Deltek Costpoint®

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IMPORT PROJECT BUDGETS

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IMPORT PROJECT BUDGETS

Use this interface to transfer project budget, project budget revisions, forecast, and ETC revenue data into Costpoint from a comma-delimited ASCII file produced by Project Planner (or from any budgeting tool that can produce a comma-delimited file with the required information).

The file produced may vary in format from client to client; therefore, you can define the physical structure and the information content contained within the input (source) file. This definition allows for the various types of data and the multiple levels of detail within the Costpoint budgeting system. The only exception is project budget revisions, which have a predefined file structure.

The application supports the following:

- Period values by "Forecast or Budget" for:

  - Direct Labor Costs

  - Direct Non-Labor Costs

  - Direct Labor Costs and Indirect Costs

  - Direct Non-Labor Costs and Indirect Costs

  - Manual Fees

- Total values by "Forecast or Budget" for:

  - Direct Labor Costs

  - Direct Non-Labor Costs

  - Direct Labor Costs and Indirect Costs

  - Direct Non-Labor Costs and Indirect Costs

  - Manual Fees

- ETC revenue amounts

- Project Budget Revisions

Since the content and format of the file varies by client, you can map your input file columns (source) to Costpoint table/columns (target). The target columns presented depend on the budgeting option in effect and the content of the input file that you defined. Note that we currently support standard project budgets only. You cannot re-map target columns for project budget revisions; instead, the process uses the pre-defined mapping to process these files.

There may be situations where the input file does not contain all of the data required based on the budgeting option in effect and the type of budget data in the file. Therefore, you can define the source location of data at mapping time, and you can have different data sources. The primary source of data is the input file, but you can also use default values for columns that are defined at mapping and/or to indicate columns whose values are entered at import time.

There may also be extra lines in the input file, such as subtotal and total rows, that do not represent detailed budget information and must not be imported into the Costpoint database. You can include or exclude rows by defining a column number and a data value for that column. You can define multiple inclusion or exclusion rules for an input file definition.

In certain situations, the input file may contain columns that represent the same type of information (such as dollars) for different accounting periods where the starting accounting period represented by the first column of this type, and the number of times this column occurs within the input file, can vary from upload to upload. In this situation, the application prompts you for a starting fiscal year and period and compute the remaining periods based on the definition of the column.

The column definition contains the following information:

- Whether or not it is a repeating column.

- The interval between columns (currently, always "1").

- The number of times the column occurs within the input file.

You can run the import process in interactive or process server mode. The application captures any required runtime input and stores the results as an item in the function parameters catalog for later use by the process server.

Run this process after creating source file definitions and mapping on the Configure Interface Settings and Configure Project Planner Mapping Definitions screens, and after project budget files are created and are ready to be imported.

There are two ways to work with input files in Costpoint

- You can access the input file from the network by using Alternate File Locations.

- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

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

Location

- Projects
- Budgeting and ETC
- Budget Interfaces

Identification

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

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options are also included in the saved parameter ID if there are any. You can change any of the associated selection defaults as necessary.

Parameter ID

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

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

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

Description

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

Options

Input File

Location

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

- In the **Location** field, enter, or click 🔍 to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.

  or

- From the Global Menu, click **Process » File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

Name

Enter, or click 🔍 to select, the name of the file to be imported.

Source Name

Enter, or click 🔍 to select, a source file definition that matches the input files you are processing. If, during the interface setup process, you choose to have any column values entered at runtime, these columns are displayed in the **Runtime Input Values** table. You must then enter values in these fields.

If the source name you have selected does NOT require any runtime input, go directly to the 🔧 function (see the documentation 🔧).

Load Mappings

Click this button to load saved mappings into the **Runtime Input Values** table.

Continue Processing of Valid Files

Select this check box if you want the process to continue when invalid files are found.

Continue Processing File When Invalid Records are Found

Select this check box to upload valid data even when invalid records are encountered.

Selection Range

Project

Range

Use the drop-down list to select the range of projects to process. Valid options are:

- **All** — Select this option to process all projects in the input file. This is the default option.
- **One** — Select this option to process only those projects in the input files that match the value you enter in the **Start** field.
- **Range** — Select this option to process only those projects within the input file that are within the **Start** field value and the **End** field value.
- **From Beginning** — Select this option to process all projects in the input file starting at the beginning and ending with the value you enter in the **End** field.
- **To End** — Select this option to process all projects in the input file starting with the value you enter in the **Start** field.

