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Deltek Costpoint®

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IMPORT ACCOUNTS PAYABLE MULTICURRENCY VOUCHERS

Table of Contents

IMPORT ACCOUNTS PAYABLE MULTICURRENCY VOUCHERS

Use this preprocessor to import vouchers that are not in Costpoint's functional currency from an ASCII file or from tables. The data to be imported must be in a single currency. Multiple currencies require a separate upload file or rows in the tables. You can import both open payables and paid vouchers in this screen.

- To view and edit the transactions loaded by this process, use the Manage Accounts Payable Vouchers screen.
- To review the transactions loaded by this process, use the Print Voucher Edit Report screen.

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

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

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

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

Fields Validated by Company

The following fields are validated by company:

- Vendor
- Vendor Employee
- 1099 Flag
- Pay Vendor
- Pay Vendor Address Code
- Project
- Project Abbrev Code
- Project Account Abbrev Code
- Organization
- Organization Abbrev Code
- Voucher/Fiscal Year
- Account Entry Group
- Subperiod Journal Status
- AP Account
- Cash Account
- Sales/Use Tax Code
- Reference ID
- General Labor Category
- Project Labor Category

Fields Controlled by Company

The following fields are controlled by company:

- Suspense Values
- Voucher Settings
- Vendor Settings

- Multicurrency Settings

Location

- Accounting
- Accounts Payable
- Accounts Payable Interfaces

Related Topics

PROCESSING DETAILS

ERROR MESSAGES

DETAILED TABLE SPECIFICATIONS

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

File Location

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

- In the **File 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 **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

Select Input

From the drop-down list, select your input source:

- **ASCII File** (fixed length)

- **Tables** — The **Tables** setting uses three database tables for importing vouchers. The tables correspond to the three parts of a voucher: header, expense lines, and labor. The columns in the input file layout are also in the tables. There are two additional columns:

  - **Record Number** (REC_NO) — Used as the primary key. You should make sure that it is unique when populating the tables with data.

  - **Status Code** (S_STATUS_CD) — Used to identify rows that have not been processed, are in error, or have been imported.

  The tables are:

Table	Contains Information to be Imported for the:
AOPUTLAM_INP_HDR	Header-type record
AOPUTLAM_INP_DETL	Detail-type record
AOPUTLAM_INP_LAB	Labor-type record

For the **Tables** setting only, the **Fiscal Year** column cannot be null in the tables. If you do not supply a fiscal year, you must set the **Fiscal Year** column to a single blank character space in the tables.

In the unlabeled field to the right, enter, or click 🔍 to select, the name of the input file.

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

Accounting Period

Select the fiscal year, period, and subperiod to use as defaults. These settings do not override values in the input file but Costpoint uses them if the fiscal year, period, and/or subperiod in the input file are blank.

Voucher Numbering Method

Select one of the following methods for numbering vouchers:

Use Vchr Numbers in Input File

Select this option to use the voucher numbers provided in the input file when importing vouchers to Costpoint tables. This is the default.

Use Last System Vchr Number

Select this option to assign unique voucher numbers sequentially when importing to the Costpoint tables. Costpoint uses the **Last System Voucher Number** from the Configure Accounts Payable Voucher Settings screen to determine the next voucher number.

Supply Beginning Vchr Number

Select this option to enter a beginning voucher number in the data field directly below this option. Unique voucher numbers are assigned sequentially when you import, starting with the beginning voucher number you enter.

If you select the **Use Last System Voucher Number** option, the Costpoint system-wide setting for the **Voucher Numbering Method** option on the Configure Accounts Payable Voucher Settings screen must be set to **System**, and the **Last System Voucher Number** field must be greater than or equal to zero.

Assigning voucher numbers when importing can take significantly longer than using the voucher numbers provided in the input file. The length of time required for the import also depends upon the number of vouchers being uploaded.

Process Table Options

For this group box to be active, you must select **Tables** from the **Select Input** drop-down list.

Load Unprocessed Records

Select this option to process rows from the input tables having a status (S_STATUS_CD) of **NULL**. The rows are selected from the Header, Detail, and Labor tables.

Records that pass validation and records that fail validation are loaded into separate temporary tables; this is the same procedure for processing input files. The status code (S_STATUS_CD) column is then updated to **E** (Error) in all the input tables for the corresponding records that contain errors.

When you click the **Import Vouchers** button on the toolbar, all the records that passed validation are inserted into the base tables (VCHR_HDR, VCHR_LN, VCHR_LN_ACCT, and VCHR_LAB_VEND). The **Status Code** column is then updated with an **I** (Imported) to show that these rows have been successfully imported.

Reprocess Error Records

Select this option to re-process rows from the input tables having a status (S_STATUS_CD) of **E** (Error).

Delete Imported Records

Select this option to delete rows from the input tables having a status (S_STATUS_CD) of **I** (Imported). If you select this option, Costpoint deletes records from the AOPUTLAM_INP_HDR, AOPUTLAM_INP_DETL, and the AOPUTLAM_INP_LAB input tables.

Print Edit Report during validate

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

Expand Segmented IDs

Select this check box to expand the **Account**, **Org**, **Project**, **Reference Number 1**, and **Reference Number 2** fields in the input file when processing.

If you select this check box, Costpoint pads any segment of the affected fields that is shorter than the specified length for that segment:

- If the value is numeric, Costpoint pads the segment with zeros on the left.
- If the value is alphanumeric, Costpoint pads the segment with spaces on the right.

If you select the **Expand Segmented IDs** check box, processing may take significantly longer.

Overwrite the existing records

Keep this check box selected (the default) to allow overwriting of existing records during the import process. Clear this check box to prevent overwriting of existing records.

Continue to process with error records

Keep this check box selected (the default) to instruct Costpoint to continue processing if it encounters error records. Clear this check box to have Costpoint stop processing if it encounters error records.

Include records not assigned to a user

Select this check box to import vendor records that are not assigned to the logged on user.

This check box is only enabled when the **Tables** format is selected.

Transaction Currency

This field displays the transaction currency of the file that you are importing. All records in the file or rows in the table must have the same transaction currency. You originally specified the transaction currency on the Configure Multicurrency Settings screen. If necessary, you can change the transaction currency by using the Exchange Rates subtask.

Subtask

Subtask	Description
Exchange Rate	Click this link to open the Exchange Rates subtask.

Preview and Print Menu

Validate Input File

Click 🔍 or 🖨 drop-down list and select Validate Input File 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.

This step also deletes records in the temporary tables that were previously imported using the **Tables** option.

Action Menu

Validate Input File and Import Vouchers

Click 🔧 drop-down list and select this option to validate and import vouchers. 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.

Technical Details

Tables Read

Table	Menu
Account (ACCT)	**Accounting » General Ledger » Accounts » Manage Accounts**
Account Entry Rules (ACCT_ENTRY_RULES)	**Accounting » General Ledger » Accounts » Configure Account Entry Groups**
Account Group Setup (ACCT_GRP_SETUP)	**Projects » Project Setup » Project Setup Controls » Manage Project Account Groups**
Accounting Period (ACCTING_PD)	**Accounting » General Ledger » Company Calendar » Manage Accounting Periods**
AP Suspense Setup (X_AP_SUSP_SETUP)	**Accounting » Accounts Payable » Accounts Payable Interfaces » Manage Accounts Payable Vouchers**
Billing Labor Category (BILL_LAB_CAT)	**Projects » Project Setup » Project Labor » Manage Project Labor Categories (PLC)**
Check History (VEND_CHK)	**Accounting » Accounts Payable » Accounts Payable Utilities » Manage Check History**
Default A/P Accounts	**Accounting » Accounts Payable » Accounts Payable Controls**

(DFLT_AP_ACCTS)	**» Manage Accounts Payable Accounts**
Default Cash Accounts (DFLT_CASH_ACCTS)	**Accounting » Accounts Payable » Accounts Payable Controls » Manage Cash Accounts**
Fiscal Year (FY)	**Accounting » General Ledger » Company Calendar » Manage Fiscal Years**
General Labor Category (GENL_LAB_CAT)	**People » Labor » Labor Controls » Manage General Labor Categories**
General Ledger Configuration File (GL_CONFIG)	**Accounting » General Ledger » General Ledger Controls » Configure General Ledger Settings**
Organization (ORG)	**Accounting » General Ledger » Organizations » Manage Organization Elements**
Organization Account (ORG_ACCT)	**Accounting » General Ledger » Accounts » Link Accounts/Organizations**
Project (PROJ)	**Projects » Project Setup » Project Master » Manage Project User Flow**
Project Control (PROJ_CNTL)	**Projects » Project Setup » Project Setup Controls » Configure Project Settings**
Project Edit (PROJ_EDIT)	**Projects » Project Setup » Project Master » Manage Modifications**
Project Labor Category (PROJ_LAB_CAT)	**Projects » Project Setup » Project Labor » Link Project Labor Categories to Projects**
Project Labor Category Map (PROJ_LAB_CAT_MAP)	**Projects » Project Setup » Project Labor » Link Project Labor Categories to Projects » Link GLC to Project PLC (subtask)**
Project Organization Account (PROJ_ORG_ACCT)	**Projects » Project Setup » Charging Information » Link Projects/Accounts/Organizations**
Project Vendor (PROJ_VEND)	**Projects » Project Setup » Project Labor » Manage Vendor Work Force**
Project Vendor Labor Category (PROJ_VEND_LAB_CAT)	**Projects » Project Setup » Project Labor » Link Project Labor Categories to Vendor Employee Work Force**
Reference Structure (REF_STRUC)	**Accounting » General Ledger » Reference Numbers » Manage Reference Structures**
Sales Tax (SALES TAX)	**System Controls » System Administration » System Administration Controls » System Codes » Manage Sales or Value Added Taxes**
Subperiod (SUB_PD)	**Accounting » General Ledger » Company Calendar » Manage Subperiods**
Subperiod Journal Status (SUB_PD_JNL_STATUS)	**Accounting » General Ledger » Company Calendar » Manage Subperiods**
Vendor (VEND)	**Accounting » Accounts Payable » Vendors » Manage Vendors**

