages <b>minus</b> 125/Cafeteria deductions as gross pay subject to withholding. Do not select this option if you want Vantagepoint to consider wages <b>including</b> 125/Cafeteria deductions as gross pay subject to withholding.</p> <p>Vantagepoint disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vantagepoint uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).</p>
<b>Reset limit</b>	<p>Select this option to reset the amount contributed against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically be restarted at the beginning of a new W-2 year.</p> <p>If you do not select this option, Vantagepoint continues to contribute the amount or percentage until the specified limit is reached.</p>
<b>Default to zero for bonus</b>	<p>Select this option to exclude this contribution from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing on the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.</p>
<b>W-2 Box</b>	<p>Select the box in which you want this contribution to print on the W-2 form. Select <b>None</b> if you do not want to print the contribution.</p>

### Payroll Contribution Setup Dialog Box

Use the Payroll Contribution Setup dialog box to establish a set of company-wide employer contribution codes, such as employer 401(k) matching, to be used when processing employee payroll.

#### *Display the Payroll Contribution Setup Dialog Box*

You display the form in Payroll Settings.

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.
2. On the grid toolbar, click **Insert**.

#### *How the Additional Deductions from Wages Grid Works*

To tell Vantagepoint to exclude Cafeteria 125 and/or 401K amounts from taxable wages, you select options on the Payroll Withholding Setup dialog box.






However, if your company has a need to exclude other types of withholdings from taxable wages, you can define these additional deductions on the Additional Deductions from Wages grid.

- **Cafeteria 125 and 401K** — You cannot add Cafeteria 125 or 401K withholdings in the Additional Deductions from Wages grid. When gross wages are calculated, Vantagepoint checks the **Exclude cafeteria plan amounts** and the **Exclude 401K amounts**, as well as the entries in the grid.
- **Lookup Determined by Sequence Number** — The withholdings lookup in the Additional Deductions from Wages grid includes only withholdings with a lower sequence number than the current withholding.
- **When an Employee Does not Have a Withholding Listed in the Grid** — If withholding A is listed in the Additional Deductions from Wages grid for withholding B, and an employee has withholding B but does not have withholding A, withholding A will calculate at zero.
- **When the Grid is Empty** — If the Additional Deductions from Wages grid is empty for a particular withholding, the gross wage calculation ignores the grid.
- **When a Negative Amount is Entered in the Grid** — If the withholding is entered as a negative amount in the Additional Deductions from Wages grid, the amount is added to gross wages.
- **When an Amount is Changed in Payroll Processing** — You can change withholding amounts at the time of processing payroll, on the Withholdings grid of the Employee Review tab of the Payroll Processing form. If you change an amount in Payroll Processing for a withholding that is associated with other withholdings via the Additional Deductions from Wages grid, the associated withholdings are automatically updated based on settings in the Additional Deductions from Wages grid.
- **Avoiding Loops in Calculation** — To avoid a loop created by a withholding calculation that involves the Additional Deductions from Wages grid, after a user chooses a




withholding (for example withholding B) in the Additional Deductions from Wages grid for withholding A, withholding A will not be available for selection in Withholding B's Additional Deduction from Wages grid.

#### *Contents of the Payroll Contribution Setup Dialog Box*

Set up contribution codes and specify related accounts and projects.

Field	Description
<b>Code</b>	<p>Enter the contribution code. This code displays on the printed check and in the Employees hub. In addition to alphanumeric characters, Vantagepoint accepts dashes, underscores, and periods in this field.</p> <p>If your firm uses multiple companies, payroll contribution codes must be unique across all companies in your enterprise.</p>
<b>Description</b>	Enter a name or description for the contribution.
<b>SUI</b>	<p>Select this option if a payroll contribution is being used to track State Unemployment Insurance. If this field is checked, when you print the SUI worksheet under payroll reports, you can select contribution codes defined as SUI from the <b>State</b> field on the General tab of the Options dialog for the SUI Worksheet, in addition to all the states.</p>
<b>Credit account</b>	<p>Enter the expense or liability (or asset) account number to credit for amounts contributed, or click  and select the account on the Account Lookup. When you post payroll, Vantagepoint credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the <b>Project</b> field.</p>
<b>Project</b>	<p>Enter the project to associate with the expense credit account or click  and select a project.</p> <p>This field displays if you enter an expense account in the <b>Credit Account</b> field. If this field displays, Vantagepoint requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead project charge type).</p>
<b>Phase</b>	Enter the phase to associate with the expense credit account or click  and select a phase.
<b>Task</b>	Enter the task to associate with the expense credit account or click  and select a task.
<b>Debit account</b>	<p>Enter the indirect expense, balance sheet or below the line account number to debit for amounts contributed, or click  and select the account on the</p>



Field	Description
	<p>Account Lookup. When you post payroll, Vantagepoint debits the account entered in this field. For example, enter an employer expense for SUI indirect expense account.</p> <p>Depending on the type of account you enter in this field, you must also select a project of the appropriate charge type. For example, if you enter an indirect expense account in this field, you must also enter an indirect or overhead project number and, if applicable, phase and task numbers.</p>
<b>Project</b>	<p>Enter the project to associate with the expense debit account or click  and select a project.</p> <p>This field's display depends on the account you select in the <b>Debit Account</b> field. For example, the field displays if you enter an indirect expense account in the <b>Debit Account</b> field. If this field displays, Vantagepoint requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead or indirect project charge type).</p>
<b>Phase</b>	<p>Enter the phase to associate with the expense debit account or click  and select a phase.</p>
<b>Task</b>	<p>Enter the phase to associate with the expense debit account or click  and select a task.</p>
<b>Method</b>	<p>Select the method that Vantagepoint should use to calculate the contribution.</p> <ul style="list-style-type: none"> <li> <b>Percent of employee wages:</b> Select this method to calculate the employer contribution as a percent of an employee's wages. The wages would calculate as gross wages less 125 cafeteria (if the <b>Exclude cafeteria plan amounts</b> option is checked), less 401k (if the <b>Exclude 401(k) amounts</b> option is checked)) less any information entered in the Additional Deductions from Wages grid, less other pay amounts, if <b>Other Pay amounts</b> are checked in the Deduct before calculating withholding area. The calculation for this method is not dependant on the amount the employee had withheld. <p>For example, you could set up a contribution for State Unemployment Insurance as 7% of gross wages (by entering <b>7.00</b> in the <b>Amount \percent</b> field). If the employee's salary is \$1,000, Vantagepoint would calculate \$70 for this contribution.</p> </li> <li> <b>Percent of employee withholding:</b> Select this method to calculate the employer contribution as a percent of the employee's withholding. You must select a withholding from the <b>Withholding</b> field when using this method. <p>For example, you could set up a contribution to match 50% of the employee's withholding amount for 401k (by selecting <b>401k withholding</b> from the <b>Withholding</b> field and entering <b>50.00</b> in the</p> </li> </ul>

Field	Description
	<p><b>Amount\percent</b> field). If an employee's wages are \$1,000 and they are contributing 10% or \$100, Vantagepoint calculates the contribution as 50% of \$100, which is \$50. Note that if this contribution has a cap on matching set at 6% (<b>6.00</b> entered in the <b>Matching rate cap</b> field), then Vantagepoint would calculate 6% of 1,000 (\$60) and then 50% of \$60 (\$30). Vantagepoint would set the employer contribution to \$30.</p> <ul style="list-style-type: none"> <li>▪ <b>Fixed amount:</b> Select this method to set the employer contribution as a flat dollar amount. For example, if you want to track the employer portion of health care costs, you can enter a fixed amount for each type of employee (family, single, other).</li> <li>▪ <b>Lesser of employee withholding or wages:</b> Select this method to arrive at the employer contribution amount using a formula to take a given employee withholding (for example an employee's 401(k) contribution) multiplied by the employer's matching percent rate (in the <b>Amount/Percent</b> field) and compare it to gross wages multiplied by the maximum percentage of total wages allowed by your firm. This maximum percentage is determined by the value entered in the <b>Matching rate cap</b> field. Vantagepoint compares these two amounts, selects the lesser of these two amounts to arrive at the employer contribution amount.</li> </ul> <p>For example, if your gross wages are \$1000 and you have a withholding set for 401(k) employee contributions that are 10% of wages, Vantagepoint calculates the withholding amount to be \$100. In this example the employer's percentage rate is set to 50% in the <b>Amount/Percent</b> field and the <b>Matching Rate Cap</b> value is set to 6% in Payroll Contribution Setup. Using this method with this information, Vantagepoint arrives at the employer contribution amount as follows:</p> <p>Step 1: 50% of \$100 = \$50  Step 2: 6% of \$1,000 = \$60  Step 3: Since \$50 is less than \$60, we'll use \$50</p>
<b>Withholding</b>	<p>Select a withholding to use when calculating the current contribution amount. If you select a withholding from this field, then the taxable wages for the contribution will match the taxable wages of the withholding specified.</p> <p>The <b>Withholding</b> field displays if <b>Percent of employee withholding</b> or <b>Lesser of employee withholding or wages</b> is selected from the <b>Method</b> field.</p>
<b>Matching rate table</b>	<p>Select a contribution rate table to use to determine your firm's employer contribution matching amount when different matching percentages are applied to different percentages of deferred compensation. This would be the case if you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%.</p> <p>If a Matching rate table is selected, this overrides any value entered in the <b>Amount\percent</b> field on the Payroll Contribution Setup form.</p>

Field	Description
<b>Amount/percent</b>	<p>Enter the amount or percent to use when calculating the contribution. How Vantagepoint uses the value entered here depends on the method you selected from the <b>Method</b> field.</p> <p>When you enter contribution information for individual employees in the Employer Contribution grid of the Payroll tab in Employee hub. You can override the company-wide method for calculating a contribution by specifying an amount or percentage for the employee.</p>
<b>Matching rate cap</b>	<p>Use this field if you have selected to calculate your employer contribution based on the employee's withholdings (<b>Percent of employee withholdings</b>, or <b>Lesser of employee withholding or wages</b> selected from the <b>Method</b> field), and you want to set a maximum limit for the amount you contribute.</p> <p>Enter the maximum amount to contribute in this field. For example, you may match 100% of your employees withholdings up to 6% of the employee wages. If you establish a maximum of 6% of a given employee's wages and that employee contributes 10% of their wages, the contribution still remains at 6%.</p>
<b>Wage base</b>	<p>The preceding employee wage limit which this contribution is not applied. For example, in some states you are only subject to State Unemployment Insurance for employee salary up to a certain wage base.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's wages subject to this contribution (gross less any deductions) reaches \$20,000, Vantagepoint no longer contributes the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, Vantagepoint applies the contribution to the first \$1,000 only.</p>
<b>Overall limit</b>	<p>Enter the maximum contribution amount for this contribution, per employee. For example, enter the company-wide maximum for 401(k) matching. You can override this limit per employee on the Employer Contribution grid of the Payroll tab in Employee hub.</p>
<b>Default contribution for new employees</b>	<p>Select this option to set up this contribution for all new employees that will be entered in the Employee hub going forward.</p> <p>Adding a new default contribution for existing employees must be done on an individual basis, on the Employer Contribution grid of the Payroll tab in the Employee hub.</p> <p>If you select this option, you can still suppress (make inactive) or delete the contribution on the Employer Contribution grid of the Payroll tab in Employee hub.</p>
<b>Inactivate when processing payroll</b>	<p>Select this option to exclude the contribution for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a contribution on a per-employee basis from the <b>Active</b> field on the Employer Contribution grid of the Payroll tab in Employee hub. Be aware that the setting in the Employee hub overrides this company-wide setting. For example, if you select this option to inactivate the</p>