Start

Enter, or click 🔍 to select, the starting project in the range you want to process.

End

Enter, or click 🔍 to select, the ending project in the range you want to process.

Runtime Input Values

Use this table to enter values that must be provided at runtime, as determined in the Configure Interface Settings screen.

Target Table Name

This non-editable field displays the Costpoint tables into which the project budget data is being imported.

Column Name

This non-editable field displays the column ID that is populated by the value being provided.

Column Description

This non-editable field displays a description for the column ID.

Value

Enter the value to be assigned to this column during the import process.

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PROCESS FLOW

The assumed process flow is as follows:

1. On the Configure Interface Settings screen, set up the source file definition, the row inclusion and exclusion parameters, the source file row definition, and the source file column definition. When you save the source file column definition, the application builds the base mapping definition. You can view the mapping and source file structure that has been pre-defined for project budget revisions, but you cannot change it from the Configure Interface Settings screen.

2. The Configure Project Planner Mapping Definitions screen displays a list of the columns you defined in one grid and the Costpoint columns in a mapping definition grid. Define the source from which the expected data is coming for each Costpoint column in the **Column Source** field.

   - If the **Column Source** is **File** (input file), you must provide a source column number.

   - If the **Column Source** is **Default** (default value), you must provide a default value.

   - If the source of the data is to be obtained during import, provide no column number or value at this time. The application prompts you during the Import Project Budgets phase for any column where the **Column Source** is **Runtime**.

   - If the **Column Source** is **Calculated**, the application provides the appropriate value. The use of **Calculated** as a source of data in this release is supported for the following columns:

     1. Synthetic Key - Project Forecast Direct

     - Date and Time record was updated

     - Costpoint User ID

     - Update Control Counter

     - Last Update Date

     - ORG_ID. The ORG_ID can be retrieved from the PROJ table and loaded into the input data if none has been provided in the input file.

3. During the import process, the application uses the input file, the run-time input values, and the mapping definition to validate and populate the proper Costpoint tables, depending on the Costpoint version and the budgeting option in effect.

4. Data is first parsed/imported into worktables and validated. Valid data is staged in worktables; erroneous data is staged into an error table. The application generates an error report for any invalid data. Several reports are available that you can use to see the valid data before updating Costpoint.

5. When you run the import under the Process Server, the application automatically imports all valid data. If it encounters errors, the application saves an error report to a file: c:\PplannerErrRpt.RTF.

BUSINESS PROCESSING

Definitions

- Project Manager — Uses Project Planner to develop budget, forecast, and ETC data.

- Data administrator — Exports data from Project Planner.

- Costpoint staff — Runs Costpoint processes to import and update budget, forecast, and ETC tables.

Activities

1. Importing into Costpoint

    - Data administrator — Provide input file to Costpoint staff.

    - Costpoint staff.

2. Configure Interface Settings and Configure Project Planner Mapping Definitions screens.

    - Define source file definition, row inclusion and exclusion rules, row definitions, column definitions and mapping definitions.

3. Import Project Budgets screen.

    - Select appropriate input files.

    - Select appropriate project option.

    - Select appropriate interface setup definition.

    - Provide runtime data inputs.

    - Submit job to process server and review results of process server run or run interactively to review reports and import.

4. Processing within Costpoint after import.

    - Costpoint staff.

    5. Budgets and forecasts.

        - Run the Update Project Total Budget screen to reflect detail provided.

        - Run the Update Budget Report Tables screen and select **Update** in the **Operation** drop-down list.

ASSUMPTIONS

General

1. You must be familiar with the content and format of any input file before attempting to create any interface configurations.

2. The data administrator must provide one set of input files per project to the Costpoint staff. A set consists of direct and indirect labor costs, direct and indirect non-labor costs, manual fees, and ETC revenue.

3. If you do not use the same input file format across PMs, you must create a separate source file definition to handle separate formats.

4. The project budget/forecast revisions must exist in Costpoint before you import budget data.

Input File

1. Only Comma-Separated Value (CSV) formatted files can be processed.

2. You must create all input files using the **MULTIPLE COLUMN** option (that is, repeating columns that represent accounting periods) in Enterprise Planner.