Vendor Address (VEND_ADDR)	**Accounting » Accounts Payable » Vendors » Manage Vendors » Addresses block**
Vendor Employee (VEND_EMPL)	**Accounting » Accounts Payable » Vendors » Manage Vendors » Vendor Employees (flow)**
Vendor Settings (VEND_SETTINGS)	**Accounting » Accounts Payable » Vendor and Subcontractor Controls » Configure Vendor Settings**
Vendor Terms (VEND_TERMS)	**Accounting » Accounts Payable » Vendor and Subcontractor Controls » Manage Vendor Terms**
Voucher Header History (VCHR_HDR_HS)	**Accounting » Accounts Payable » Accounts Payable Reports/Inquiries » Print Voucher Register Report**
Input File (User - named)	

Tables Read and Written

Table	Menu
A/P Voucher Prep Parameters (PARMS_AOPUTLAP)	**Accounting » Accounts Payable » Accounts Payable Interfaces » Import Accounts Payable Vouchers**
Function Parameter Catalog (W_FUNC_PARM_CATLG)	
Posting Semaphore (POST_SEMAPHORE)	
Sequence Generator (SEQ_GENERATOR)	
Voucher Header (VCHR_HDR)	**Accounting » Accounts Payable » Voucher Processing » Manage Accounts Payable Vouchers**
Voucher Settings (VCHR_SETTINGS)	**Accounting » Accounts Payable » Accounts Payable Controls » Configure Accounts Payable Voucher Settings screen**

Tables Written

Table	Menu
Voucher Labor Vendor (VCHR_LAB_VEND)	**Accounting » Accounts Payable » Voucher Processing » Manage Accounts Payable Vouchers**
Voucher Line (VCHR_LN)	**Accounting » Accounts Payable » Voucher Processing » Manage Accounts Payable Vouchers**
Voucher Line Account (VCHR_LN_ACCT)	**Accounting » Accounts Payable » Voucher Processing » Manage Accounts Payable Vouchers**

Output Files

The following output files are generated by this preprocessor:

7

- Error File (Input File name + .ERR)
- Edit Report
- Error Report

- Table Information

  This screen uses the following tables:

  - AOPUTLAM_INP_DETL
    - AOPUTLAM_INP_HDR
    - AOPUTLAM_INP_LAB
    - POST_SEMAPHORE
    - SEQ_GENERATOR
    - VCHR_HDR
    - VCHR_HDR_HS
    - VCHR_LAB_VEND
    - VCHR_LN
    - VCHR_LN_ACCT
    - VCHR_SETTINGS
    - W_FUNC_PARM_CATLG

PROCESSING DETAILS

Processing Details

1. Costpoint checks the voucher temporary tables to ensure all rows are imported. If rows have not been imported, Costpoint displays a message on the screen and you can continue or cancel the process. If you continue, the temporary tables are cleared.

2. Costpoint inserts records from the Input File into the temporary tables.

3. Costpoint applies defaults to fields that are blank in the Input File and that have a "default provided" status.

4. Validations are performed.

5. Once the validations are completed, Costpoint writes vouchers with errors to the error file. If there is an error on one line of a voucher (header, detail, or vendor labor), all lines of the voucher will be rejected and written to the error file. These rows will then be deleted from the temporary tables. The temporary tables now have only valid rows in them.

6. Field processing and calculations are performed.

7. The Error Report prints. If there are errors, Costpoint displays a message on the screen. If there are no errors, the Error Report indicates that no records were found.

Import Details

1. If Costpoint uses the voucher numbers from the Input File, the Voucher Header and Voucher Header History will be checked again to ensure that the vouchers being imported do not already exist. If duplicates do exist, Costpoint displays a message on the screen and does not perform the import.

2. If the application assigns voucher numbers, all vouchers in the temporary tables will be assigned new and unique voucher numbers.

3. The Voucher Key, Voucher Line Key, Voucher Line Account Key, and Voucher Line Vendor Key are set.

4. Rows from the temporary tables are inserted into the Voucher Header, Voucher Line, Voucher Line Account, and Voucher Labor Vendor tables.

Input File and Error File Layout

You name the Input File. The Error File has the same name with an extension of .ERR and will have the same layout as the Input File.

The Input File must be a fixed-format file. You must fill every position with either an appropriate character or space. It is not necessary to zero-fill numbers; you can use spaces to maintain the proper format. Numeric fields must be right-justified and character fields must be left-justified. You do not need to fill the **Notes** fields with spaces, but every record must end with a carriage return and line feed.

A record in the Input File must be in one of three formats: Header, Detail, or Vendor Labor. Each voucher Header record must have at least one matching voucher Detail record in the Input File. Vendor Labor records are optional. Each Vendor Labor record must match with a Detail record in the Input File.

Header Format (VCHR_HDR Table)

Type	CP Table/Column	Character	Required?	Format
Record Type		Character 1	Required	("H")
Input Voucher Number	VCHR_NO	Number 9	Required	(999999999)
Fiscal Year	FY_CD	Character 6	Default provided	
Period Number	PD_NO	Number 2	Default provided	(99)
Subperiod Number	SUB_PD_NO	Number 2	Default provided	(99)

Vendor ID	VEND_ID	Character 12	Required	
Terms	TERMS_DC	Character 15	Default provided	
Invoice Num	INVC_ID	Character 15	Optional	
Invoice Date	INVC_DT	Character 10	Required	(YYYY-MM-DD)
Invoice Amt	INVC_AMT	Number 15	Required	(-99999999999.99) (including Sales Tax)
Discount Date	DISC_DT	Character 10	Optional	(YYYY-MM-DD)
Discount Pct	DISC_PCT_RT	Number 6	Optional	(999.99) (10.00 = 10%)
Total Disc Amt	DISC_AMT	Number 15	Optional	(-99999999999.99)
Due Date	DUE_DT	Character 10	Optional	(YYYY-MM-DD)
Hold Voucher	HOLD_VCHR_FL	Character 1	Required	("Y" or "N")
Pay When Paid Fl	PAY_WHEN_PAID_FL	Character 1	Default provided	("Y," "N," or blank)
Pay Vendor ID	PAY_VEND_ID	Character 12	Default provided	
Payment Add Cd	PAY_ADDR_DC	Character 10	Default provided	
PO Num	EXT_PO_ID	Character 10	Optional	(For reference only)
PO Release Num	EXT_PO_RLSE_NO	Number 3	Optional	(999) (for reference only)
Retainage Rate	RTN_RT	Number 6	Optional	(999.99) (10.00 = 10%)
A/P Acct Desc	AP_ACCTS_KEY (used to derive AP_ACCT_ID, AP_ORG_ID, AP_REF1_ID, and AP_REF2_ID)	Character 30	Default provided	
Cash Acct Desc	CASH_ACCTS_KEY (used to derive CASH_ACCT_ID, CASH_ORG_ID, CASH_REF1_ID, and CASH_REF2_ID)	Character 30	Default provided	
Invoice Type	S_INVC_TYPE	Character 1	Default provided	("D," "P," or "N")
Delivery Value (Ship Amt)	SHIP_AMT	Number 15	Default provided	(-99999999999.99)
Check Fiscal Year	CHK_FY_CD	Character 6	Default provided	

Check Period Number	CHK_PD_NO	Number 2	Default provided	(99)
Check Subperiod Number	CHK_SUB_PD_NO	Number 2	Default provided	(99)
Check Number	CHK_NO	Number 9	Optional	(999999999)
Check Date	CHK_DT	Character 10	Default provided	(YYYY-MM-DD)
Check Amount	CHK_AMT	Number 15	Optional (only needed with Check Number)	(-99999999999.99)
Discount Taken Amount	DISC_TAKEN_AMT	Number 15	Default provided	(-99999999999.99)
Invoice Period of Performance Date	INVC_POP_DT	Character 10	Optional	(YYYY-MM-DD)
Print Note-Blank Laser Check Flag	PRINT_NOTE_FL	Character 1	Default provided	("Y," "N," or blank)
Separate Check Flag	SEP_CK_FL	Character 1	Default Provided	("Y" or "N")
Joint Payee Name	JNT_PAY_VEND_NAME	Character 40	Optional	
Notes	NOTES	Character 254	Optional	