Field	Description
	contribution on a company-wide basis, but select <b>Active</b> for the contribution from an employee's Employee hub record, the contribution is active.
<b>Exclude 401(k) amounts</b>	<p>If you select this option, Vantagepoint considers wages <b>minus</b> 401(k) deductions as gross pay subject to contribution. Do not select this option if you want Vantagepoint to consider wages <b>including</b> 401(k) deductions as gross pay subject to contribution.</p> <p>Vantagepoint disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vantagepoint uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).</p>
<b>Exclude cafeteria plan amounts</b>	<p>If you select this option, Vantagepoint considers wages <b>minus</b> 125/Cafeteria deductions as gross pay subject to withholding. Do not select this option if you want Vantagepoint to consider wages <b>including</b> 125/Cafeteria deductions as gross pay subject to withholding.</p> <p>Vantagepoint disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vantagepoint uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).</p>
<b>Reset limit at time of W-2 initialization</b>	<p>Select this option to reset the amount contributed against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically be restarted at the beginning of a new W-2 year.</p> <p>If you do not select this option, Vantagepoint continues to contribute the amount or percentage until the specified limit is reached.</p>
<b>Default contribution amount to zero for bonus payroll</b>	<p>Select this option to exclude this contribution from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing on the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.</p>
<b>Box to include on W-2</b>	<p>Select the box where you want this contribution to print on the W-2 form. Select <b>None</b> if you do not want to print the contribution.</p>
<b>Deduct before calculating contribution</b>	<p>Select any Other Pay option that you want to deduct from gross wages before calculating the current contribution. All Other Pay amounts set up on the Other Pay Setup tab of the Payroll Setup form display as options you can select.</p> <p>Vantagepoint does not display this option if you select a withholding from the <b>Withholding</b> field. When a withholding is specified, Vantagepoint uses the wages associated with the withholding to calculate the contribution.</p>

### Additional Deductions from Wages Grid

You use this grid to determine the wages associated with the current contribution, in addition to options to exclude or include 401(k), 125 cafeteria amounts, or other pay amounts.

Click **Insert** to add a withholding to the grid whose amount you want to exclude from the calculation of the current contribution. For example, if the contribution is calculated on a percent of wages that should be gross less withholding A, insert withholding A into the Additional Deductions from Wages grid.

Vantagepoint disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vantagepoint uses the wages associated with the withholding to calculate the contribution.

Field	Description
<b>Withholding Code</b>	Specify the code for the withholding.
<b>Description</b>	The description for the code that you select displays in this field.

## Employer Contribution Rate Table

You can set up a Contribution Rate Table if your firm bases its employer matching percentage on the employee's withheld percentage.

You may want to use this feature to implement the safe-harbor alternative matching contribution basic plan. The safe harbor contribution alternative plan is an employer matching contribution. The basic safe-harbor matching contribution is defined as a 100% match on the first 3% of compensation deferred and a 50% match on deferrals between 3% and 5%.

Important information about establishing employer payroll contribution rate tables in Vantagepoint:

- **Payroll Contribution Setup** — Specify a rate table to use for a given contribution in the **Matching rate table** field on the Payroll Contribution Setup form.
- **Employees hub, Payroll tab** — When a contribution code is associated with a contribution rate table, you cannot override the selection by entering values in the **Amount** or **Percent** fields from the Payroll tab of the Employees hub. These fields will not be enabled.

How to...

You can add employer contribution rate tables in Settings.

### Add a Contribution Rate Table

Add an entry in the Contribution Rate Table grid to specify the percentage of your firm's match for a range of employee deferred compensation.

#### To add a contribution rate table:

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Rate Table**.
2. Click **New** and then click **New Contribution Rate Table**.
3. In the **Table Number** field, enter a unique table number.
4. In the **Table Name** field, enter a descriptive name for the rate table.
5. On the grid of the Contribution Rate Table form, click **Insert**.
6. Specify the percentages.
7. Click **Save**.

#### Fields and Options

Use the Contribution Rate Table form to set up employer contribution rate tables.

### Contribution Rate Table Form

Use the Contribution Rate Table form to set up a table that determines your firm's employer matching percentage amount when it bases its contribution percentage on the employee's withholding percent.

For example, if you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%, you can set up this schedule in a contribution rate table.

#### *Display the Contribution Rate Table Form*



You display the form in Payroll Settings.

From the desktop application Navigation menu, click **Settings » Payroll » Contribution Rate Tables**.

*Toolbar of the Contribution Rate Table Form*

Use toolbar options to create or delete contribution rate tables and display help topics.

**Contents**

Field	Description
 <b>New</b>	<p>After you click this option, select one of the following:</p> <ul style="list-style-type: none"> <li>Click <b>New Contribution Rate Table</b> to open a blank table form. Use the blank table form to create a new table.</li> <li>Click <b>Copy Current Contribution Rate Table</b> to copy the current table information to a blank table form. You can then edit the copied table to create a new table.</li> <li>Click <b>Select Contribution Rate Table to Copy</b> to open the Labor Rate Tables Lookup and select a table to copy. You can then edit the copied table to create a new table.</li> </ul>
 <b>Delete Contribution Rate Table</b>	<p>Open a Contribution Rate table and click <b>Delete Contribution Rate Table</b> to delete the table.</p> <p>To delete a table entry, select a row and click <b>Delete</b> on the grid toolbar.</p>



*Contents of the Contribution Rate Table Form*

Specify table numbers, names, and contribution rates on the form.

Field	Description
<b>Table Number</b>	Enter a unique number by which to identify this table. You may want to assign a sequential number to help you quickly identify tables.
<b>Table Name</b>	Enter a name for the table.

**Contribution Rates Grid**

Field	Description
<b>Contribution Rates Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to add a row where you can specify the deferred compensation percentage range and the contribution percentage that Vantagepoint will apply to amounts in that range to determine your firm's matching amount.
 <b>Delete</b>	Select the row in the grid to delete and then click this option.
<b>Percent over</b>	<p>The value in this field and the next field determine the percent that you match (contribution percent) on a given employee's deferred compensation amount (withholding). Enter a value in this field to determine the beginning of this range. For example, to apply the contribution percent to all employee withholding amounts between 0% and 3% of the withholding amount, enter 0.00 in this field.</p> <p>The value in this field must be less than or equal to the value in the <b>Percent up to and including</b> field. Ranges in this grid table cannot overlap. For example, if you insert two rows, and row one's range is from 2-5%, then row two's range cannot be 3-7%. There can be no gaps between ranges. For example, if you insert two rows, and row one's range is 2-5%, row two cannot be 6-8% because the gap from 5-6% is undefined.</p> <p>If an employee contributes a fixed amount rather than a percentage of wages, Vantagepoint must turn this amount into a percentage for the contribution rate table to function properly. Vantagepoint calculates the employee's contribution percentage by taking the contribution amount divided by the contribution wages.</p> <p>The subject to tax amount for the contribution is determined in employer Payroll Contribution Setup. It is not obtained from the subject to tax wages for the linked withholding, if there is a withholding linked via the <b>Withholding</b> field of Payroll Contribution Setup to this contribution code. This could mean that the wages used to determine your employer contribution calculation can differ from (or be the same as) the wages used to determine the employee's percentage of contribution calculation.</p>
<b>Percent up to and including</b>	The value in this field and the previous field determine the percent of the employer match (contribution percent) on the amount of a given employee's withholding. Enter a value in this field to determine the end of this range. For example, to apply the contribution percent to all employee withholding amounts between 0% and 3% of the withholding amount, enter 3.00 in this field.



Field	Description
<b>Contribution Percent</b>	This is the percent that will be applied to the amount of a given employee's deferred wages to determine the amount your firm will match. For example, if you would match 100% on the first 3% of compensation deferred (withholding) and 50% on amounts between 3% and 5%, you would enter two rows in the grid. You would enter a value of 100.00 in the <b>Contribution Percent</b> field in the first row. You would enter a value of 50.00 in the <b>Contribution Percent</b> field in the second row.

## Organization Setup and Payroll

If your company uses the Organization Reporting feature, you can configure Vantagepoint to post implicit postings by individual organization or to aggregate them to one default organization.

How to...

You can configure posting options for payroll and for certain employee contributions.

### Configure Vantagepoint to Post Payroll by Individual Organization

You can configure Vantagepoint to post and track payroll by individual Organization, or aggregate this information to a default Organization you specify on the Organization General Setup form.

#### To track and post payroll by individual organization:

1. From the desktop application Navigation menu, click **Settings » Organization » General**.
2. Select one or more of the following options:

Option	Description
<b>Maintain separate balance sheets by Organization</b>	Select this option to have Vantagepoint track every Balance Sheet transaction, including payroll, by organization, enabling you to print a separate Balance Sheet for each organization you have established. You must select this option to select the <b>Payroll liability distribution credit or Payroll (FICA) expense debit</b> options. If you do not select this option, you are telling Vantagepoint to track all Balance Sheet transactions under one default organization, as specified in the <b>Default Organization</b> field, rather than breaking out detail by individual organization.
<b>Payroll liability distribution credit</b>	Select this option to show payroll liability distribution credits by organization. Selecting this option displays the <b>Payroll liability distribution credit</b> fields on the General tab of the Individual Organization Setup form. When you run payroll with this option

Option	Description
	<p>selected, Vantagepoint does the following to determine which organization to credit:</p> <ul style="list-style-type: none"> <li>Looks up the employee's organization (specified in the Employees hub) from the Individual Organization Setup and searches that Organization's <b>Payroll liability distributions credit</b> project number, as specified on the General tab.</li> <li>Looks up that project number in the Project hub to search the Organization associated with the project.</li> <li>Credits that Organization.</li> </ul> <p>You must select <b>Maintain separate balance sheets by Organization</b> to select this option.</p> <p>If you do not select this option, you are telling Vantagepoint you want to post payroll liability to a default organization, rather than breaking out the liabilities by individual organization. In this case, you must specify the default organization from the <b>Payroll liability Organization if not distributing</b> field.</p>
<b>Payroll (FICA) expense debit</b>	<p>Select this option to show the employer's FICA expense by organization. Selecting this option displays the <b>Payroll (FICA) expense debit</b> fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, Vantagepoint does the following to determine which organization to credit:</p> <ul style="list-style-type: none"> <li>Looks up the employee's organization (specified in the Employees hub) from Individual Organization Setup and searches that Organizations' <b>Payroll (FICA) expense debit</b> project number, as specified on the General tab.</li> <li>Looks up that project number in the Projects hub to search its organization.</li> <li>Credits the organization.</li> </ul> <p>You must select <b>Maintain separate balance sheets by Organization</b> to select this option.</p>

- Click **Save**.
- From the Navigation menu, click **Settings » Organization » Individual**.
- Open an organization to specify liability distribution credit, contribution liability distribution credit, contribution expense debit and/or FICA expense debit projects.
- Enter information in the following fields:

- **Payroll liability distribution credit** — Select the project, phase (if any), and task (if any) to use for the liability posting for employees associated with this organization in the payroll run.
- **Payroll (FICA) expense debit** — Select the project, phase (if any), and task (if any) to use for the FICA expense posting for employees associated with this organization in the payroll run.

7. Click **Save**.

#### Configure Vantagepoint to Post Payroll to an Organization-specific Bank Code

You can configure Vantagepoint to post payroll using the default bank code specified for the entire company on the Payroll Setup form, or to post payroll to a bank code associated with an individual Organization on the Individual Organization Setup form.