3. If the number of repeating column occurrences varies from import to import (that is, the accounting time dimensions covered by the input file are decreasing or increasing), you must either set up a source file definition that matches each of the expected number of column occurrences, which vary depending on the expected importing intervals and/or periods imported, or you must change the number of occurrences defined within one selected source file definition. For example, if you import annually and semi-annually, the annual import is for 12 periods, and 12 repeating columns are in the input file (assuming only one year's worth of data is in the input file and a year is made up of 12 periods). The semi-annual import is for 6 periods, and 6 repeating columns are in the input file. **If the number of repeating column occurrences remains constant for each import, you do NOT need to modify the source file definition. It is critical to know the number of expected columns to verify that there is sufficient data within an input file and to know the number of accounting time dimensions to manufacture.**

4. Repeating columns must run in consecutive order.

5. The **Project**, **Organization**, and **Account** columns must be parsed, if necessary. This data must be separated from any description data that may exist in the same column. A space is the assumed separator.

6. The amounts can be both positive and negative. Negative amounts are formatted with a leading minus sign and decimal point, with no commas (for example, -1000.00).

7. The **Projects**, **Organizations**, and **Accounts** must be in the proper Costpoint format and at the appropriate level for PSR reporting.

8. In order to zero out amounts for a preexisting row in a table, submit a record in the input file with the amounts being zero.

Configuration

1. Default values are NOT validated until import time, since in many cases it is the combination of a default value, a run-time value, and an input file value that must be validated, rather than the default value alone.

2. The **Subperiod** must always be a default value, and that value must be **1**.

Import

1. The data provided at runtime applies to all input files selected and to all projects within the selected input files.

2. All insertions or updates to tables summarize the data rows provided. The application does NOT check for duplicate data because the data provided in the input file may be at a level below the correct level for posting.

Check with your system consultant to determine your company's interface schedule.

ERROR MESSAGES

Window Messages

- Would you like to continue processing valid data?
- Some of the input files you have selected are invalid when compared to the source name definition you have chosen when processing these input files. You can continue with the valid input files or stop.
- None of the selected files have enough data to process
- All of the input files you have selected are invalid when compared to the source name definition you have chosen when processing these input files.

Error Report Messages

- ACCT_GRP_CD is not the same for the PROJ_ID and ACCT_ID
- The account associated with the project contained in your input file is not defined within the account group assigned to that project.
- ACCT_ID not found in ACCT table.
- The account contained in your input file is invalid.
- ACCT_ID and ORG_ID combination is not found in ORG_ACCT table
- The account and organization combination contained in your input file is not valid.
- ALLOC_GRP_NO not found in ALLOC_GRP table.
- The pool allocation number contained in your input file or that was provided as a default value is invalid.
- ALLOC_GRP_NO and FY_CD and POOL_NO combination is not found in POOL_ALLOC table.
- The pool allocation number, fiscal year, and pool number combination contained in your input file or that was provided as a default value is invalid.
- FY_CD not found in FY table.
- The fiscal year contained in your input file or provided at run time is invalid.
- ORG_ID not found in ORG table.
- The organization contained in your input file is invalid.
- PD_NO and FY_CD combination is not found in ACCTING_PD table.
- The fiscal year and accounting period combination in your input file or provided at run time is invalid.
- PD_NO and FY_CD and SUB_PD_NO combination is not found in SUB_PD table.
- The fiscal year, accounting period, and accounting subperiod combination in your input file, or provided at run time, or provided as a default, is invalid.
- PROJ_ID not found in PROJ table.
- The project contained in your input file is invalid.
- PROJ_ID and ACCT_ID and ORG_ID combination is not found in PROJ_TOT_BUD_DIR table.
- You are trying to process "Total" indirects in your input file without valid directs.
- PROJ_ID and FY_CD and BUD_RVSN_ID combination is not found in PROJ_BUD_RVSN table
- The project, fiscal year, and budget revision combination in your input file or provided at run time is invalid.
- Same BUD_RVSN_ID, FY_CD, PROJ_ID with row (rownumber)
- More than one row exists in the input file with the same BUD_RVSN_ID, FY_CD, and PROJ_ID.
- PROJ_ID not found in PROJ_EDIT table
- You are trying to process a Budget Revisions row with an invalid PROJ_ID.
- Row does not have enough data
- This particular row does not have enough data columns as defined in source file structure

- Data too big
- A data value exceeds the size of the database column.
- Same DFLT_FL, FY_CD, PROJ_ID with row (rownumber)
- More than one row is flagged as the current revision for the same project ID and fiscal year. Only one current revision is allowed.
- Data can not be NULL
- A required field has been left blank.