Detail Format (VCHR_LN and VCHR_LN_ACCT tables)

Type	CP Table/Column	Character	Required?	Format
Record Type		Character 1	Required	("D")
Input Voucher Number		Number 9	Required	(999999999)
Fiscal Year		Character 6	Default provided	
Voucher Line Num	VCHR_LN.VCHR_LN_NO	Number 6	Required	(999999)
Account	VCHR_LN_ACCT.ACCT_ID	Character 15	Required	
Org	VCHR_LN_ACCT.ORG_ID	Character 20	Required	
Project	VCHR_LN_ACCT.PROJ_ID	Character 30	Optional	
Reference Num 1	VCHR_LN_ACCT.REF1_ID	Character 20	Optional	
Reference Num 2	VCHR_LN_ACCT.REF2_ID	Character 20	Optional	
Line Amt	VCHR_LN_ACCT.CST_AMT	Number 15	Required	(-99999999999.99) (Without Tax)
Taxable Code	VCHR_LN.S_TAXABLE_CD	Character 1	Required	("S," "U," or "N")

Tax Code	VCHR_LN.SALES_TAX_CD	Character 6	Optional	(Required if Taxable Code is "S" or "U")
Sales Tax Amt	VCHR_LN.SALES_TAX_AMT	Number 15	Required	(-99999999999.99)
Discount Amt	VCHR_LN.DISC_AMT	Number 15	Required	(-99999999999.99)
Use Tax Amt	VCHR_LN.USE_ TAX_AMT	Number 15	Required	(-99999999999.99)
AP 1099 Flag	VCHR_LN_ACCT.AP_1099_FL	Character 1	Default provided	("Y," "N," or blank)
1099-MISC Type Code	VCHR_LN_ACCT.S_AP_1099_TYPE_CD	Character 6	Default provided	
Voucher Line Desc	VCHR_LN.VCHR_LN_DESC	Character 30	Default provided	
Org Abbreviation	VCHR_LN_ACCT.ORG_AB BRV_CD	Character 6	Optional	
Project Abbreviation	VCHR_LN_ACCT.PROJ_ABBRV_ CD	Character 6	Optional	
Project Account Abbrev	VCHR_LN_ACCT.PROJ_ACCT_ ABBRV_CD	Character 6	Optional	
Recovery Percent	VCHR_LN.RECOVERY_RT	Number 6	Optional	
Notes	VCHR_LN.NOTES	Character 254	Optional	

Vendor Labor Format (VCHR_LAB_VEND Table)

Type	CP Table/Column	Character	Required?	Format
Record Type		Character 1	Required	("V")
Input Voucher Number		Numeric 9	Required	(999999999)
Fiscal Year		Character 6	Default provided	
Voucher Line Number		Numeric 6	Required	(999999)
Vendor Subline Number	SUB_LN_NO	Numeric 5	Required	(99999)
Vendor Empl ID	VEND_EMPL_ID	Character 12	Optional	
General Labor Category	GENL_LAB_CAT_CD	Character 6	Required	
Project Labor Category	BILL_LAB_CAT_CD	Character 6	Optional	
Vendor Hours	VEND_HRS	Number 15	Optional	(-99999999999.99)

Vendor Amount	VEND_AMT	Number 15	Optional	(-99999999999.99)
Effective Billing Date	EFFECT_BILL_DT	Character 10	Default provided	(YYYY-MM-DD)

ERROR MESSAGES

Report Error Messages

The following errors may display on the Error Report.

Account

Error Message	Meaning/Related Information
A Project cannot be used with this account.	The **Project Required** check box was not selected for this account on the Manage Accounts screen, but a project was found in the Input File.
Contains segments that are too long.	The account in the Input File has one or more segments that are longer than the specified length for the segment.
Contains too many segments.	The account in the Input File has too many delimiters.
ID/Account Group Setup mismatch.	The account from the Input File and the default account found in the Account Group Setup table (Manage Project Account Groups screen) for the project account abbreviation supplied in the Input File did not match.
Not active.	The **Active** check box was not selected for this account on the Manage Accounts screen.
Not a detail account.	The **Detail** check box was not selected for this account on the Manage Accounts screen. You cannot charge accounts unless they are marked as detail.
Not formatted due to a fatal error.	A fatal error occurred when the application tried to check the input mask format. Please call for Technical Support.
Not found in Acct Entry Groups table.	The account entry group assigned to the account in the Input File does not include vouchers.
Not found in Acct table.	The account in the Input File does not exist in the Account table (the Manage Accounts screen).
Project is required for this account.	The **Project Required** check box was selected for this account in the Manage Accounts screen, but no project was found in the Input File.
Reformatted to match defined structure.	The account in the Input File does not match the input mask for accounts. It has been padded with spaces or zeros to match the input mask.
Too long for the defined structure.	The account in the Input File is longer than the specified length for accounts.

AP 1099 Flag

Error Message	Meaning/Related Information
Must be Y, N or blank.	The **A/P 1099 Flag** in the Input File is not **Y**, **N**, or blank.

AP 1099 Flag/Vendor ID

Error Message	Meaning/Related Information
WARNING: Vendor is NOT set up for 1099s.	The **A/P 1099 Flag** in the Input File is **Y** but the vendor is not set up for 1099s.
WARNING: Vendor is set up to Print 1099s.	The **A/P 1099 Flag** in the Input File is **N** but the vendor is set up to print 1099s.

AP 1099 Type

Error Message	Meaning/Related Information
Cannot be entered unless 1099 Flag = Y	The **1099-MISC Type Code** was entered in the input file but the **A/P 1099 Flag** is not **Y**.
Does not exist in the System table.	The **1099-MISC Type Code** is not set up as a valid **Type Code**.
Required when the 1099 Flag = Y	The **1099-MISC Type Code** was blank in the input file but the **A/P 1099 Flag** is **Y**.

A/P Acct Desc

Error Message	Meaning/Related Information
Not found in A/P Accounts table.	The **A/P Acct Desc** in the Input File does not exist in the A/P Accounts table (the Manage Accounts Payable Accounts screen).

A/P Org/Acct

Error Message	Meaning/Related Information
Not active.	The A/P account and A/P organization combination is not flagged as **Active** in the Organization Account table (Link Accounts/Organizations screen).
Not active in selected fiscal year.	The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the A/P account and A/P organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected period.	The accounting period of the record in the Input File is not within the starting and ending periods for the A/P account and A/P organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not found in Acct/Org table.	The A/P account and A/P organization combination does not exist in the Organization Account table (the Link Accounts/Organizations screen).

A/P Org/Disc Acct

Costpoint performs this validation only if, on the Configure Accounts Payable Vouchers Settings screen, the **Discount Account** option was selected in the **Charge Discounts to** group box and the **A/P Organization** option was selected in the **Charge Organization of** group box, and only on Header records from the Input File with a **Total Discount Amount** greater than zero.

Error Message	Meaning/Related Information

Not active.	The discount account and accounts payable organization combination is not flagged as **Active** in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected fiscal year.	The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the discount account and A/P organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected period.	The accounting period of the record in the Input File is not within the starting and ending periods for the discount account and A/P organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not found in Acct/Org table.	The discount account and A/P organization combination does not exist in the Organization Account table (the Link Accounts/Organizations screen).

Cash Acct Desc

Error Message	Meaning/Related Information
Not found in Cash Accounts table.	The cash account description in the Input File does not exist in the Cash Accounts table (the Manage Cash Accounts screen).

Cash Org/Acct

Error Message	Meaning/Related Information
Not active.	The cash account and cash organization combination is not flagged as active in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected fiscal year.	The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the cash account and cash organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected period.	The accounting period of the record in the Input File is not within the starting and ending periods for the cash account and cash organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not found in Acct/Org table.	The cash account and cash organization combination does not exist in the Organization Account table (the Link Accounts/Organizations screen).

Check Amount

Error Message	Meaning/Related Information
Cannot be less than zero.	The **Check Amount** field in the Input File is less than zero.
Cannot be zero when Chk No is > zero.	The check number in the Input File is greater than zero, but the check amount is zero.
Must be zero when Chk No is zero.	The check number is zero, but the check amount is not zero.

Not numeric.	The **Check Amount** field in the Input File is not blank and is not numeric.

Check Date

Error Message	Meaning/Related Information
Must be blank when Chk No is zero.	The check number is zero, but the check date is not blank.
Not a valid date.	The **Check Date** field in the Input File is not blank and is not a valid date. All dates must be in **YYYY-MM-DD** format.

Check FY/PD/Sub PD

Error Message	Meaning/Related Information
Must be blank when Chk No is zero.	The check number is zero, but the check fiscal year, check period, and check subperiod are not blank.
Not found in Subperiod Table.	The check fiscal year, check period, and check subperiod combination does not exist in the Subperiod table (the Manage Subperiods screen).
Not open in Subperiod Table.	The check fiscal year, check period, and check subperiod combination is not open in the Subperiod table (the Manage Subperiods screen).