#### To configure Vantagepoint to post payroll to banks associated with individual organizations:

1. From the desktop application Navigation menu, click **Settings » Organization » General**.
2. On the General tab of the Individual Organization Setup form, select the following options to display the **Payroll Default Bank** field:

Option	Description
<b>Maintain separate balance sheets by Organization</b>	Select this option to have Vantagepoint track every Balance Sheet transaction, including payroll, by organization, enabling you to print a separate Balance Sheet for each organization you have established.
<b>Payroll liability distribution credit</b>	Select this option to show payroll liability distribution credits by organization and to display the Payroll Default Bank field on the General tab of the Individual Organization Setup form. You must select <b>Maintain separate balance sheets by Organization</b> to select this option.

3. Click **Save**.
4. From the Navigation menu, click **Settings » Organization » Individual**.
5. Open the organization(s) for which you want to specify a payroll default bank to override the company default.
6. In the **Payroll Default Bank** field, select the bank code to associate with this organization.
7. Click **Save**.

## Configure Vantagepoint to Post Contribution Expenses and Liabilities to an Employee's Organization

You can post expenses and liabilities related to employer payroll contributions by an employee's organization.

If you follow these steps to configure Vantagepoint so that the majority of your contributions follow the employee's Organization, you can still override the organization for a particular contribution and post employer payroll contributions to the project set up in Payroll Contribution Setup. For example, if all your contributions should follow the employee's organization with the exception of 401k, you could choose to distribute the debits and credits in the Accounting Company Settings form, and then enter a project in the **Project** field on the Payroll Contribution Setup form for the 401K contribution.

### To track and post employer contributions by individual organization:

1. From the desktop application Navigation menu, click **Settings » Accounting » Company**.
2. Click the Organization tab.
3. Select one or more of the following options:

Option	Description
<b>Payroll contribution expense debit</b>	<p>Select this option to show the employer's payroll contribution expense by organization. Selecting this option displays the Payroll contribution expense debit fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, Vantagepoint does the following to determine which organization to credit.</p> <ul style="list-style-type: none"> <li>▪ Looks up the employee's organization (specified in the Employees hub) from Individual Organization Setup and finds that Organization's <b>Payroll contribution expense debit</b> project number, as specified on the General tab.</li> <li>▪ Looks up that project number in the Projects hub to find its organization.</li> <li>▪ Credits the organization.</li> </ul> <p>You must select <b>Maintain separate balance sheets by Organization</b> to select this option.</p>
<b>Payroll contribution liability distribution credit</b>	<p>Select this option to show payroll employer contribution liability distribution credits by organization. Selecting this option displays the <b>Payroll contribution liability distribution credit</b> fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, Vantagepoint does the following to determine which organization to credit.</p>

Option	Description
	<ul style="list-style-type: none"> <li>Looks up the employee's organization (specified in the Employees hub) from the Individual Organization Setup and finds that Organization's <b>Payroll contribution liability distributions credit</b> project number, as specified on the General tab.</li> <li>Looks up that project number in the Projects hub to find the Organization associated with the project.</li> <li>Credits that Organization.</li> </ul> <p>You must select <b>Maintain separate balance sheets by Organization</b> to select this option.</p>

- Click **Save**.
- From the Navigation menu, click **Settings » Organization » Individual**.
- Open an organization to specify contribution liability distribution credit and/or contribution expense debit projects.
- In the **Payroll Contribution liability distribution credit** field, select the project, phase (if any), and task (if any) to use for the contribution liability posting for employees associated with this organization in the payroll run.
- In the **Payroll contribution expense debit** field, select the project, phase (if any), and task (if any) to use for the contribution expense posting for employees associated with this organization in the payroll run.
- Click **Save**.

Learn More About...

You may find it helpful to read conceptual material about setting up Vantagepoint to post contribution expenses and liabilities.

### Configuring Vantagepoint to Post Contribution Expenses and Liabilities to the Project Set Up in Payroll Contribution Setup

You can configure Vantagepoint to post employer payroll contributions by an employee's organization or by the organization specified in Payroll Contribution Setup.

When you do not select the **Payroll contribution expense** debit or the **Payroll contribution liability distribution** credit options on **Settings » Accounting » Company » Organization tab**, Vantagepoint uses the project specified for the expense or liability posting on the Payroll Contribution Setup form (**Settings » Payroll » Contribution Codes**).

If these options are selected, Vantagepoint posts expenses to the employee's organization.

## Purchasing and Inventory Settings (Desktop)

When you configure Purchasing and Inventory, you establish purchasing and inventory items, item categories, inventory locations, units of measure, shipping addresses, bill-to codes, and the buyers and approvers, all at a system level for your firm.

If you have multiple companies, you also specify the purchasing and inventory settings for your company and each company that you have in Vantagepoint.

**Purchasing & Inventory** displays in the Vantagepoint Settings menu after you activate the Purchasing application or Asset Management application on the Modules tab in **Settings » General System** in the browser application.

If you have the Asset Management application activated, but not the Purchasing application, you can access only the following menu items from the Purchasing & Inventory menu:



- **System » Items Categories tab**
- **Company » Items Categories tab**
- **Items Master » General tab**

On these tabs, you establish the item categories and purchasing items that will be used to create equipment items in the Equipment hub, which is the foundation for the Asset Management application.

## Set Up Purchasing Alerts







Use the purchasing alerts to specify who gets alerts, when, and under what conditions.




### To set up purchasing alerts:

1. On the desktop application Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
2. In the Alerts grid, select the row that displays the alert in the **Alert** field.
3. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
4. Click  **Options** to display the alert configuration dialog box where you can select an existing alert rule or to create a new rule.  
If a rule was already assigned to this alert, **<options selected>** displays in this field.
5. To remove the option for this alert, delete **<options selected>**.
6. Click  **Save**.

## Checklist: Setting Up Inventory

Before you use Inventory, you must enable and configure the Inventory application. If you are new to Inventory, you may find it helpful to review a checklist of the setup steps.

Step	Description
1	In <b>Settings » Security » Roles</b> , make sure that you are fully permitted to use both <b>Settings » Purchasing and Inventory</b> and <b>Settings » Accounting » Units</b> .
2	Create an inventory common project in <b>Hubs » Projects</b> . If your firm uses multiple companies, create an inventory common project in each company. The project can be the same project for all companies, if the project is available to all companies.
3	For each item category, set up an inventory account in <b>Settings » Accounting » Chart of Accounts</b> .
4	<p><b>Enable the Inventory application at the company level.</b></p> <p>From the Navigation menu, select <b>Settings » Purchasing and Inventory » Company</b>.</p> <ol style="list-style-type: none"> <li>On the Inventory tab: <ol style="list-style-type: none"> <li>Select the <b>Enable Inventory</b> option.</li> <li>In the Locations grid, click  <b>Insert</b> and add a minimum of one <b>Location</b>. Select it from the drop-down list in the <b>Defaults/Location</b> field.</li> <li>Make sure that the Manager grid has your name, and that your name has the <b>Add Inv Item</b> option selected.</li> <li>Click  in the <b>Inventory Common</b> field and select the inventory common project from the project lookup list.</li> <li>Select the other options as needed, referring to the online help for information.</li> </ol> </li> <li>On the Item Categories tab, for each category, click  and select the inventory account from the account lookup list. Click  <b>Save</b>.</li> <li>On the General tab, look at the option settings and change them as needed. Click  <b>Save</b>.</li> <li>Click  <b>Print</b> to create a report of the settings you specified on each tab.</li> </ol>
5	<b>Make Inventory active at the system level:</b>

Step	Description
	<p>From the Navigation menu, select <b>Settings » Purchasing and Inventory » System</b>.</p> <ol style="list-style-type: none"> <li>1. Complete the grids on the Inventory tab and click  <b>Save</b>.</li> <li>2. Click  <b>Print</b> to create a report of the settings you specified on each tab.</li> </ol>
6	<p><b>Add or designate inventory items.</b></p> <p>From the Navigation menu, select <b>Settings » Purchasing and Inventory » Items Master</b>.</p> <ol style="list-style-type: none"> <li>1. Click  <b>Search</b> and select the item record(s) from the lookup list.</li> <li>2. On the Inventory tab, select the <b>Inventory Item</b> option to mark an item as an inventory item.</li> <li>3. For each inventory item you are defining, enter data in all of the fields on this tab for each inventory item.</li> <li>4. From the menu toolbar, select <b>New » New Item</b> to add new items as needed.</li> <li>5. On the Inventory tab, select the <b>Inventory Item</b> option as needed to mark an item as an inventory item.</li> </ol>
7	Link each inventory item to a unit table by <a href="#">adding the item as a unit</a> .
8	<p>Change each inventory item's quantity and cost to align with your firm's historical data.</p> <ol style="list-style-type: none"> <li>1. From the Navigation menu, select <b>Inventory » Inventory Transactions » Quantity Adjustments</b>.</li> <li>2. Enter data for the <b>Quantity on Hand</b> and <b>Average Actual Cost</b> for each inventory item.</li> </ol>

## Fields and Options

Use the Purchasing and Inventory System Settings, Purchasing and Inventory Company Settings, Items Master forms, and Purchasing Alerts to configure purchasing and inventory.

### Purchasing and Inventory System Settings Form

Use the Purchasing and Inventory System Settings form to establish item categories, units of measure, purchase order change and cancellation reason codes, and inventory settings.




### Display the Purchasing and Inventory System Settings Form

You display the Purchasing and Inventory System Settings form in Purchasing and Inventory Settings.

From the desktop application Navigation menu, click **Settings » Purchasing and Inventory » System**.

### Toolbar of Purchasing and Inventory System Settings Form

Use the Purchasing and Inventory System Settings toolbar to save your configuration entries and generate the Purchasing and Inventory System Settings Report. The report shows the configuration settings that are in the Vantagepoint database now.

Field	Description
 <b>Print</b>	Click this button to generate the Purchasing and Inventory System Settings Report. The report shows the configuration settings that are specified now on the Item Categories, U/M, Reason/Quality, and Inventory tabs.

### Item Categories Tab of Purchasing and Inventory System Settings Form

Use the Item Categories tab to set up categories for purchase order and inventory items.

Enter the item categories that all of your companies use if your firm has multiple companies in Vantagepoint. You also must specify the item categories that you want each company to use on the Item Categories tab in **Settings » Purchasing & Inventory » Company**. The item categories that you add in Purchasing & Inventory System Settings display in the drop-down list in the **Category** field on the Item Categories tab In Purchasing & Inventory Company Settings. In Purchasing & Inventory Company Settings, you also specify other information for item categories, such as general ledger accounts and other information such as whether an item category is taxable. These settings help automate data entry and processing of items throughout Vantagepoint.

### Grid Toolbar

Field	Description
<b>Items Category Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by</li> </ul>

Field	Description
	<p>that column," drag and drop column headers into the field, in the sequence that you want them to display.</p> <p>Not all options are available on all grids.</p>
<b>Insert</b>	Click this option to add a blank row in the grid, and enter a new item category. The new row is inserted below the row that you have your cursor on when you click the option.
<b>Copy</b>	Select a row, and then click this option to make a copy of the row in the grid from which you can create another item category.
<b>Delete</b>	Select a row, and then click this option to delete the item category. An item category cannot be deleted if it has already been used in Vantagepoint.




