Deltek Costpoint®

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IMPORT TE EXPENSE COMMITMENTS

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IMPORT TE EXPENSE COMMITMENTS

Use this screen to import expense commitments from Deltek Time & Expense. The application imports data from a Comma-Separated Value (. csv) input file created by Time & Expense. For information about the input file layout, see your Time & Expense documentation.

You must set up the Configure TE Commitments Suspense Settings screen for your company before any commitments can 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

- Accounting
- Accounts Payable
- Accounts Payable 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. Any page setup and print options are also included in the saved parameter ID. 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 on the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made on 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 on 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 input file.

Delimiter

Select a delimiter from the drop-down list:

- **Comma** (default)
- Semicolon
- Tab
- Tilde

Accounting Period

Use this group box to choose the fiscal year, period, and subperiod to use as the default period for all imported expense commitments. These settings do not override values in the input file, but they are used if the fiscal year, period, and/or subperiod in the input file are blank.

When you make a selection in any field in this group box, the other fields are automatically populated.

Fiscal Year

Enter, or click to select, the fiscal year.

Period

Enter, or click to select, the period.

Subperiod

Enter, or click to select, the subperiod. The non-editable field to the right displays the subperiod end date.

Print Edit Report during validate

Select this check box to print the edit report when you run the **Validate Input File** process.

Continue to process with error records

Select this check box to have the application continue processing even when error records are found.

Preview and Print Menu

Validate Input File

Click or and select this option to read the input file, create temporary tables, validate records, and print the Error Report. This step can be performed simultaneously by more than one user.

When you select the **Print Edit Report during validate** check box, the edit report prints after validation.

The validation of an input file may require you to do it more than once until all errors in the file are corrected. To prevent bottlenecks in this step, multiple users can simultaneously run it with their own set of input files. Once an input file is validated, it can be submitted to the job server where the rest of the import process do not require user interaction. You can get an e-mail notification when the process is complete.

Action Menu

Validate Input File and Import TE Expense Commitments

Click the arrow to the right of  and select this option to validate and import TE expense commitments. This action will print both the error and edit reports. Only one user at a time can perform this step on this application and you cannot run it simultaneously with the **Validate Input File** option. You can set this step on the Manage Jobs screen so that the validate and import process can be done at the job server.

Input File Validation

- Table Information

  This screen populates the following tables:

  - EXP_SCHEDULE_HDR
    - EXP_SCHEDULE_LN

INPUT FILE VALIDATION

Field Name	Validation	Error Message
Line	Must be unique.	Line number must be unique.
	Valid values must be from 1 onwards; incremented by 1.	Line number must be in sequence.
Commitment Date	Every line must have a commitment date.	Must be in input file.
	Date must be valid.	Not a valid date.
Project	Every line must have a project.	Must be in input file.
	Must be in PROJ table.	Not found in PROJ table. Alternate message displayed depending on suspense replacement option: Not in PROJ table, replaced. Not in PROJ table, replaced P/A/O.
	Must be active.	Not active. Not active, replaced. Not active, replaced P/A/O.
	Must allow charging.	Does not allow charges. Does not allow charges, replaced. Does not allow charges, replaced P/A/O.
Account	Every line must have an account.	Must be in input file.
	Must be in ACCT table.	Not found in ACCT table. Alternate message displayed depending on suspense replacement option: Not in ACCT table, replaced. Not in ACCT table, replaced A/O. Not in ACCT table, replaced P/A/O.
	Must be active.	Not active. Not active, replaced. Not active, replaced A/O. Not active, replaced P/A/O.
	Must be a detail account.	Not a detail ACCT. Not a detail ACCT, replaced.

		Not a detail ACCT, replaced A/O. Not a detail ACCT, replaced P/A/O.
	Account requires a project.	PROJ is required for this ACCT. PROJ is required, replaced. PROJ is required, replaced A/O. PROJ is required, replaced P/A/O.
	Account cannot have project.	A PROJ cannot be used with this ACCT. PROJ cannot be used, replaced. PROJ cannot be used, replaced A/O. PROJ cannot be used, replaced P/A/O.
	Not valid for AP.	Not found in ACCT Entry Groups table. Cannot be used for APV, replaced. Cannot be used for APV, replaced A/O. Cannot be used for APV, replaced P/A/O.
Organization	Every line must have an organization.	Must be in input file.
	Must be in ORG table.	Not found in ORG table. Alternate message displayed depending on suspense replacement option: Not found in ORG table, replaced. Not found in ORG table, replaced A/O. Not found in ORG table, replaced P/A/O.
	Must be active.	Not active. Not active, replaced. Not active, replaced A/O. Not active, replaced P/A/O.
Account/Organization	Acct/Org exists on ORG_ACCT table.	See AOPUTLAM. Use standard class AO validation. Either value could be replaced with suspense and revalidated.
	Must be active.	
	Within the Period of Performance.	
Project/Organization/Account	Standard Class POA validation including Project Period of	See AOPUTLAM. Use standard class POA validation. Any of the three

	Performance.	values could be replaced with suspense and revalidated.
Project/Account	Standard Class PAG validation.	See AOPUTLAM. Use standard POA validation. Either value could be replaced with suspense and revalidated.
Project/Organization	Standard Class Proj/Org validation.	See AOPUTLAM. Use standard POA validation. Either value could be replaced with suspense and revalidated.
Reference Number 1	Must be in REF_STRUC table.	Not found in Reference Structure table. Alternate message displayed depending on suspense replacement option: Not in Reference Structure, replaced.
	Available for data entry.	May not be used in data entry. Cannot be used in data entry, replaced.
	Valid reference 1.	This entry is not valid as a reference 1. Invalid as a reference 1, replaced.
Reference Number 2	Must be in REF_STRUC table.	Not found in Reference Structure table. Alternate message displayed depending on suspense replacement option: Not in Reference Structure, replaced.
	Available for data entry.	May not be used in data entry. Cannot be used in data entry, replaced.
	Valid reference 2.	This entry is not valid as a reference 2. Invalid as a reference 2, replaced.
Commitment Amount	Every line must have a Commitment Amount.	Must be in input file.
	Must be numeric.	Not numeric.
Functional Currency Code	Every line must have a Functional Currency Code.	Must be in input file.
Employee	Every line must have an Employee	Must be in input file.

	Must be a valid vendor in EMPL table.	Not found in EMPL table.
Vendor	Every line must have a Vendor.	Must be in input file.
	Must be a valid vendor in VEND table.	Not found in VEND table.
	Payroll vendor flag cannot be set.	Flagged as a PR VEND.
	Cannot be an inactive vendor.	Inactive in the Manage Vendors screen.
Last Calculated Date/Time	Every line must have a last calculated date/time.	Must be in input file.
	Date/time must be valid.	Not a valid date/time.
Company	Every line must have a company.	Must be in input file.
	Company must be company of currently logged in user.	Not the company of the currently logged in user.