Check FY/PD/Sub, CD

Error Message	Meaning/Related Information
Not found in Subpd Jrnl Stat Table.	The check fiscal year, check period, and check subperiod combination does not exist in the Subperiod Journal Status table (the Manage Subperiods screen in General Ledger) with a journal code of **CD**.
Not open in Subpd Jrnl Stat Table.	The check fiscal year, check period, and check subperiod combination is not open in the Subperiod Journal Status table (the Manage Subperiods screen in General Ledger) with a journal code of **CD**.

Check Number

Error Message	Meaning/Related Information
Cannot be less than zero.	The **Check Number** field in the Input File is less than zero.
Not numeric.	The **Check Number** field in the Input File is not blank and is not numeric.

Check Period

Error Message	Meaning/Related Information
Not numeric.	The **Check Period Number** field in the Input File is not blank and is not numeric.

Check Subperiod

Error Message	Meaning/Related Information
Not numeric.	The **Check Subperiod Number** field in the Input File is not blank and is not numeric.

Chk Amt, Unpaid Bal

Error Message	Meaning/Related Information
Chk Amt cannot be > than the Unpaid Bal.	The **Check Amount** field in the Input File is greater than the unpaid balance on the voucher. The unpaid balance is determined by the **Post to G/L Discount Method** group box on the Configure Accounts Payable Voucher Settings screen: • If you select the **Gross - Without Discounts** option in the **Post to G/L Discount Method** group box, the unpaid balance is calculated as: Invoice Amt - Discount Taken Amt - (Invoice Amt * Retainage Rate) • If you select the **Net - Including Discounts** option in the **Post to G/L Discount Method** group box, the unpaid balance is calculated as: Due Amt - (Invoice Amt * Retainage Rate)

Chk No, Dt, Acct, Org

Error Message	Meaning/Related Information
Check already exists in Check History.	This check already exists in the Check History table (Manage Check History screen) with the same check number, check date, cash account, and cash organization.
Check in Input File with diff values.	The check (check number, check date, cash account, and cash organization) exists in the Input File on a different voucher, but one or more of the following fields are different: check fiscal year, check period, check subperiod, pay vendor, payment address, cash reference number 1, and/or cash reference number 2.
Chk in VCHR header with diff values.	The check (check number, check date, cash account, and cash organization) exists in the Voucher header table on a different voucher, but one or more of the following fields are different: check fiscal year, check period, check subperiod, pay vendor, payment address, cash reference number 1, and/or cash reference number 2.

Disc Amt, Det Disc Amt

Error Message	Meaning/Related Information
Tot Disc Amt must = sum of Detail Disc Amt.	The **Total Discount Amount** on the header record did not equal the sum of the discount amounts from all matching detail records (same voucher number and fiscal year).

Disc Date, Invoice Date

Error Message	Meaning/Related Information
WARNING: Disc Date is < or = to Invoice Date.	The **Discount Date** matches, or is earlier than, the invoice date.

Disc Date, Pct and Amt

Error Message	Meaning/Related Information
Must all be populated or blank on Header.	The **Discount Date**, **Discount Pct**, and **Discount Amount** fields from the Input File must be either all populated or all blank.

Disc Taken, Disc Amt

Error Message	Meaning/Related Information
Disc Taken cannot be > than the Disc Amt.	The **Discount Taken Amount** field in the Input File is greater than the total discount amount on the voucher.

Disc Taken Amount

Error Message	Meaning/Related Information
Cannot be less than zero.	The **Discount Taken Amount** field in the Input File is less than zero.
Must be zero when Chk No is zero.	The check number is zero, but the discount taken amount is not zero.
Not numeric.	The **Discount Taken Amount** field in the Input File is not blank and is not numeric.
Post to G/L Disc Method is not = G.	The **Discount Taken Amount** field in the Input File is greater than zero. The **Net - Including Discounts** option is selected in the **Post to G/L Discount Method** group box on the Configure Accounts Payable Voucher Settings screen. The discount taken amount can be greater than zero only if the **Gross - Without Discounts** option is selected in the **Post to G/L Discount Method** group box.

Discount Account

Error Message	Meaning/Related Information
From Voucher Settings, not valid for APV.	The discount method is **D**, but the Account Entry Group assigned to the Discount Account does not include vouchers.

Discount Amount

Error Message	Meaning/Related Information
Not Numeric.	The **Total Discount Amount** in the Input File is not numeric.

Discount Date

Error Message	Meaning/Related Information
Not a valid date.	The **Discount Date** in the Input File either is not a valid date or is in the wrong format. All dates must be in the **YYYY-MM-DD** format.

Discount Pct Rate

Error Message	Meaning/Related Information
Not Numeric.	The **Discount Pct** in the Input File is not numeric.

Due Date

Error Message	Meaning/Related Information
Could Not Calculate.	A **Due Date** could not be calculated from the **Invoice Date** and Terms fields.
Not a valid date.	The **Due Date** in the Input File either is not a valid date or is in the wrong format. All dates must be in the **YYYY-MM-DD** format.

Due Date, Disc Date

Error Message	Meaning/Related Information
WARNING: Due Date is < or = to Disc Date.	The **Due Date** matches, or is earlier than, the **Discount Date**.

Effective Billing Date

Error Message	Meaning/Related Information
Must be in input file.	The effective billing date field in the input file is blank and no valid default subperiod end date could be found.
Not a valid date.	The effective billing date field in the input file either is not a valid date or is in the wrong format. All dates must be in the **YYYY-MM-DD** format.

FY/PD/Sub PD

Error Message	Meaning/Related Information
Not found in Subperiod table.	The fiscal year, accounting period, and subperiod combination does not exist in the Subperiod table (the Manage Subperiods screen).
Not open in Subperiod table.	The fiscal year, accounting period, and subperiod combination is flagged as Closed in the Subperiod table (the Manage Subperiods screen).

FY/PD/Sub PD and Jnl Cd

Error Message	Meaning/Related Information
Not found in Subperiod Journal	The fiscal year, accounting period, and subperiod combination,

Status table.	along with the code **APV**, does not exist in the Journal Status table (the Manage Subperiods screen).
Not open in Subperiod	The fiscal year, accounting period, and subperiod combination, along with the code **APV**, is flagged as Closed in the Subperiod Journal Status table (the Manage Subperiods screen).

GLC

Error Message	Meaning/Related Information
Must be in Input File.	The **GLC** field in the Input File is blank.
Not found in Genl Labor Cat table.	The **GLC** in the Input File does not exist in the General Labor Category table (the Manage General Labor Categories screen).

Input Vendor Subline Num

Error Message	Meaning/Related Information
Must be in Input File.	The **Vendor Subline Number** field in the input file is blank.
Not numeric.	The **Vendor Subline Number** field in the Input File is not numeric.
Not sequential beginning with 1.	The **Vendor Subline Number** field in the Input File is not sequential, starting with the number **1**, within each unique Voucher Number, Voucher Line Number, and Fiscal Year combination.

Hold Voucher Flag

Error Message	Meaning/Related Information
Must be in Input File.	The **Hold Voucher** flag in the Input File is blank.
Not Y or N.	The **Hold Voucher** flag in the Input File is not **Y** or **N**.

Input Voucher Line Num

Error Message	Meaning/Related Information
Must be in Input File.	The **Input Voucher Line Number** in the Input File is blank.
Not Numeric.	The **Input Voucher Line Number** in the Input File is not numeric.
Not sequential beginning with 1.	The **Input Voucher Line Number** in the Input File is not sequential, starting with the number **1**, within each unique voucher number and fiscal year combination.

Input Voucher Number

Error Message	Meaning/Related Information
Must be in Input File.	The **Input Voucher Number** field in the Input File is blank.

Not Numeric.	The **Input Voucher Number** field in the Input File is not numeric.

Input Voucher Number/FY

Error Message	Meaning/Related Information
Duplicate Voucher Header record in Input File.	The **Input Voucher Number** and **Fiscal Year** combination is not unique among the voucher header records.

Invc Amt, Disc Pct, Amt

Error Message	Meaning/Related Information
Invc Amt * Disc Pct (rounded) must = Disc Amt.	The **Invoice Amount** multiplied by the **Discount Percentage Rate** did not equal the **Total Discount Amount** from the header record.

Invc Amt, Lines + Sales Tax

Error Message	Meaning/Related Information
Invc Amt must = sum of Line Amt + Sales Tax.	The **Invoice Amount** on the header record did not equal the sum of the **Line Amount** plus the sum of the **Sales Tax Amount** from all matching detail records (same voucher number and fiscal year).

Invoice Amount

Error Message	Meaning/Related Information
Must be in Input File.	The **Invoice Amount** in the Input File is blank.
Not Numeric.	The **Invoice Amount** in the Input File is not numeric.

Invoice Date

Error Message	Meaning/Related Information
Must be in Input File.	The **Invoice Date** in the Input File is blank.
Not a valid date.	The **Invoice Date** in the Input File either is not a valid date or is in the wrong format. All dates should be in the **YYYY-MM-DD** format.