### Grid Fields

Field	Description
<b>Category</b>	Enter a short identification code for the item category.
<b>Description</b>	Enter a description for the item category.
<b>Type</b>	<p>From the drop-down list in this field, select a type for the item category. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Materials &amp; Supplies</b> — Use this type for any purchased items that do not include labor. Items with this type will not generate an associate equipment item in the Equipment hub.</li> <li>▪ <b>Capital Items</b> — You can enter items with this type of category through the purchase order process or directly in the Equipment hub. When you enter an item with the capital items category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the <b>Cost Distribution in P.O.</b> check box selected in the Required Data section of the General tab in Purchasing &amp; Inventory Company Settings. When you enter only one project for a capital item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment hub.</li> <li>▪ <b>Services</b> — Use this type for purchased labor for a stated piece of project scope. Items with this type will not generate an associate equipment item in the Equipment hub.</li> <li>▪ <b>Equipment</b> — You can enter items with this type of category through the purchase order process or directly in the Equipment hub. When you enter an item with the equipment category type on a purchase order, you must</li> </ul>

Field	Description
	enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the <b>Cost Distribution in P.O.</b> check box selected in the Required Data section of the General tab in Purchasing & Inventory Company Settings. When you enter only one project for an equipment item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment hub.

### U/M Tab of Purchasing and Inventory System Settings Form

Use the U/M (Unit of Measure) tab to set up enterprise-wide units of measure for items in the Purchasing and Inventory applications.

Field	Description
<b>U/M</b>	Enter the unit of measure.
<b>Description</b>	Enter the unit of measure's description.
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option.




### Reason or Quality Tab of Purchasing and Inventory System Settings Form

Use the Reason/Quality tab to establish reason codes, used on purchase orders when you need to enter the reason for change or cancel orders. You also use this tab to set up quality codes, used to enter the condition of items when they are received.

#### PO Change/Cancel Reason Codes Grid




Use the PO Change/Cancel Reason Codes grid to define your firm's list of reason codes, which you use to explain why you need to change or cancel a purchase order.

Field	Description
<b>Code</b>	Enter a descriptive identifier for the reason, which displays in drop-down lists.
<b>Description</b>	Enter a phrase that shows the reason for the change or cancel order. This phrase displays in purchasing records when users select this reason code.

Field	Description
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option.

### Receiving Quality Codes Grid

Use the Receiving Quality Codes grid to define an enterprise-wide list of quality codes. Use quality codes to describe the condition of items when they are received.

Field	Description
<b>Code</b>	Enter a descriptive identifier for the quality code, which displays in drop-down lists.
<b>Description</b>	Enter a phrase to display in purchasing records when users select this code. The phrase must describe the condition of the item when it was received.
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option.

### Inventory Tab of Purchasing and Inventory System Settings Form



Use the Inventory tab to enter system-wide settings and codes used by the Inventory application. On this tab, you define the calculations to use for changing a unit of measure between Purchasing and Inventory. You can also specify reason codes for quantity and cost adjustments.

This tab displays if the **Enable Inventory** option is selected on the Inventory tab of **Settings » Purchasing and Inventory » Company**.

### Global U/M Conversion Grid




Your firm may order items in quantities that are shown in a bulk unit of measure, used in Purchasing, and keep the items in inventory in quantities that are shown in a smaller unit of measure, used in Inventory. Use the Global U/M Conversion grid to define each calculation that the enterprise uses to change an item's unit of measure between the Purchasing unit of measure and the Inventory unit of measure. If you purchase an item, place it in a company's inventory, and the calculation is not specified on the Inventory tab of **Settings » Purchasing and Inventory »**

**Items Master**, Vantagepoint uses the calculation that you specify here, on the Global U/M Conversion grid.

Field	Description
<b>Purchasing U/M</b>	Select the purchasing unit of measure from the list, which shows all of the units of measure that are defined on the U/M Tab.
<b>Conversion Factor</b>	Enter the ratio of the Purchasing unit of measure to its Inventory unit of measure.  For example, pencils are purchased in boxes of 24 and sold individually. The Purchasing unit of measure is divided by 24 to get the Inventory unit of measure, so the conversion factor is 24.
<b>Inventory U/M</b>	Select the inventory unit of measure from the list. This list shows all of the units of measure that are defined on the U/M Tab.
 <b>Insert</b>	Click this option to enter a new row into the grid.
 <b>Delete</b>	Click the row to delete, then click this option.

#### Quantity Adjustment Reasons Grid




Use the Quantity Adjustment Reasons grid to define reason codes that you use to explain why you need to adjust the quantity of an item in inventory, in **Inventory » Transactions » Quantity Adjustments**.

Field	Description
<b>Code</b>	Enter a descriptive identifier for the reason code, which displays in drop-down lists.
<b>Description</b>	Enter the reason for the quantity adjustment. This phrase displays in purchasing records when users select the code.
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option.

#### Cost Adjustment Reasons Grid

Use the Cost Adjustment Reasons grid to define reason codes that you use to explain why you need to adjust an item's average actual cost, in **Inventory » Transactions » Cost Adjustments**. Vantagepoint maintains an inventory item's average actual cost and calculates it each time that

an inventory item's quantity on hand or cost amount changes because of an inventory transaction posting.

Field	Description
<b>Code</b>	Enter a descriptive identifier for the reason code, which will display in drop-down lists.
<b>Description</b>	Enter the reason for the cost adjustment. This phrase displays in the purchasing record when users select the code.
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option.

## Purchasing and Inventory Company Settings Form

Use the Purchasing and Inventory Company Settings form to specify each company's configuration settings for Purchasing and Inventory. If your firm uses multiple companies, you must complete this form for each company.


### Display the Purchasing and Inventory Company Settings Form

You display the Purchasing and Inventory Company Settings form in Company Settings.

From the desktop application Navigation menu, click **Settings » Purchasing and Inventory » Company**.

### Toolbar of Purchasing and Inventory Company Settings Form

Use the Purchasing and Inventory Company Settings menu toolbar to save your configuration entries and generate the Purchasing and Inventory Company Settings Report. The report shows the configuration settings for the current active company.

Field	Description
 <b>Print</b>	Click this option to display and print the Purchasing and Inventory Company Settings Report, which lists the configuration data for the active company.

### General Tab of Purchasing and Inventory Company Settings Form

Use the General tab to establish company-specific policies and requirements for tracking items, purchasing, and shipping.

#### Automatic Add Section

Field	Description
<b>Items</b>	Select this check box to permit users to add an item that has no record in <b>Settings » Purchasing and Inventory » Items Master</b> .
<b>Ship-Via</b>	Select this check box to permit users to add a ship-via code that is not shown on the Ship-Via grid on the Ship tab of <b>Settings » Purchasing and Inventory » Company Settings</b> .
<b>FOB</b>	Select this check box to allow users to add a free on board code that is not shown on the FOB grid on the Ship tab of <b>Settings » Purchasing and Inventory » Company Settings</b> .

#### Required Date Section

Field	Description
<b>Cost Distribution in P.R./R.F.Q.</b>	Select this check box to require users to specify at least one project on a purchase requisition's or request for price quote's Cost Distribution tab before they can send it to an approver for approval.  Leave this option cleared to permit an administrator to specify cost distribution information when they post the accounts payable voucher.
<b>Requisition/RFQ Number in P.O.</b>	Select this check box to have Vantagepoint put the requisition or request from price quote number into the purchase order when the purchase order is made from a purchase requisition or request from price quote.
<b>Cost Distribution in P.O.</b>	Select this check box to require the entry of at least one project (on the Default Distribution tab of the Purchase Orders form) to which the purchase order's cost will be distributed. This is required before you can send a purchase order to an approver for approval.  Leave this option cleared to permit an administrator to enter cost distribution information when they post the accounts payable voucher.  This setting is ignored when you enter an item on a purchase order with a category type of Equipment or Capital Items. These types of items always require that you enter one project on the Default Distribution tab on the Purchase Order form.
<b>Reason Code in Change/Cancel P.O.</b>	Select this check box to make it necessary for users to select a reason code when they create a change order or cancel a purchase order.
<b>Quality Code in Receiving</b>	Select this check box to make it necessary for users to specify a quality code for an item when they enter the rejection of the item's receipt.

### Miscellaneous Section

Field	Description
<b>Modify Default Item Category</b>	<p>An item's category determines the general ledger accounts that Vantagepoint uses in transactions related to this item. If the item is an inventory item, its category specifies an inventory account.</p> <p>This check box is usually selected, to permit users to change data in the <b>Category</b> column regardless of the <b>Item</b> number when they add an item to the Line Items tab grid of <b>Purchasing » Purchase Requisitions</b> and <b>Purchasing » Request for Price Quote</b>.</p> <p>Deltak recommends that you leave this check box cleared to block users from changing the item category shown in the <b>Category</b> column, and to be sure that it shows the value that is specified in <b>Settings » Purchasing and Inventory » Items Master</b>.</p>
<b>Modify Ship-To Address</b>	<p>Select this check box to:</p> <ul style="list-style-type: none"> <li>■ Add <b>[Other]</b> in the <b>Ship To</b> drop-down list on the Shipping tab of Purchase Orders. Users can select <b>[Other]</b> to make the fields on the tab active. They can use the fields to enter a ship-to address that is not shown on the Ship-To grid on the Ship Tab of the Purchasing and Inventory Company Settings Form.</li> <li>■ Make the <b>Enable Drop Ship to Client</b> option active.</li> </ul>
<b>Enable Drop Ship to Client</b>	<p>This option is active if the <b>Modify Ship-To Address</b> check box is selected.</p> <p>Select this check box to show client and client address fields on the Shipping tab of Purchasing forms. Vantagepoint uses this data when the items are being shipped directly to the client, and it is not necessary for the user to enter data in the <b>[Other]</b> fields.</p>
<b>Modify Shipping Contact and Email</b>	<p>Select this check box to permit users to change the <b>Contact</b> and <b>Email</b> fields on the Shipping tab of Purchasing forms. This makes it unnecessary for users to enter a separate Ship-To address when the contact information changes for a ship-to location.</p>
<b>Print Vendor Minority Status on P.O.</b>	<p>Select this check box to put the vendor's minority status on printed purchase orders.</p>

### Defaults Section


Field	Description
<b>Bill-To</b>	<p>After you define the bill-to codes on the Bill tab, use this field to select the bill-to code for the address you want to specify as the usual address for new purchase orders.</p>



Field	Description
<b>Ship-To</b>	After you define the ship-to codes on the Ship-To grid of the Ship tab, select the ship-to code for the address you want to specify as the usual address for new purchase requisitions, requests for price quote, and purchase orders.
<b>Order Days</b>	Enter the usual number of days for Vantagepoint to use in calculating an item's default <b>Due Date</b> .
<b>Request Days</b>	Enter the usual number of days for Vantagepoint to add to <b>Date</b> on the General tab of Request for Price Quote to calculate the usual <b>Due Date</b> on the Items grid of Request for Price Quote.

### Approvals Section

In this section, specify whether or not you want purchase requisitions, request for price quotes, or purchase orders (including change orders and release orders) to go through an approval process. If you want them to go through an approval process, you also specify the approval workflow to use. You set up approval workflows in **Settings » Workflow » Approval Workflows**. Only approval workflows with an active status can be selected in the drop-down fields in this section. After you select the check boxes in this section to turn on an approval process and enter an

approval workflow, when you click  **Save** on this form, any time that employees enter a purchasing record and click **Submit** on the toolbar of the Purchasing form, the approval process will begin.

If you decide to stop using an approval workflow after you have been using it and you clear the check box in this section: You receive a message that lets you know the number of in-progress approvals. When you continue and save the change, the in-progress approvals will remain in-progress. You can finish processing them in the Purchasing application by clicking **Submit**, which automatically approves them.

If you have been using an approval workflow for a Purchasing application and you want to use a different approval workflow: When you select a different approval workflow for it in this section, you receive a message that lets you know the number of in-progress approvals. When you save the change, those in-progress approvals are restarted and begin again with step 1 of the new approval process.