Invoice Pd of Perf Date

Error Message	Meaning/Related Information
Not a valid date.	The **Invoice Period of Performance Date** in the Input File either is not a valid date or is in the wrong format. All dates should be in the **YYYY-MM-DD** format.
Required for this vendor.	The **Subcontractor** flag is set to **Y** and the **Subcontractor Pay Code** is set to **P** for the vendor; therefore, the **Invoice Period of Performance Date** in the Input File cannot be blank.

Joint Payee Name

Error Message	Meaning/Related Information
EFT is active for Pay Vendor ID.	You provided a **Joint Payee Name** in the Input File, and the **EFT Active Flag** is active for the Pay Vendor and Payment Address Code combination in the Vendor Address table. You cannot have an additional Payee when EFT is active.

Line Amount

Error Message	Meaning/Related Information
Must be in Input File.	The **Line Amount** in the Input File is blank.
Not Numeric.	The **Line Amount** in the Input File is not numeric.

Line Discount Amount

Error Message	Meaning/Related Information
Must be in Input File.	The **Line Discount Amount** in the Input File is blank.
Not Numeric.	The **Line Discount Amount** in the Input File is not numeric.

Net Amt, Sum of Vend Amt

Error Message	Meaning/Related Information
Voucher Line Amount must = Sum of Vend Amt.	The sum of the **Vendor Amount** fields on all Vendor Labor records in the Input File for this Voucher Number, Voucher Line Number, and Fiscal Year combination does not match the Net Amount on the corresponding Voucher Detail record.

Org/Acct

Error Message	Meaning/Related Information
Not active.	The account and organization combination is not flagged as **Active** in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected fiscal year.	The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the account and organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected period.	The accounting period of the record in the Input File is not within the starting and ending periods for the account and organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not found in Acct/Org table.	The account and organization combination do not exist in the Organization Account table (the Link Accounts/Organizations screen).

Org/Disc Acct

Costpoint performs this validation only if, in the Configure Accounts Payable Voucher Settings screen, the **Discount Account** option is selected in the Charge Discounts To group box and the **Individual Line Item** option

is selected in the **Charge Organization Of** group box, and only on detail records from the Input File with a **Discount Amount** either provided or calculated.

Error Message	Meaning/Related Information
Not active.	The discount account and organization combination is not flagged as **Active** in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected fiscal year.	The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the discount account and organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not active in selected period.	The accounting period of the record in the Input File is not within the starting and ending periods for the discount account and organization combination in the Organization Account table (the Link Accounts/Organizations screen).
Not found in Acct/Org table.	The discount account and organization combination does not exist in the Organization Account table (the Link Accounts/Organizations screen).

Organization

Error Message	Meaning/Related Information
Abbreviation not found.	The **Organization Abbreviation** from the Input File does not exist in the Organization table (the Manage Organization Elements screen).
Contains segments that are too long.	The **Organization** in the Input File has one or more segments that are longer than the specified length for the segment.
Contains too many segments.	The **Organization** in the Input File has too many delimiters.
ID / Abbreviation mismatch.	The **Organization** and **Org Abbreviation** supplied in the Input File do not match in the Organization table (the Manage Organization Elements screen).
Invalid base segment.	The **Organization** in the Input File has a base segment that is invalid. It is either too large or does not exist in the Organization table (the Manage Organization Elements screen).
Not formatted due to a fatal error.	A fatal error occurred when the application tried to check the input mask format. Please call for Technical Support.
Not found in Org table.	The **Organization** from the Input File does not exist in the Organization table (the Manage Organization Elements screen).
Organization was not found.	Because neither the **Organization** nor the **Org Abbrev** was supplied in the Input File, the program attempted to look up the **Owning Organization** set up on the Manage Project User Flow screen as the default organization. The lookup failed for one of the following reasons: ▪ A project was not supplied. ▪ The project was supplied but did not exist in the Project table.

	▪ The project was found, but the **Default to Owning Org** check box was not selected for the project on the Manage Project User Flow screen in Project Setup.
Reformatted to match defined structure.	The **Organization** in the Input File does not match the input mask for the top-level organization. It has been padded with spaces or zeros to match the input mask.
Too long for the defined structure.	The **Organization** in the Input File is longer than the specified length for the top-level organization.

Pay Address Code

Error Message	Meaning/Related Information
Must also supply a Pay Vendor.	An **Address Code** was supplied without a pay vendor.

Pay Vendor/Address Code

Error Message	Meaning/Related Information
Not a PAY address code.	The **Pay Vendor** and **Address Code** in the Input File exist in the Vendor Address table, but the **Pmt Addr** pay code was not type **D** (Default) or **Y** (Yes) (as set on the Manage Vendors screen).
Not found in Vendor Address table.	The Pay Vendor and Address Code in the Input File do not exist in the Vendor Address table (the Manage Vendors screen).

Pay Vendor ID

Error Message	Meaning/Related Information
Not found in Vendor table.	The **Pay Vendor** in the Input File does not exist in the Vendor table (Manage Vendors screen).
WARNING: No default Pay Addr Code found.	The **Pay Vendor** did not have a payment address code set up with a **Pmt Addr** of type **D** (Default) on the Manage Vendors screen.
WARNING: Pay Vendor on hold.	The **Pay Vendor** is on **Hold Payments** status in the Vendor table (the **Hold Payments** check box is selected in the Manage Vendors screen).

Pay When Paid Flag

Error Message	Meaning/Related Information
Must be Y, N, or blank.	The **Pay When Paid Flag** in the Input File is not **Y**, **N**, or blank.

Period

Error Message	Meaning/Related Information
Not numeric.	The **Period Number** in the Input File is not numeric and is not blank.

PLC

Error Message	Meaning/Related Information
Not found in Bill Lab Cat table.	The **Project Labor Category (PLC)** in the input file does not exist in the Billing Labor Category table.
PLC requires a Project.	You entered a PLC but not a project.
Project requires a PLC.	You entered a project but not a PLC.

Proj / Vend / PLC

Error Message	Meaning/Related Information
Proj/Vend/PLC Work force combo does not exist.	The work force project/Vendor ID/ PLC combination does not exist.

Project / Acct

Error Message	Meaning/Related Information
Combo not valid in ACCT_GRP_SETUP.	The project/account combination is not valid.

Project / PLC

Error Message	Meaning/Related Information
PLC not authorized for Project.	The Project/PLC combination does not exist.

Project

Error Message	Meaning/Related Information
Abbreviation not found.	The project abbreviation from the Input File does not exist in the Project table.
Contains segments that are too long.	The project in the Input File has one or more segments that are longer than the specified length for the segment.
Contains too many segments.	The project in the Input File has too many delimiters.
ID / Abbreviation mismatch.	The project and project abbreviation supplied in the Input File do not match in the Project table.
Invalid base segment.	The project in the Input File has a base segment that is invalid. It is either too large or does not exist in the Project table.
Not active.	The **Active** check box was not selected on the Manage Project User Flow screen in Project Setup.
Not formatted due to a fatal error.	A fatal error occurred when the application tried to check the input mask format. Please call Technical Support.
Not found in Project Master table.	The project in the Input File does not exist in the Project table.

Not found in Proj/Vendor Work Force table.	The project requires a work force, but the project and vendor combination does not exist in the Project Vendor table (the Manage Vendor Work Force screen).
Reformatted to match defined structure.	The project in the Input File does not match the input mask for the top-level project. It has been padded with spaces or zeros to match the input mask.
Too long for the defined structure.	The project in the Input File is longer than the specified length for the top-level project.

Project Account Abbrev

Error Message	Meaning/Related Information
Required when Account is not supplied.	The account was not supplied in the Input File. Therefore, the project account abbreviation is required in the Input File to look up a default account.
Requires a Project.	The project account abbreviation was supplied in the Input File, but a valid project was not found.

Proj/Acct

Error Message	Meaning/Related Information
Not active.	**Active** is not selected in the Project Organization Account table.
Not found in Proj/Org/Acct table.	The **Validate Project Charging by Organizations** check box was not selected on the Configure Project Settings screen and the combination of project and account does not exist in the Project Organization Account table.

Project/PLC

Error Message	Meaning/Related Information
Not found in Project Labor Category table.	The project in the Input File does not require a work force. The project existed in the PLC table, but the Project/PLC combination in the Input File does not exist in the PLC table.

Project/Proj Acct Abbrev

Error Message	Meaning/Related Information
Not found in Account Group Setup table.	The project and project account abbreviation combination supplied in the Input File does not exist in the Account Group Setup table (Manage Project Account Groups screen).

Proj/Org/Acct

Error Message	Meaning/Related Information
Not active.	The project/organization/account is not Active in the Project Organization Account table.
Not found in Proj/Org/Acct	The **Validate Project Charging by Organizations** check box is

table.	selected on the Configure Project Settings screen and the combination of project, organization, and does not exist in the Project Organization Account table.

Project /Vendor/PLC

Error Message	Meaning/Related Information
Not in Proj Vend Lab Cat table.	The project in the Input File requires a work force, but the work force project/Vendor ID/ PLC combination does not exist in the Project Vendor Labor Category table.

Record Type

Error Message	Meaning/Related Information
Not H, D or V.	The **Record Type** field in the Input File is not a valid type (**H**, **D**, or **V**).

Reference Number 1

Error Message	Meaning/Related Information
Not found in Reference table.	The **Ref No 1** field in the Input File is not blank and does not exist in the Reference Structure table (the Manage Reference Structures screen).
May not be used in data entry.	The **Ref No 1** field in the Input File was found in the Reference Structure table, but the **Use in Data Entry** check box is not selected on the Manage Reference Structures screen.
This entry is not valid as a reference 1.	The **Ref No 1** field in the Input File was found in the Reference Structure table (the Manage Reference Structures screen), but the **Reference Entry Code** was not set to **Reference 1**.

Reference Number 2

Error Message	Meaning/Related Information
Not found in Reference table.	The **Ref No 2** field in the Input File is not blank and does not exist in the Reference Structure table (the Manage Reference Structures screen).
May not be used in data entry.	The **Ref No 2** field in the Input File was found in the Reference Structure table, but the **Use in Data Entry** check box is not selected in the Manage Reference Structures screen.
This entry is not valid as a reference 2.	The **Ref No 2** field in the Input File was found in the Reference Structure table (the Manage Reference Structures screen), but the **Reference Entry Code** was not set to **Reference 2**.

Retainage Rate

Error Message	Meaning/Related Information
Not Numeric.	The Retainage Rate in the Input File is not numeric.

Sales Tax Amt

Error Message	Meaning/Related Information
Must be in Input File.	The **Sales Tax Amount** field in the Input File is blank.
Must be zero. Taxable Code is NOT S.	The **Taxable Code** is not **S**; therefore, the **Sales Tax Amount** field in the Input File must be zero.
Not numeric.	The **Sales Tax Amount** field in the Input File is not numeric.

Subperiod

Error Message	Meaning/Related Information
Not numeric.	The **Subperiod** in the Input File is not numeric and is not blank.

Tax Code

Error Message	Meaning/Related Information
Must be blank because Taxable Code is N.	The **Taxable Code** is **N**; therefore, the **Tax Code** field in the Input File must be blank.
Not found in Tax Code table.	The **Tax Code** field in the Input File does not exist in the Sales Tax table (the Manage Sales or Value Added Taxes screen).
Required because Taxable Code is S or U.	The **Taxable Code** is **S** or **U**; therefore, the **Tax Code** field in the Input File cannot be blank.

Taxable Code

Error Message	Meaning/Related Information
Must be in Input File.	The **Taxable Code** field in the Input File is blank.
Not S, U or N.	The **Taxable Code** field in the Input File is not **S**, **U**, or **N**.

Terms

Error Message	Meaning/Related Information
Not found in Vendor Terms table.	The **Terms** field in the Input File does not exist in the Vendor Terms table (the Manage Vendor Terms screen).

Total Bef Disc Amt, Sum

Error Message	Meaning/Related Information
Voucher Line Amt must = Sum of Vend Amt.	The sum of the **Vendor Amount** field on all Vendor Labor records in the Input File for this Voucher Number, Voucher Line Number, and Fiscal Year combination does not match the **Total Before Discount Amount** on the corresponding Voucher Detail record.

Use Tax Amt

Error Message	Meaning/Related Information

Must be in Input File.	The **Use Tax Amount** field in the Input File is blank.
Must be zero. Taxable Code is NOT U.	The **Taxable Code** is not **U**; therefore, the **Use Tax Amount** field in the Input File must be zero.
Not numeric.	The **Use Tax Amount** field in the Input File is not numeric.

Vend / Vend Empl

Error Message	Meaning/Related Information
Not in Vend Empl table.	The combination of the **Vendor ID** from the input Header record and the **Vendor Employee ID** from the input Vendor Labor record does not exist in the Vendor Employee table (the Vendor Employee Details block of the Manage Vendors screen).

Vendor Amount

Error Message	Meaning/Related Information
Not numeric.	The **Vendor Amount** field in the Input File is not numeric.

Vendor Hours

Error Message	Meaning/Related Information
Not numeric.	The **Vendor Hours** field in the Input File is not numeric.

Vendor Labor Record

Error Message	Meaning/Related Information
No Matching Voucher Detail Record.	No detail record was found that matches this Vendor Labor Record input, Voucher Number, Voucher Line Number, and Fiscal Year combination.

Vendor/Pay Vendor

Error Message	Meaning/Related Information
Different pay vendor is not allowed.	The **Pay Vendor** is different than the vendor in the Input File, yet the **Allow Different Pay Vendor** check box is not selected on the Configure Vendor Settings screen.
Edits to pay vendor on voucher are not allowed.	The **Pay Vendor** is different than the vendor in the Input File. The **Allow Different Pay Vendor** check box is selected on the Configure Vendor Settings screen, but the **Allow Edits to Pay Vendor on Voucher** check box is not selected on the Defaults tab of the Manage Vendors screen.

Vendor ID

Error Message	Meaning/Related Information
Flagged as a PR Vendor.	The **PR Vendor** check box is selected on the Manage Vendors screen for the Vendor in the Input File. You cannot use this vendor

	in the Multicurrency A/P Voucher preprocessor.
Inactive in the Manage Vendors Screen.	The **Vendor** in the Input File has a status of **Inactive** on the Manage Vendors screen.
Must be in Input File.	The **Vendor** field in the Input File is blank.
Not found in Vendor table.	The **Vendor** in the Input File does not exist in the Vendor table (the Manage Vendors screen).
WARNING: Vendor on hold.	The **Vendor** in the Input File is on **Hold Payments** status in the Vendor table (the **Hold Payments** check box is selected on the Manage Vendors screen).
WARNING: Vendor on warning status.	The **Vendor** in the Input File is on **Warning** status (the **Give Warning** option is selected on the Manage Vendors screen).

Voucher Detail Record

Error Message	Meaning/Related Information
No Matching Voucher Header Record.	No Header record is found that matches this Detail record's input Voucher Number and Fiscal Year.

Voucher Header Record

Error Message	Meaning/Related Information
No Matching Voucher Detail Record.	No Detail record was found that matched this Header record's input Voucher Number and Fiscal Year.

Voucher Number/FY

Costpoint performs this validation only if input voucher numbers are used to import vouchers to the Costpoint tables.

Error Message	Meaning/Related Information
Voucher Num/FY already in VCHR Header.	A voucher entry already exists in the Voucher Header table (the Manage Accounts Payable Vouchers screen) with the same input Voucher Number and Fiscal Year.
Voucher Num/FY already in VCHR Header HS.	A voucher entry already exists in the Voucher Header History table (the Print Voucher Register Report screen) with the same Voucher Number and Fiscal Year from the Input File.
Voucher Num/FY already in Comp Exp Header.	A voucher entry already exists in the Company Expense Header table with the same Voucher Number and Fiscal Year from the Input File.
Voucher Num/FY already in Trav Adv Header.	A voucher entry already exists in the Travel Advance Header table with the same Voucher Number and Fiscal Year from the Input File.
Voucher Num/FY already in Trav Exp Header.	A voucher entry already exists in the Travel Expense Header table with the same Voucher Number and Fiscal Year from the Input File.

Screen Error Messages

The following error messages may display on the screen.

Error Message	Meaning/Related Information
Errors have occurred that may need correcting. Do you want to continue?	This message displays if errors are discovered during processing. You should review the Error Report. There are two options available at this point: ▪ Import the records that have been validated, make any changes needed in the Error File, rename the Error File, and then process the errors ▪ Make any corrections needed to the original Input File and process again
File does not exist.	The Input File entered could not be found. The Input File must be in your working directory. Check your working directory.
In order to select "Use Last System Voucher Number," Costpoint-wide setting for Voucher Numbering Method must be "System."	You selected the **Use Last System Voucher Number** option on the Import Accounts Payable Multicurrency Vouchers screen, but the **System** option is not selected as the Costpoint system-wide setting on the Configure Accounts Payable Voucher Settings screen.
No records found in temporary voucher tables. Please process file before importing or printing.	You selected the **Process AP Input File** option or the **Import Vouchers** option on the Action menu and there are no rows in the temporary table.
No records have been selected to transfer.	All records in the Input File were rejected with errors.
Range of assigned Voucher numbers: XXXXXXXXX to XXXXXXXXX	This message displays the range of voucher numbers assigned by the application if the **Use Last System Voucher Number** option is selected in the **Voucher Numbering Method** group box on the Configure Accounts Payable Voucher Settings screen.
Range of assigned Voucher numbers based on the Beginning Voucher Number: XXXXXXXXX to XXXXXXXXX	This message displays the range of voucher numbers assigned by the application if the **Supply Beginning Voucher Number** option is selected in the **Voucher Numbering Method** group box on the Configure Accounts Payable Voucher Settings screen.
Records that have not been imported exist in the temporary voucher tables. Do you want to continue?	You selected the **Process AP Input File** option on the Action menu but there are still rows in the temporary tables that were not imported. ▪ Select **Yes** to continue, and all the rows in the temporary tables will be deleted. ▪ Select **Cancel** to import the existing rows in the temporary tables or if you need to investigate the rows in the temporary tables.
Screen parameters have changed since the Process step was performed. Either set parameters back to what they were when the Process step was run or Process the Input File again with the new screen parameters.	You selected the **Import Vouchers** option on the Action menu, but screen parameters were changed since you processed the screen. You can either reprocess with the new parameters before importing, or set the parameters back to the original settings before you continue.
The Beginning Voucher Number must be greater than zero.	The **Beginning Voucher Number** cannot be zero.
The Beginning Voucher Number	You selected the **Import Vouchers** option on the Action menu and selected