Field	Description
<b>Use Approval Workflow for Requisitions</b>	Select this check box if you want purchase requisitions to go through a review and approval process before they can become purchase orders. From the drop-down list in the field beside the check box, select the approval workflow (from Approval Workflows Settings) to use.
<b>Use Approval Workflow for RFQs</b>	Select this check box if you want request for price quotes to go through a review and approval process before they can become purchase orders. From the drop-down list in the field beside the check box, select the approval workflow (from Approval Workflows Settings) to use.
<b>Use Approval Workflow for Purchase Orders</b>	Select this check box if you want purchase orders, change orders, and release orders (for blanket purchase orders) to go through a review and approval process before they can be final printed. From the drop-down

Field	Description
	list in the field beside this check box, select the approval workflow (from Approval Workflows Settings) to use for purchase orders. When you select this check box, the <b>Approval Workflow for Change Orders</b> and <b>Approval Workflow for Releases</b> fields are enabled.
<b>Approval Workflow for Change Orders</b>	This field is enabled when you select the <b>Use Approval Workflow for Purchase Orders</b> check box. From the drop-down list, select the approval workflow (from Approval Workflows Settings) to use for change orders.
<b>Approval Workflow for Releases</b>	This field is enabled when you select the <b>Use Approval Workflow for Purchase Orders</b> check box. From the drop-down list, select the approval workflow (from Approval Workflows Settings) to use for release orders for blanket purchase orders.

### Next Numbers Section

Field	Description
<b>Purchase Requisition Number</b>	Enter the next number that Vantagepoint is to use in auto-numbering purchase requisitions for this company. If the number you enter was used before, Vantagepoint uses the next available number. If you have multiple companies in Vantagepoint, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.
<b>Price Quote Request Number</b>	Enter the next number that Vantagepoint is to use in auto-numbering requests for price quotes for this company. If the number you enter was used before, Vantagepoint uses the next available number. If you have multiple companies in Vantagepoint, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.
<b>Purchase Order Number</b>	Enter the next number Vantagepoint is to use in auto-numbering purchase orders for this company. If the number you enter was used before, Vantagepoint uses the next available number. If you have multiple companies in Vantagepoint, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.

### User Defined Labels Section

Field	Description
<b>Extra Amount 1</b>	Enter a maximum of 40 characters to define a label for the first extra amount. <b>IMPORTANT:</b> After you start using an <b>Extra Amount</b> field, you cannot remove the entry in its label field.

Field	Description
<b>Extra Amount 2</b>	Enter a label for the second extra amount.
<b>Extra Amount 3</b>	Enter a label for the third extra amount.
<b>Extra Amount 4</b>	Enter a label for the fourth extra amount.
<b>Extra Amount 5</b>	Enter a label for the fifth extra amount.





**Check Box**







Field	Description
<b>Modify Not to Exceed Values via Change Order</b>	Select this check box if you want to allow users to change the not-to-exceed (NTE) amount and the end date of the agreement ( <b>Period To</b> date) on a change order for blanket and service type purchase orders. When you select this check box, a <b>Not to Exceed Change Amount</b> field and a <b>Revised Period to Date</b> field display in the Change/Cancel Order grid on the General tab of the Purchase Orders form in <b>Purchasing » Purchase Orders</b> .

**Accounts Tab of Purchasing and Inventory Company Settings Form**

Use the Accounts tab to specify the company accounts to use for an item's tax, shipping, and extra amounts. When an employee posts any of these amounts for an accounts payable voucher that was created from a purchase order, Vantagepoint puts accounting entries in the direct, indirect, and reimbursable accounts that you specify in this screen.

If you use multiple companies and an account displayed here is not available to the project's company, Vantagepoint uses the account shown in the item's cost distribution.

Field	Description
<b>Tax Reimb</b>	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable tax amount.
<b>Tax Direct</b>	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct tax amount.
<b>Tax Indirect</b>	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the indirect tax amount.
<b>Shipping Reimb</b>	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable shipping amount.

Field	Description
<b>Shipping Direct</b>	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct shipping amount.
<b>Shipping Indirect</b>	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the indirect shipping amount.
<b>Extra Amount 1 Reimb</b>	If Extra Amount 1 is specified, click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable Extra Amount 1.
<b>Extra Amount 1 Direct</b>	If Extra Amount 1 is specified, click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct Extra Amount 1.
<b>Extra Amount 1 Indirect</b>	If Extra Amount 1 is specified, click  and select of the General Ledger account to which to post the debit entry for voucher transactions related to the indirect Extra Amount 1.
<b>Extra Amount 2 Reimb</b>	If Extra Amount 2 is specified, click  and select the General Ledger account to which to post the debit entry, for voucher transactions related to the reimbursable Extra Amount 2.
<b>Extra Amount 2 Direct</b>	If Extra Amount 2 is specified, write the number of the General Ledger account to which to post the debit entry, for voucher transactions related to the direct Extra Amount 2.
<b>Extra Amount 2 Indirect</b>	If Extra Amount 2 is specified, write the number of the General Ledger account to which to post the debit entry, for voucher transactions related to the indirect Extra Amount 2.
<b>Extra Amount 3 Reimb</b>	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable Extra Amount 3.
<b>Extra Amount 3 Direct</b>	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the direct Extra Amount 3.
<b>Extra Amount 3 Indirect</b>	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the indirect Extra Amount 3.

### Item Categories Tab of Purchasing and Inventory Company Settings Form



Use this tab to specify the purchasing and inventory item categories for each of your companies.




You also enter Balance Sheet and Inventory accounts for the item categories on this tab. Item categories help buyers charge the correct account for an item if they are not sure of which account number to use.

If your firm uses multiple companies, use the Item Categories tab to enter item categories for the active company.

Click **Insert** on the Item Categories grid to enter item categories.

Field	Description
<b>Category</b>	From the drop-down list, select the item category to make available to Purchasing users in this company. The item categories in the drop-down list are the item categories that are entered on the Item Categories tab in <b>Settings » Purchasing and Inventory » System</b> .
<b>Description</b>	This field displays the description that is entered for an item category on the Item Categories tab in <b>Settings » Purchasing and Inventory » System</b> .
<b>Type</b>	<p>This field displays the expense type that is entered for an item category on the Item Categories tab in <b>Settings » Purchasing and Inventory » System</b>. Types are:</p> <ul style="list-style-type: none"> <li>■ <b>Materials &amp; Supplies</b> — Use this type for any purchased items that do not include labor. Items with this type will not generate an associate equipment item in the Equipment hub.</li> <li>■ <b>Capital Items</b> — You can enter items with this type of category through the purchase order process or directly in the Equipment hub. When you enter an item with the capital items category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the <b>Cost Distribution in P.O.</b> check box selected in the Required Data section of the General tab in Purchasing &amp; Inventory Company Settings. When you enter only one project for a capital item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment hub.</li> <li>■ <b>Services</b> — Use this type for purchased labor for a stated piece of project scope. Items with this type will not generate an associate equipment item in the Equipment hub.</li> <li>■ <b>Equipment</b> — You can enter items with this type of category through the purchase order process or directly in the Equipment hub. When you enter an item with the equipment category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the <b>Cost Distribution in P.O.</b> check box selected in the</li> </ul>

Field	Description
	Required Data section of the General tab in Purchasing & Inventory Company Settings. When you enter only one project for an equipment item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment hub.
<b>Reimb Account</b>	Enter the number of the General Ledger account to which to post the debit entry for voucher transactions related to the item category's reimbursable expenses.
<b>Direct Account</b>	Select the General Ledger account to which to post the debit entry for voucher transactions related to the item category's direct expenses.
<b>Indirect Account</b>	<p>Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the item category's indirect expenses.</p> <p>When the <b>Maintain separate balance sheets by Organization</b> option is selected in <b>Settings » Organization » General</b>:</p> <ul style="list-style-type: none"> <li>▪ The <b>Balance Sheet Account</b> column is not shown in the Item Categories grid. You select the balance sheet account here.</li> <li>▪ It is necessary to specify a project in the Transaction Center. It is not necessary to specify a usual balance sheet account that is different from the item category's indirect account.</li> </ul>
<b>Balance Sheet Account</b>	<p>This column displays if the <b>Maintain separate balance sheets by Organization</b> option is not selected in <b>Settings » Organization » General</b>. If this option is not selected, you must specify a usual balance sheet account for each item category. The item's cost is posted to this account if no project is specified for the item's cost distribution.</p>
<b>Inventory Account</b>	<p>This column displays only if the <b>Enable Inventory</b> option is selected on the Inventory tab.</p> <p>Click  and select the account to charge.</p> <p>You can select either a balance sheet account or an indirect expense account. An inventory item's cost is charged first to the Inventory Common Project that is specified on the Inventory Tab.</p>
<b>Taxable</b>	Select the check box to mark this item category as taxable. Leave this check box cleared to mark the item category as non-taxable.
<b>Require Qty</b>	Select this option to make it necessary for users to specify the item's quantity when they use this item category in a new purchase order, purchase requisition, or request for price quote.
<b>Require U/M</b>	Select this option to require users in this company to specify the item's unit of measure when they use this item category in a new purchase order, purchase requisition, or request for price quote.




Field	Description
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option.

### Ship Tab of Purchasing and Inventory Company Settings Form

Use the Ship tab to enter the ship-to, ship-via, and free-on-board codes for each company in your enterprise.

#### Ship-To Grid

Use the **Ship-To** grid to enter the ship-to codes for each company. After you define each company's ship-to codes, you can specify the default **Ship-To** code on the General tab. Vantagepoint uses this ship-to address on the Shipping tab when you create a new purchase order.




Field	Description
 <b>Insert</b>	Click this option in the grid toolbar to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option in the grid toolbar to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option in the grid toolbar.
<b>Code</b>	Enter a descriptive identifier for the ship-to firm.
<b>Name</b>	Enter the name of the ship-to firm.
<b>Address 1</b>	Enter the first line of the firm's address.
<b>Address 2</b>	Enter the second line of the firm's address.
<b>Address 3</b>	Enter the third line of the firm's address.
<b>Address 4</b>	Enter the fourth line of the firm's address.

Field	Description
<b>City</b>	Enter the firm's city.
<b>State</b>	Enter the firm's state.
<b>Zip</b>	Enter the firm's ZIP code.
<b>Country</b>	Enter the firm's country.
<b>Phone</b>	<p>Enter the firm's telephone number.</p> <p>When you click the ellipsis ... on a phone number, the Phone Format Selection dialog displays. The dialog shows the usual country, description, and format for phone numbers. To change this format, select a different format for this record's phone numbers. You can also change the format of any phone number field in Vantagepoint.</p>
<b>Fax</b>	<p>Enter the firm's facsimile transmission number.</p> <p>When you click the ellipsis ... on a phone number, the Phone Format Selection dialog displays. It shows the usual country, description, and format for phone numbers. To change this format, select a different format for this record's phone numbers. You can also change the format of any phone number field in Vantagepoint.</p>
<b>Contact</b>	Enter the name of the firm's contact person.
<b>E-mail</b>	Enter the firm's or contact's email address.
<b>Tax Code</b>	<p>This field displays whether or not you have the Tax Auditing feature enabled (on the Tax Auditing tab in <b>Settings » Accounting » Company</b>).</p> <p>Select a tax code from the drop-down list. The list includes only the tax codes that are entered in <b>Settings » Accounting » Taxes</b> with an active status and the <b>Available for Purchasing</b> check box selected.</p>
<b>Tax-2 Code</b>	<p>This field displays only if you have the Tax Auditing feature enabled on the Tax Auditing tab in <b>Settings » Accounting » Company</b>.</p> <p>Select a tax code from the drop-down list. The list includes only the tax codes that are entered in <b>Settings » Accounting » Taxes</b> with an active status and the <b>Available for Purchasing</b> check box selected.</p>

### Ship-Via Grid




Use the Ship-Via grid to enter ship-via codes for each company.