supplied already exists in Costpoint. Do you want to allow the program to renumber?	the **Supply Beginning Voucher Number** option in the **Voucher Numbering Method** group box (on the Import Accounts Payable Vouchers screen). The **Fiscal Year** and **Beginning Voucher Number** already exist in the Costpoint Voucher Header or Voucher Header History table. ■ Select **Yes** to have Costpoint find the next available voucher number to use as the beginning voucher number and continue the import process. ■ Select **No** to stop the import. No rows will be imported to Costpoint from the temporary voucher tables. You can process again and supply a different beginning voucher number.
The database is unable to process the records required for the requested activity. Possible reasons are: another user is using a record you wish to update, database error or hardware malfunction.	When this error occurs, note what was being done and at what point the application stopped and call Technical Support.
Vouchers to be imported already exist in the Voucher Header table. This condition must be corrected before importing.	A voucher with the same **Voucher Number** and **Fiscal Year** already exists in the Voucher Header table. This indicates that vouchers have been added to Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables are not imported to the Costpoint voucher tables in order to prevent uploading duplicate records.
Vouchers to be imported already exist in the Voucher Header History table. This condition must be corrected before importing.	A voucher with the same **Voucher Number** and **Fiscal Year** already exists in the Voucher Header History table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables will not be imported to the Costpoint voucher tables in order to prevent uploading duplicate records.
Vouchers to be imported already exist in the Company Expense Header table. This condition must be corrected before importing.	A voucher with the same **Voucher Number** and **Fiscal Year** already exists in the Company Expense Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables will not be imported to the Costpoint voucher tables in order to prevent uploading duplicate records.
Vouchers to be imported already exist in the Travel Advance Header table. This condition must be corrected before importing.	A voucher with the same **Voucher Number** and **Fiscal Year** already exists in the Travel Advance Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables are not imported to the Costpoint voucher tables in order to prevent uploading duplicate records.
Vouchers to be imported already exist in the Travel Expense Header table. This condition must be corrected before importing.	A voucher with the same **Voucher Number** and **Fiscal Year** already exists in the Travel Expense Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables are not imported to the Costpoint voucher tables in order to prevent uploading duplicate records.

EXCHANGE RATES

Use this subtask of the Import Accounts Payable Multicurrency Vouchers screen to add, edit, and/or view exchange rate information.

Exchange rates designate the price at which the currency of one country is traded for the currency of another country.

- You can use this subtask to establish exchange rates in order to pay vouchers. Vouchers represent bills submitted to your company for payment.

- You can use this subtask to determine exchange rates for non-Euro and Euro currencies. The Euro is the currency used in Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, and Spain. Non-Euro currencies represent the legal tender used in the remaining countries.

Since it is possible that your existing Costpoint databases contain records that reference the pre-Euro currencies used by these countries, Costpoint uses "triangulation," a three-part conversion method, to determine exchange rates in this circumstance. For example, Germany now uses the Euro; however, you probably have existing records that reference the German Mark, the pre-Euro currency used in this country. If you attempt to convert the German Mark into U.S. Dollars (USD), Costpoint performs this conversion internally using triangulation. This process examines the first currency, the German Mark, and converts the German Mark into Euros. Next, the triangulation process continues by converting Euros into U.S. dollars, thus determining the exchange rate.

As you enter and/or edit information in this subtask, you will discover that there are definitive relationships among the data in the **Transaction, Pay**, **Rate Group**, **Rate Date,** and **Rate** fields. You established these relationships in your setup of the Multicurrency screens. Costpoint calculates the exchange rate based on the validity of the data in these fields.

After you enter data on the Exchange Rates subtask, click the **Find Rates** button to refresh the fields and populate them with the new, recalculated data.

You must click the **Apply** button to update applicable fields in the header record and other subtasks displayed on the primary screen.

Before you enter data on this subtask, you must initialize the Configure Multicurrency Settings, Manage Exchange Rate Sources, Manage Exchange Rates by Date or Manage Exchange Rates by Period, Manage Exchange Rate Groups, and Manage Currency Status screens.

Currencies

Transaction

This field displays the transaction code. The transaction code represents the currency specified on the voucher. You can enter, or click 🔍 to select, a different transaction code. The transaction description displays in the adjacent, non-editable field.

The Japanese Yen (JPY), for example, might represent the transaction code on a voucher sent by a company in Japan to a company in the United States.

The data available in the Lookup originates from the Manage Currencies screen.

Costpoint populates this field by first retrieving data from the Manage Vendors screen. If no relevant information exists on this screen, Costpoint retrieves data from the Configure Multicurrency Settings screen.

Pay

This field displays the pay code. The pay code represents the monetary unit you use to pay a voucher. You can enter, or click 🔍 to select, a different pay code. The pay code description displays in the adjacent, non-editable field.

If you have not established a default pay code for this vendor, the value displayed in this field defaults from the **Default Transaction** field of the Configure Multicurrency Settings screen.

The data available in the Lookup originates from the Manage Currencies screen.

If you pay a voucher partially, you can use a different currency for each payment; therefore, you can use various pay codes until the voucher is paid in full.

This field may be labeled **Pay** or **Pay Currency**.

Rate Group

This field displays the rate group code. The rate group allows you to compare one currency to another. You can enter, or click 🔍 to select, a different rate group code. The rate group description displays in the adjacent field.

Costpoint populates this field by first retrieving data from the **Rate Group** field of the Currencies block of the Manage Vendors screen. If this field does not display data, Costpoint retrieves data from the **Default Rate Group** field of the Configure Multicurrency Settings screen.

The data available in the Lookup originates from the Manage Exchange Rate Groups screen.

The "Daily" rate group, for example, might display 10 records. One record might compare the U.S. Dollar (USD) to the Japanese Yen (JPY), another record might compare the Dutch Gilder (NLG) to the British Pound (GBP), and the eight remaining records might include various other currency comparisons.

The rate groups you create establish a relationship between currencies. This association must exist in order for you to determine exchange rates in this subtask.

Transaction Currency to Functional Currency Exchange Rate Info

Use the fields in this group box to convert the transaction currency into your company's functional currency. The transaction currency represents the currency specified on the voucher; the functional currency represents your company's primary or base currency. You can modify the data in this group box, or you can view existing exchange rate information.

Rate Date

This field displays the exchange rate date. The displayed date might represent the date you submitted voucher payment or the current date. In addition, it might represent a more arbitrary date such as any one for which you calculate an exchange rate.

Enter, or click the calendar icon to select, a different date. Enter the date in MM/DD/YYYY format.

To determine the exchange rates on this subtask, the date you enter in the **Rate Date** field must be valid based on the data in the **Transaction** and **Rate Group** fields. This date must also be valid based on the parameters you established for records on the Multicurrency screens.

After you enter or change an existing date, you must click the **Find Rates** button to refresh the data in this group box and calculate the exchange rate using the new date.

If you modify the text in the **Rate Date** field of this group box, Costpoint displays the following message:

"The transactional to functional rate date has been changed. Do you want the functional to pay rate date to match the newly entered date?"

Click **OK** to accept or click **Cancel** to disregard this change. If you click **OK**, the same date displays in the **Rate Date** field of the **Functional Currency to Pay Currency Exchange Rate Info** group box.

Rate

This non-editable field displays the rate amount.

If the transaction and functional currencies are the same, no rate determination is necessary. In this case, this field displays "1.0000000."

If the transaction and functional currencies are different, Costpoint calculates the rate using the parameters you established for records on the Multicurrency screens.

Example

The value in the **Rate** field is determined based on the method you use to track exchange rates.

If you track exchange rates by date, the rate defaults from the **Rate Amount** field in the Exchange Rates by Date screen.

For example, the "Daily" rate group record in the Exchange Rates by Date screen might display exchange rate comparisons between the British Pound (GBP) and the U.S. Dollar (USD). The **Starting Date** field in this screen might display "01/01/2006," the **Ending Date** field, "12/31/2006," and the **Rate Amount** field, ".6000000."

The Exchange Rates subtask might display "GBP" in the **Transaction** field, "Daily" in the **Rate Group** field, and "01/15/06" in the **Rate Date** field. In addition, the U.S. Dollar (USD) might represent the functional currency.