Field	Description
 <b>Insert</b>	Click this option on the grid toolbar to add a row to the grid.
 <b>Copy</b>	Click a row to copy, and then click this option on the grid toolbar to add a copy of the row to the grid.
 <b>Delete</b>	Click a row to delete, and then click this option on the grid toolbar to delete it.
<b>Code</b>	Enter an identifier for this shipping carrier, to display in drop-down lists.
<b>Description</b>	Enter a description for the shipping carrier.

### FOB Grid






Use the FOB grid to enter the free on board codes for each company. Free on board terms specify who selects the shipping carrier, who must pay the shipping expenses, and who has title to the items during shipping.


Field	Description
 <b>Insert</b>	Click this option on the grid toolbar to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option on the grid toolbar to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option on the grid toolbar.
<b>Code</b>	Enter a descriptive identifier for the free on board code. This displays in drop-down lists.
<b>Description</b>	Enter a description for the code.

### Bill Tab of Purchasing and Inventory Company Settings Form

Use the Bill tab to enter each company's list of bill-to names and addresses. You must use a valid bill-to code when you create a purchase order.





After you create bill-to codes for each company, you can specify each company's default **Bill-To** code on the General tab of **Settings » Purchasing and Inventory » Company**. This default bill-to address displays on the Billing tab of the company's new purchase orders.

Field	Description
<b>Code</b>	Click  <b>Insert</b> and enter a identification code for this bill-to firm.
<b>Name</b>	Enter the name of the bill-to firm.
<b>Address 1</b>	Enter the first line of the firm's address.
<b>Address 2</b>	Enter the second line of the firm's address.
<b>Address 3</b>	Enter the third line of the firm's address.
<b>Address 4</b>	Enter the fourth line of the firm's address.
<b>City</b>	Enter the firm's city.
<b>State/Province</b>	Select the firm's state or province from the drop-down list.
<b>Zip/Postcode</b>	Enter the firm's ZIP or postal code.
<b>Country</b>	Select the firm's country from the drop-down list.
<b>Phone</b>	Enter the firm's telephone number.  Click  to display the Phone Format dialog. You can select a different format for this record's phone numbers. You can also change the format of any phone number field in Vantagepoint.
<b>Fax</b>	Enter the firm's facsimile transmission number.  Click  to display the Phone Format dialog. You can select a different format for this record's phone numbers. You can also change the format of any phone number field in Vantagepoint.
<b>Contact</b>	Enter the name of the firm's contact person.
<b>EMail</b>	Enter the firm's or contact's email address, or use the Text Editor to enter it.
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.

Field	Description
 <b>Delete</b>	Click the row to delete, then click this option.

### Clauses Tab of Purchasing and Inventory Company Settings Form

Use the Clauses tab to define each of the standard clauses that can be displayed at the top or bottom of a company's purchase requisitions and purchase orders.

Field	Description
<b>Code</b>	Enter a descriptive identifier for the clause. Your entry here displays in the <b>Clauses</b> drop-down list.
<b>Clause</b>	Enter the text of the clause to relate to this code. Click  to open the clause's text in the Text Editor.
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option.

### Buyer Tab of Purchasing & Inventory Company Settings

Use this tab to designate buyers and control what they are permitted to do for records in Purchase Requisitions, Request for Quotes, and Purchase Orders in the Purchasing application.



## Contents

### Buyers Grid


Use the Buyers grid to specify employees as buyers and control the actions that they are permitted to complete.

### Buyers Grid Toolbar

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

Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option and on the Employee lookup, select the one or more employees to designate as buyers. To select more than one employee, press the CTRL key on your keyboard as you click each employee name. Vantagepoint adds a row to the grid for each employee that you select.
 <b>Delete</b>	Select a row in the grid to delete, and then click this option to remove the selected buyer from the grid. You cannot delete a buyer if the buyer is associated with any open purchase orders, purchase requisitions, or requests for price quote.

### Buyers Grid Fields

Field	Description
<b>Name</b>	This field displays the name of the employee that you selected when you clicked  <b>Insert</b> on the grid toolbar.
<b>PO Limit</b>	Enter the maximum monetary amount of purchase orders that this employee can create and have pending at the same time.  If you use multiple currencies, Vantagepoint converts the purchasing transaction amount to the functional currency of the active company before applying this limit.
<b>PO Template</b>	From the drop-down list, select the purchase order template that this buyer must use to create purchase orders.
<b>Edit All PR</b>	<p>This setting applies if you do not use an approval workflow for approving purchase requisitions. Select this check box to allow this buyer to do any of the following:</p> <ul style="list-style-type: none"> <li>Edit purchase requisitions before they are submitted.</li> <li>Final print purchase requisitions.</li> <li>Cancel purchase requisitions that the buyer did not create.</li> </ul> <p>If you use an approval workflow for approving purchase requisitions, the approval workflow controls who can edit a purchase requisition after it is submitted and in progress.</p>
<b>Edit All RFQ</b>	This setting applies if you do not use an approval workflow for approving request for price quotes. Select this check box to allow this buyer to do any of the following:

Field	Description
	<ul style="list-style-type: none"> <li>Edit request for price quotes before they are submitted.</li> <li>Final print request for price quotes.</li> <li>Cancel request for price quotes that the buyer did not create.</li> </ul> <p>If you use an approval workflow for approving request for quotes, the approval workflow controls who can edit a request for quote after it is submitted and in progress.</p>
<b>Edit All PO</b>	<p>This setting applies if you do not use an approval workflow for approving purchase orders. Select this check box to allow this buyer to do any of the following:</p> <ul style="list-style-type: none"> <li>Edit purchase orders before they are submitted.</li> <li>Final print purchase orders.</li> <li>Cancel purchase orders that the buyer did not create.</li> </ul> <p>If you use an approval workflow for approving purchase orders, the approval workflow controls who can edit a purchase order after it is submitted and in progress.</p>
<b>Close PR</b>	Select this check box to allow this buyer to close purchase requisitions.
<b>Close RFQ</b>	Select this check box to allow this buyer to close requests for price quotes.
<b>Close PO</b>	Select this check box to allow this buyer to close purchase orders.
<b>View All PR</b>	Select this check box to permit this buyer to open all purchase requisitions from the Purchase Requisition lookup, and to see, but not change, purchase requisitions that the buyer did not create.
<b>View All RFQ</b>	Select this check box to permit this buyer to open all requests for price quotes from the Requests for Price Quotes lookup, and to see, but not change, requests for price quotes that the buyer did not create.
<b>View All PO</b>	Select this check box to permit this buyer to open all purchase orders from the Purchase Order lookup, and to see, but not change, purchase orders that the buyer did not create.

### Vendor Response Tab of Purchasing and Inventory Company Settings

Use this tab to record vendor responses that can be applied to Purchase Requisitions and Requests for Price Quotes. These responses are useful for providing additional details when first evaluating and then making decisions related to purchases.

When included, vendor responses follow the purchase requisition and request for price quote. You can incorporate them into the agreement terms in the final purchase order.

Vendor responses display in the following areas in Purchasing:

- **Purchase Requisitions » View Detail » Vendors Tab » Price Quote Response**
- **Request for Price Quote » Suggested Vendors » Price Quote Response**
- **Purchase Orders » Clauses Tab**

When a purchase order is generated and one or more responses are entered, the responses will print on the top and/or bottom of the purchase order form in the Agreement Terms. You can apply a response to one line item or all line items.

### Contents

Field	Description
<b>Response Label 1-10</b>	<p>Enter a maximum of 10 labels that describe the vendor responses. Each response label field that contains text will display on the Price Quote Response dialog box or as the Agreement Terms for the vendor response. Any response labels that are blank will not be included.</p> <p>These fields are disabled if the <b>Apply Response To All Line Items</b> check box is selected on the Price Quote Response dialog box in Purchasing.</p>

### Inventory Tab of Purchasing and Inventory Company Settings Form

Use the Inventory tab to enable the Inventory feature of Vantagepoint and to enter inventory-related settings.

The fields on this tab are accessible after you select the **Enable Inventory** check box.

Field	Description
<b>Enable Inventory</b>	<p>Select this check box to enable the Inventory application in Vantagepoint. This is a step in the setup and configuration of Vantagepoint Inventory.</p> <p>When you select this option:</p> <ul style="list-style-type: none"> <li>■ You must specify <b>Inventory Accounts</b> on the Item Categories Tab of <b>Settings » Purchasing and Inventory » Company</b>.</li> <li>■ The Items Lookup dialog shows the check box <b>Is Inventory Item</b>. This check box is selected if the item is an inventory item.</li> </ul>

### Global Options Section

Field	Description
<b>Approval Workflow for Item Requests</b>	<p>You must use an approval workflow for item requests. From the drop-down list select the approval workflow to use for the approval process for Inventory item requests. The approval workflow specifies the approval steps, the employees who can approve the item request for a step, and the alerts to send for each step. You set up approval workflows for item requests in <b>Settings » Workflow » Approval Workflows</b>. Only approval workflows with an active status display in the drop-down list in this field.</p>

Field	Description
<b>Allow Modify of Locations</b>	<p>Select this check box to:</p> <ul style="list-style-type: none"> <li>Make active the <b>Default in Location for Inv Transactions</b> check box. When you select the <b>Default in Location for Inv Transactions</b> check box, you can change the <b>Default Location</b> anywhere in the Purchasing and Inventory parts of Vantagepoint.</li> <li>Show a <b>Locations</b> column in: <ul style="list-style-type: none"> <li><b>Purchasing » Receiving</b></li> <li><b>Inventory » Transactions</b></li> <li><b>Purchasing » Item Review</b></li> </ul> </li> <li>Show the <b>Default Location</b> drop-down list on the Inventory tab of <b>Items Master</b>.</li> </ul> <p>If you try to clear this option when the item is available at other locations than the company's Default Location, Vantagepoint shows a dialog that tells you:</p> <ul style="list-style-type: none"> <li>You cannot clear this option because the item is available at the other locations.</li> <li>The locations and the quantity of the item that is at each location.</li> </ul>
<b>Default in Location for Inventory Transactions</b>	<p>This check box is accessible when you select the <b>Allow Modify of Locations</b> check box.</p> <p>Select this check box to have Vantagepoint prefill the <b>Location</b> field in all of an item's inventory transactions screens with the location that is entered in the <b>Default Location</b> field on the Inventory Tab of the item's Items Master record.</p>
<b>Allow Modify of Inventory Quantity in Receiving</b>	<p>Select this check box to permit users to change the <b>Inventory Qty</b> in <b>Purchasing » Receiving</b>.</p> <p>When you select this check box, it can interfere with the auditing control of inventory. Deltek recommends that you leave this check box cleared unless you have a business reason to permit receivers to change the inventory's quantity in the receipt record.</p> <p>This check box is provided for firms that receive items whose unit of measure conversion is imprecise, such as conversions involving fluid volumes, lengths, and non-standard containers.</p> <p>For example, an item's purchase quantity may be measured in "crate" or "feet," and as a result the receiver may consider the quantity received to differ from the quantity purchased.</p> <p>When you clear this check box:</p> <ul style="list-style-type: none"> <li>Users cannot change the <b>Inventory Qty</b> field in <b>Purchasing » Receiving</b>.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Vantagepoint puts data in the <b>Inventory Qty</b> field in <b>Purchasing » Receiving</b> only if the item's unit of measure has a Conversion Factor defined.</li> <li>To correct the <b>Inventory Qty</b> field in <b>Purchasing » Receiving</b>, it is necessary for users to use <b>Inventory » Transactions » Quantity Adjustments</b>.</li> </ul>
<b>Require Reason for Quantity Adjustments</b>	Select this check box to make it necessary for users to select a reason code when they adjust an inventory item's quantity in <b>Inventory » Transactions » Quantity Adjustments</b> .
<b>Require Reason for Cost Adjustments</b>	Select this check box to make it necessary for users to select a reason code when they adjust an inventory item's average actual cost in <b>Inventory » Transactions » Cost Adjustments</b> .


#### Defaults Section

Field	Description
<b>Location</b>	Required. Vantagepoint populates this field with the item's <b>Default Location</b> , on the Inventory Tab of Items Master. Users can change this value if the <b>Allow Modify of Locations</b> option is selected.
<b>Need Days</b>	Enter the usual maximum number of calendar days by which item requests must be fulfilled, counting the request date as day one. Vantagepoint uses this number to calculate the <b>Need Date</b> in item request transactions.

#### Next Numbers Section

Field	Description
<b>Item Request Number</b>	Enter the next item request number for Vantagepoint to use in auto-numbering item request transactions.
<b>Inventory Transaction Number</b>	Enter the next transaction number for Vantagepoint to use in auto-numbering inventory transactions.




#### Inventory Common Fields

Field	Description
<b>Project, Phase, and Task</b>	In each of the three fields, click  and select an inventory common project, phase, and task. An inventory item cannot be purchased directly for a charge project. You must charge the cost to the inventory common project. When you issue the item from inventory in <b>Inventory » Transactions » Inventory Issues</b> , the cost is moved from the Inventory Common Project to the charge project.



### Locations Grid




Use the Locations grid to enter a code for each location where users initiate inventory transactions or receive inventory items.

Field	Description
<b>Locations Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option to add a row to the grid.
 <b>Copy</b>	Click the row to copy, then click this option to add a copy of the row to the grid.
 <b>Delete</b>	Click the row to delete, then click this option.
<b>Code</b>	Enter a code for a location where users initiate inventory transactions or receive inventory items. Use a maximum of 20 characters.
<b>Description</b>	Enter a short description for the <b>Code</b> .

### Manager Grid

Use this grid to specify the managers who have authority to add inventory items.

Field	Description
<b>Manager Drop-Down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 <b>Insert</b>	Click this option and select the employee from the Employee lookup list.
 <b>Delete</b>	Select the row to delete from the grid, then click this option.
<b>Name</b>	Click  <b>Insert</b> and select the employee from the Employee lookup list.
<b>Add Inv Item</b>	<p>Select this option to:</p> <ul style="list-style-type: none"> <li>Make the Inventory tab of <b>Settings » Purchasing and Inventory » Items Master</b> available to an employee.</li> <li>Give an employee the authorization to add new items to inventory.</li> </ul> <p>It is not necessary for the employee to have other approval authorizations. Only a small quantity of buyers must have the authorization to define a new inventory item.</p> <p>To allow an employee to add an inventory item from the Inventory tab, from <b>Inventory » Item Requests</b>, or from <b>Purchasing</b> applications, you must select the <b>Items</b> check box on the General tab of the Purchasing &amp; Inventory Company Settings form.</p>

## Purchasing Alerts Form

Use this form to set up alerts for various purchasing actions.

### Display the Purchasing Alerts Form

You display the form in Purchasing & Inventory Settings.



1. On the desktop application Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
2. To display the configuration dialog box for an alert, click the alert in the grid and then click



### Contents of the Purchasing Alerts Form

Use this form to select and configure various purchasing alerts.

#### Contents

Field	Description
 <b>Options</b>	Click  to display the alert configuration dialog box where you can select an existing alert rule or to create a new rule.
<b>Alert</b>	This column displays the available purchasing alert types.
<b>Active</b>	Select this check box to enable the corresponding alert.
<b>Options</b>	If a rule was already assigned to this alert, <b>&lt;options selected&gt;</b> displays in this field.

### Final PO Alert Configuration Dialog Box


Use the Final PO dialog box to specify who receives Final PO alerts.

This alert applies when you use an approval workflow to approve purchase orders or not.

Final PO alerts are generated when you final print a purchase order. The alert is always sent to the requester. You can also have it sent to the requester's supervisor.

### Display the Final PO Alert Configuration Dialog Box

You display the dialog box from the Purchasing Alerts configuration form.




1. On the Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
2. In the grid, click **Final PO** and then click .

### Contents of the Final PO Alert Configuration Dialog Box

Use these fields and options to specify who receives final PO alerts.

#### Alerts Grid

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

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

Field	Description
<b>Alert Rule Name</b>	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
<b>Enabled</b>	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vantagepoint will run any one of its Enabled rules. If the alert is not Active, then Vantagepoint will not run any of its rules, even if rules are Enabled.
<b>Languages</b>	This column displays if you use multiple languages. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

#### Send To

Field	Description
<b>Requestor's Supervisor</b>	Select this option if you want to send the alert to the requestor's supervisor. Alerts are automatically sent to the requester.

### Alert Criteria

Field	Description
<b>Selected Buyers</b>	Use the Employee lookup to select an employee. The Employee lookup includes only the employees who are designated as buyers on the Buyer tab of the Purchasing & Inventory Company Settings form ( <b>Settings » Purchasing &amp; Inventory » Company</b> ).
<b>Buyer's Timesheet Group</b>	If the buyers listed on the Buyer tab of the Purchasing & Inventory Company Settings form belong to the specified timesheet group, then generate an alert. Timesheet groups, such as Administration or Architectural, are created in Time Settings.
<b>Buyer's Expense Group</b>	If the buyers listed on the Buyer tab of the Purchasing & Inventory Company Settings form belong to the specified expense group, then generate an alert. Expense groups, such as Administration or Architectural, are created in Expense Settings.

### Delivery Options

You can select one or both of these options.

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

### Email

These fields are available when you select **Email** as an alert delivery method.


Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

## Purchase Orders Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase orders, use this dialog box to enable and configure alerts to be sent when a purchase order is submitted, at which time its status becomes Approved.

### Display the Purchase Orders Buyer Alert Configuration Dialog Box

You display the Purchase Orders Buyer Alert Configuration dialog box from the Purchasing Alerts configuration form.


1. On the Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
2. In the grid, click **Orders Buyer** and then click .



The **Orders Buyer** alert does not display in the grid if you use an approval workflow for approving purchase orders. You select an approval workflow to use for purchase orders on the General tab in **Settings » Purchasing & Inventory » Company**.

### Contents of the Purchase Orders Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase orders, use these fields and options to enable and configure alerts to be sent when a purchase order is submitted, at which time its status becomes Approved.

#### Alerts Grid

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

Field	Description
 <b>Copy</b>	Click a row and then click this option to add a copy of the selected row to the grid.
 <b>Delete</b>	Click a row and then click this option to delete it.

Field	Description
<b>Alert Rule Name</b>	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
<b>Enabled</b>	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vantagepoint will run any one of its Enabled rules. If the alert is not Active, then Vantagepoint will not run any of its rules, even if rules are Enabled.
<b>Languages</b>	This column displays if you use multiple languages. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Send To

Field	Description
<b>Selected Buyers</b>	Use the Employee lookup to select the buyers to whom you want to send the alert. Only the employees who have been designated as buyers on the Buyer tab in <b>Settings » Purchasing &amp; Inventory » Company</b> appear in the Employee lookup.

### Delivery Options

You can select one or both of these options.

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

### Email

These fields are available when you select **Email** as an alert delivery method.


Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

### Purchase Orders Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase orders, use this dialog box to enable and configure alerts to be sent when a purchase order is rejected.

#### Display the Purchase Orders Rejected Alert Configuration Dialog Box

You display the Purchase Orders Rejected Alert Configuration dialog box from the Purchasing Alerts configuration form.

- On the Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
- In the grid, click **Orders Rejected** and then click .

The **Orders Rejected** alert does not display in the grid if you use an approval workflow for approving purchase orders. You select an approval workflow to use for purchase orders on the General tab in **Settings » Purchasing & Inventory » Company**.




#### Contents of the Purchase Orders Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase orders, use these fields and options to enable and configure alerts to be sent when a purchase order is rejected.

#### Alerts Grid

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



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

Field	Description
<b>Alert Rule Name</b>	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
<b>Enabled</b>	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vantagepoint will run any one of its Enabled rules. If the alert is not Active, then Vantagepoint will not run any of its rules, even if rules are Enabled.
<b>Languages</b>	This column displays if you use multiple languages. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

#### Send To

Field	Description
<b>Buyer's Supervisor</b>	Select this option if you want to send the alert to the buyer's supervisor.

**Alert Criteria**

Field	Description
<b>Selected Approvers</b>	Select from the list of selected employees with approver rights for requisitions.
<b>Approver's Timesheet Group</b>	If the approvers listed in Purchase Order Configuration belong to the specified timesheet group, then generate an alert. Timesheet groups, such as Administration or Architectural, are created in Time and Expense Configuration.
<b>Approver's Expense Group</b>	If the approvers listed in Purchase Order Configuration belong to the specified expense group, then generate an alert. Expense groups, such as Administration or Architectural, are created in Time and Expense Configuration.

**Delivery Options**

You can select one or both of these options.

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

**Email**

These fields are available when you select **Email** as an alert delivery method.


Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

## Purchasing Price Quote Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving request for price quotes, use this dialog box to enable and configure alerts to be sent when a request for price quote has been submitted, at which time its status becomes Approved.

### Display the Purchasing Price Quote Buyer Alert Configuration Dialog Box

You display the Purchasing Price Quote Buyer Alert Configuration dialog box from the Purchasing Alerts configuration form.


1. On the Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
2. In the grid, click **Price Quote Buyer** and then click .



The **Price Quote Buyer** alert does not display in the grid if you use an approval workflow for approving request for price quotes. You select an approval workflow to use for request for price quotes on the General tab in **Settings » Purchasing & Inventory » Company**.

### Contents of the Purchasing Price Quote Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving request for price quotes, use these fields and options to enable and configure alerts to be sent when a request for price quote has been submitted, at which time its status becomes Approved.

#### Alerts Grid

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

Field	Description
 <b>Copy</b>	Click a row and then click this option to add a copy of the selected row to the grid.
 <b>Delete</b>	Click a row and then click this option to delete it.

Field	Description
<b>Alert Rule Name</b>	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
<b>Enabled</b>	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vantagepoint will run any one of its Enabled rules. If the alert is not Active, then Vantagepoint will not run any of its rules, even if rules are Enabled.
<b>Languages</b>	This column displays if you use multiple languages. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Send To

Field	Description
<b>Selected Buyers</b>	Use the Employee lookup to select the buyer to whom you want to send the alert. Only the employees who have been designated as buyers in the Buyers grid on the Buyer tab in <b>Settings » Purchasing &amp; Inventory » Company</b> appear on the Employee lookup.
<b>Send email notification to requestor</b>	Select this option if you want to send an email alert to the requestor of the request for price quote who is entered in the <b>Requested By</b> field on the General tab of the Request for Price Quote entry form.

### Delivery Options

You can select one or both of these options.

Field	Description
<b>Email</b>	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the related fields under the <b>Email</b> heading.

Field	Description
<b>Notification Center</b>	Select this option to send the alert via the notification center.

### Email

These fields are available when you select **Email** as an alert delivery method.


Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

### Purchasing Price Quote Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving request for price quotes, use this dialog box to enable and configure alerts to be sent when a request for price quote is rejected.

#### Display the Purchasing Price Quote Rejected Alert Configuration Dialog Box

You display the Purchasing Price Quote Rejected Alert Configuration dialog box from the Purchasing Alerts configuration form.




- On the Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
- In the grid, click **Price Quote Rejected** and then click .

The **Price Quote Rejected** alert does not display in the grid if you use an approval workflow for approving request for price quotes. You select an approval workflow to use for request for price quotes on the General tab in **Settings » Purchasing & Inventory » Company**.

### Contents of the Purchasing Price Quote Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving request for price quotes, use these fields and options to enable and configure alerts to be sent when a request for price quote has been submitted, at which time its status becomes Approved.

#### Alerts Grid

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

Field	Description
<b>Alert Rule Name</b>	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
<b>Enabled</b>	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vantagepoint will run any one of its Enabled rules. If the alert is not Active, then Vantagepoint will not run any of its rules, even if rules are Enabled.
<b>Languages</b>	This column displays if you use multiple languages. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this

Field	Description
	alert regardless of their designated language. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Send To

Field	Description
<b>Requestor's Supervisor</b>	Select this option if you want to send the alert to the requestor's supervisor.

### Alert Criteria

Field	Description
<b>Selected Approvers</b>	Select from the list of selected employees with approver rights for requisitions.
<b>Approver's Timesheet Group</b>	If the approvers listed in Purchase Order Configuration belong to the specified timesheet group, then generate an alert. Timesheet groups, such as Administration or Architectural, are created in Time and Expense Configuration.
<b>Approver's Expense Group</b>	If the approvers listed in Purchase Order Configuration belong to the specified expense group, then generate an alert. Expense groups, such as Administration or Architectural, are created in Time and Expense Configuration.

### Delivery Options

You can select one or both of these options.

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

### Email

These fields are available when you select **Email** as an alert delivery method.

Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following:


Field	Description
	<ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

## PO Receiving Alert Configuration Dialog Box

Receiving alerts are generated when goods are received. This alert applies when you use an approval workflow to approve purchase orders or not.

### Display the PO Receiving Alert Configuration Dialog Box

You display the dialog box from the Purchasing Alerts configuration form.

- On the Navigation menu, click **Settings » Purchasing and Inventory » Purchasing Alerts**.
- In the grid, click **Receiving** and then click .




### Contents of the PO Receiving Alert Configuration Dialog Box

Use these fields and options to set up alerts to notify employees when goods are received.

#### Alerts Grid

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



Field	Description
 <b>New</b>	Click this option to insert a row beneath the current row.
 <b>Copy</b>	Click a row and then click this option to add a copy of the selected row to the grid.
 <b>Delete</b>	Click a row and then click this option to delete it.

Field	Description
<b>Alert Rule Name</b>	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
<b>Enabled</b>	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vantagepoint will run any one of its Enabled rules. If the alert is not Active, then Vantagepoint will not run any of its rules, even if rules are Enabled.
<b>Languages</b>	This column displays if you use multiple languages. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Send To

Field	Description
<b>Selected Employees</b>	Use the Employee lookup to select the employees to whom to send the alert.
<b>Requester</b>	Select this option to send the alert to the requester.
<b>Requester's Supervisor</b>	Select this option to send the alert to the requester's supervisor.
<b>Buyer</b>	Select this option to send the alert to the buyer.
<b>Principal-In-Charge</b>	Select this option to send the alert to the principal-in-charge.
<b>Project Manager</b>	Select this option to send the alert to the project manager.
<b>Supervisor</b>	Select this option to send the alert to the supervisor.

## Delivery Options

You can select one or both of these options.

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

## Email

These fields are available when you select **Email** as an alert delivery method.


Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

## Requisitions Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase requisitions, use this dialog box to enable and configure alerts to be sent when a purchase requisition is submitted, at which time its status becomes Approved.

### Display the Requisitions Buyer Alert Configuration Dialog Box

You display the Requisitions Buyer Alert Configuration dialog box from the Purchasing Alerts configuration form.




1. On the Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
2. In the grid, click **Requisitions Buyer** and then click .

The **Requisitions Buyer** alert does not display in the grid if you use an approval workflow for approving purchase requisitions. You select an approval workflow to use for purchase requisitions on the General tab in **Settings » Purchasing & Inventory » Company**.

### Contents of the Requisitions Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase requisitions, use these fields and options to enable and configure alerts to be sent when a purchase requisition is submitted, at which time its status becomes Approved.

#### Alerts Grid

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

Field	Description
<b>Alert Rule Name</b>	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
<b>Enabled</b>	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vantagepoint will run any one of its Enabled rules. If the alert is not Active, then Vantagepoint will not run any of its rules, even if rules are Enabled.
<b>Languages</b>	This column displays if you use multiple languages. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this

Field	Description
	alert regardless of their designated language. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Send To

Field	Description
<b>Selected Buyers</b>	Use the Employee Lookup in this field to select the buyers to whom you want to send the alert. Only the employees who have been designated as buyers in the Buyers grid on the Buyer tab in <b>Settings » Purchasing &amp; Inventory » Company</b> appear in the list.
<b>Send email notification to requestor</b>	Select this option if you want to send an email alert to the requestor who was entered in the <b>Requested By</b> field on the General tab in the Purchase Requisitions entry form.

### Delivery Options

You can select one or both of these options.

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

### Email

These fields are available when you select **Email** as an alert delivery method.


Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

## Purchasing Requisitions Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase requisitions, use this dialog box to enable and configure alerts to be sent when a purchase requisition is rejected.

### Display the Purchasing Requisitions Rejected Alert Configuration Dialog Box

You display the Purchasing Requisitions Rejected Alert Configuration dialog box from the Purchasing Alerts configuration form.



1. On the Navigation menu, click **Settings » Purchasing & Inventory » Purchasing Alerts**.
2. In the grid, click **Requisitions Rejected** and then click .


The **Requisitions Rejected** alert does not display in the grid if you use an approval workflow for approving purchase requisitions. You select an approval workflow to use for purchase requisitions on the General tab in **Settings » Purchasing & Inventory » Company**.

### Contents of the Purchasing Requisitions Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase requisitions, use these fields and options to enable and configure alerts to be sent when a purchase requisition is rejected.

#### Alerts Grid

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

Field	Description
 <b>Delete</b>	Click a row and then click this option to delete it.

Field	Description
<b>Alert Rule Name</b>	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
<b>Enabled</b>	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vantagepoint will run any one of its Enabled rules. If the alert is not Active, then Vantagepoint will not run any of its rules, even if rules are Enabled.
<b>Languages</b>	This column displays if you use multiple languages. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Send To

Field	Description
<b>Requestor's Supervisor</b>	Select this option if you want to send the alert to the requestor's supervisor.

### Alert Criteria

Field	Description
<b>Selected Approvers</b>	Select from the list of selected employees with approver rights for requisitions.
<b>Approver's Timesheet Group</b>	If the approvers listed in Purchase Order Configuration belong to the specified timesheet group, then generate an alert. Timesheet groups, such as Administration or Architectural, are created in Time and Expense Configuration.
<b>Approver's Expense Group</b>	If the approvers listed in Purchase Order Configuration belong to the specified expense group, then generate an alert. Expense groups, such as Administration or Architectural, are created in Time and Expense Configuration.

### Delivery Options

You can select one or both of these options.

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

### Email

These fields are available when you select **Email** as an alert delivery method.

Field	Description
<b>Subject</b>	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
<b>Message</b>	Do one or more of the following: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click the down arrow at the right end of the text box toolbar to use formatting options as you enter text.</li> </ul>

### Learn More About...

You may find it helpful to review the approval workflows process and information about entering purchasing items when you create equipment records.

### Approval Workflows

Approval workflows allow you to set up an approval process for records that you enter in certain Vantagepoint applications.

You can set up an approval process for:

- Purchase requisitions
- Request for price quotes
- Purchase orders (including change orders and release orders)
- Accounts payable vendor invoices
- Employee absence requests
- Expense reports
- General Ledger budgets

You must use an approval workflow for processing Inventory item requests.

Approval workflows identify the steps in an approval process, the approvers (employees) assigned to each step, and the notification alerts to send for each step to keep the approval process on schedule.

### Configuration

You create and configure approval workflows for each type of record or application in **Settings » Workflow » Approval Workflows** in the desktop application. You can create simple or complex, multitiered, conditional steps for approval workflows.

If you use organizations in Vantagepoint, you can specify approver roles at the organization level. In **Settings » Organization » General**, you create approval roles for all your organizations. In **Settings » Organization » General** or **Settings » Organization » Individual**, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

You turn on approvals for each application and specify the approval workflow that it will use in the following locations:

- **Settings » Purchasing & Inventory » Company** on the General tab in the desktop application for Purchasing applications.
- **Settings » Purchasing & Inventory » Company** on the Inventory tab in the desktop application for Inventory item requests.
- **Settings » Cash Management » Accounts Payable** for accounts payable vendor invoices.
- **Settings » Accounting » Time Analysis** where Benefit accrual codes are set up and configured for the type of absences, such as vacation, sick, or personal leave, that you want to go through the approval process.
- **Settings » Expense » Expense Approvals** to enable Approvals-related settings for expenses.
- **Settings » General Ledger » Options** for General Ledger budgets.

### Approving a Record

In the various applications where you enter records that need to be approved, you click the **Submit** option on the toolbar of the entry form to start the approval process. If you are a designated approver for the current approval step, the toolbar on the entry form displays an **Approvals** option. You use the options in **Approvers** drop-down menu to take action for an approval step, such as approving, rejecting, reassigning, and so on.

### Reopening a General Ledger Budget

In the General Ledger and General Ledger Group applications, you can reopen budgets or budget groups that have already been approved. The toolbars on the forms have a **Reopen** or **Reopen All** as one of the options in the drop-down list in the **Approvals** option. The option displays if you have been granted the right to reopen approved budgets and budget groups.



### Assigning a Delegate to Perform Your Approval Assignments in Your Absence

If you normally approve records, you can temporarily assign another person as a delegate to perform approval duties in your absence. You assign delegates on the General tab of User Options.

### Viewing the Progress of Records Being Approved

You can see the progress of a record going through the approval process in several places on the Purchasing, Inventory, and AP Invoice Approvals entry forms -- on the record lookup (in the **Search** field), in the **State** and **Step** fields on the General tab, and on the Progress tab. These places show you whether or not the approval process has started, the record is in approval or in review, and the approval is completed. You can see the current approval step that the record is in and related details on the Progress tab.

### Troubleshooting Approval Workflows

All the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can see all of the details on how an approval workflow progresses from step to step while it is in the approval process. This is helpful to administrators for troubleshooting any issues with a workflow.

### If You Do Not Use an Approval Workflow for the Purchasing or AP Invoice Approvals Application

If you do not use an approval workflow for the Purchasing or AP Invoice Approvals application: When you create a record in the application and click the **Submit** button on the toolbar of an entry form, the record is automatically approved.

### Entering Purchasing Items on the Fly in the Equipment Hub

When you enter a new asset or equipment item directly in the Equipment hub, you can also enter a new purchasing item upon which to base the asset or equipment item.

You normally select an existing purchasing item upon which to base a new asset or equipment item. You select the existing item from the **Item Number** drop-down list in the Equipment hub. The purchasing items are set up in **Settings » Purchasing & Inventory » Items Master**.

However, if none of the existing purchasing items in the **Item Number** drop-down list apply for a new asset or equipment item, you can enter a new purchasing item on the fly while still in the Equipment hub. You enter the item in the **Item Number** field.

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## About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue.

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