In this circumstance, the **Rate** field in the Exchange Rates subtask displays ".6000000" because this is the **Rate Amount** associated with the **Transaction**, **Rate Group**, and **Rate Date** combination.

Trans to Func (or Trans to Euro)

This field displays the transaction to functional exchange rate if you calculate the exchange rate for a non-Euro currency.

In this circumstance, this field is labeled **Trans to Func**.

You can edit this field only if you selected the **Allow users to override exchange rates** check box on the Configure Multicurrency Settings screen.

Costpoint determines this rate using the parameters you established for records on the Multicurrency screens.

Example

If you track non-Euro exchange rates by date, this field displays a value that defaults from the **Rate Amount** field on the Manage Exchange Rates by Date screen.

If you track non-Euro exchange rates by period, this field displays a value that defaults from the **Period-Average Rate** field of the Manage Exchange Rates by Period screen.

Whether you track non-Euro currency exchange rates by date or period, the rate amount is retrieved based on the validity of the data in the **Transaction, Rate Group**, and **Rate Date** fields.

The value displayed in the **Trans to Func** field is always the same as the value displayed in the **Rate** field.

Since the value in the **Rate** field is non-editable, you can use the **Trans to Func** field to indirectly change the value in the **Rate** field.

For example, the **Rate** and **Trans to Func** fields might display ".6000000", based on the U.S. Dollar (USD) to Japanese Yen (JPY) exchange rates. If the exchange rate changed to ".8500000", you could manually modify the data in the **Trans to Func** field to reflect this new rate.

Updating the value in the **Trans to Func** field updates the value in the **Rate** field with the equivalent amount.

If you calculate the exchange rate associated with a Euro currency, Costpoint calculates the value in this field by dividing 1 by the value in the **Euro-to-Currency Exchange Rate** field of the Manage Currency Status screen. This field is labeled **Trans to Euro**. In this case, the currency displayed on the Manage Currency Status record must be consistent with the Euro currency on this screen.

N/A (or Euro to Func)

This field displays "1.0000000" and is non-editable if you convert a non-Euro currency.

If you convert a non-Euro currency, this field is labeled N/A.

If you convert a Euro currency, you must have completed setup of the Manage Currency Status screen. In this case, this field will be labeled **Euro to Func**.

If, for example, you track exchange rates by date and convert a Euro currency, the data in this field defaults from the value in the **Rate Amount** field of the Manage Exchange Rates by Date screen. In this circumstance, the Exchange Rates by Date record should be associated with the actual "EUR" currency. This currency should be linked to the functional currency in this record.

The value defaults based on the validity of the data in the **Transaction**, **Rate Group**, and **Rate Date** fields.

Updating the value in the **Euro to Func** field updates the value in the **Rate** field with the equivalent amount.

You can edit the **Euro to Func** field only if you selected the **Allow users to override exchange rates** check box on the Configure Multicurrency Settings screen.

Find Rates

Click this button to refresh the fields in this group box and retrieve updated exchange rate information using data in the **Transaction**, **Rate Group**, and **Rate Date** fields.

If you add or modify data in this subtask, you must click this button to display new, recalculated exchange rate information.

Freeze Rate

Select this check box to suspend or halt any activity associated with the exchange rate information referenced in this subtask. This suspension will occur after the transaction has posted.

After the transaction has posted, Costpoint ignores any subsequent updates to the exchange rate throughout the life of this record. In this case, all evaluations of this record are based on the exchange rate at the time the transaction posted.

For example, if the **Rate** field displays ".2000000," as it relates to the Dutch Gilder (NLG) and U.S. Dollar (USD) transaction to functional exchange rate, this value will not change as long as the **Freeze Rate** check box is selected. Although the actual, real-time rate may fluctuate, the data on this subtask remains constant.

If you select the **Freeze Rate** check box, this transaction is excluded when you execute the Update Open Accounts Payable Exchange Rates process.

The Update Open Accounts Payable Exchange Rates process inserts the most current exchange rate into the history tables to allow the calculation of unrealized gains and losses.

Functional Currency to Pay Currency Exchange Rate Info

Use the fields in this group box to convert the functional currency into the pay currency. The fields in this group box are disabled for those vouchers that have the same transaction and pay currency.

Rate Date

This field displays the exchange rate date.

The displayed date might represent the date you entered the voucher or the current date. In addition, it might represent a more arbitrary date such as any one for which you calculate an exchange rate.

Enter, or click Calendar Lookup to select, a different date. Enter the date in MM/DD/YYYY format.

To determine the exchange rates on this subtask, the date you enter in the **Rate Date** field must be valid based on the data in the **Pay** and **Rate Group** fields along with your company's functional currency. This date also must be valid based the parameters you established for records in the Multicurrency screens.

After you enter or change an existing date, you must click the **Find Rates** button to refresh the data in this group box and calculate the exchange rate using the new date.

If you modify the text in the **Rate Date** field, Costpoint displays the following message:

"The functional to pay rate date has been changed. Do you want the transactional to functional rate date to match the newly entered date?"

You must click **OK** to accept or click **Cancel** to disregard this change.

Clicking **OK** allows the same date to be displayed in the **Rate Date** field of the **Functional Currency to Pay Currency Exchange Rate Info** group box.

Rate

This non-editable field displays the rate amount.

If the functional and pay currencies are the same, no rate determination is necessary. In this case, this field displays "1.0000000."

If the functional and pay currencies are different, Costpoint determines the rate using the parameters you established for records in the Multicurrency screens.

Example

The value in the **Rate** field is determined based on the method you use to track exchange rates.

If you track exchange rates by date, the rate defaults from the **Rate Amount** field on the Manage Exchange Rates by Date screen.

For example, the "Daily" rate group record on the Manage Exchange Rates by Date screen might display exchange rate comparisons between the U.S. Dollar (USD) and the British Pound (GBP). The **Starting Date** field in this screen might display "01/01/2006," the **Ending Date** field, "12/31/2006," and the **Rate Amount** field, ".6000000."

The Exchange Rates subtask might display "GBP" in the **Pay** field, "Daily" in the **Rate Group** field, and "01/15/06" in the **Rate Date** field. In addition, the U.S. Dollar (USD) might represent the functional currency.

In this circumstance, the **Rate** field on the Exchange Rates subtask displays ".6000000" because this is the value in the **Rate Amount** field of the Manage Exchange Rates by Date screen that is associated with the **Pay**, **Rate Group**, and **Rate Date** combination.

Func to Pay (Func to Euro)

This field displays the functional currency to pay currency exchange rate if you calculate the exchange rate for a non-Euro currency. In this case, this field is labeled **Func to Pay**.

If the functional and pay currencies are the same, this field displays "1.0000000".

If the functional and pay currencies are different, Costpoint determines this value using the parameters you established for records in the Multicurrency screens.

Example

If you track non-Euro exchange rates by date, this field displays a value that defaults from the **Rate Amount** field on the Manage Exchange Rates by Date screen.

If you track non-Euro exchange rates by period, this field displays a value that defaults from the **Period-Average Rate** field of the Manage Exchange Rates by Period screen.

Whether you track non-Euro currency exchange rates by date or period, the value defaults based on the validity of the data in the **Pay, Rate Group**, and **Rate Date** fields of the Exchange Rates subtask.

The value displayed in the **Func to Pay** field is equivalent to the value displayed in the **Rate** field.

Since the value in the **Rate** field is non-editable, the **Func to Pay** field allows you an opportunity to indirectly change the value in the **Rate** field.

For example, the **Rate** and **Func to Pay** fields might display ".6000000", based on the U.S. Dollar (USD) to Japanese Yen (JPY) exchange rates. If the current exchange rate changed to ".8500000", you could manually modify the data in the **Func to Pay** field to reflect the new rate.

Updating the value in the **Func to Pay** field updates the value in the **Rate** field with the equivalent amount.

If you calculate the exchange rate associated with a Euro currency, this field displays a functional currency to Euro currency calculation; in addition, this field will be labeled **Func to Euro**.

You can modify this field only if you selected the **Allow users to override exchange rates** check box on the Configure Multicurrency Settings screen.

N/A (Euro to Pay)

This field displays "1.0000000" and is non-editable if you convert a non-Euro currency.

In addition, if you convert a non-Euro currency, this field is labeled N/A.

If you convert a Euro currency, you must have completed setup of the Manage Currency Status screen. In this case, this field is labeled **Euro to Pay**.

If, for example, you track exchange rates by date and convert a Euro currency, the data in this field defaults from the value in the **Euro-to-Currency Exchange Rate** field of the Currency Status screen.

The value defaults based on the validity of the data in the **Pay**, **Rate Group**, and **Rate Date** fields.

Find Rates

Click this button to refresh the fields in this group box and retrieve updated exchange rate information using data in the **Pay, Rate Group**, and **Rate Date** fields.

If you add or modify data in this subtask, you must click this button to display new, recalculated exchange rate information.

Freeze Rate

Select this check box to suspend or halt any activity associated with the exchange rate information referenced in this subtask. This suspension occurs after the transaction has posted.

After the transaction has posted, Costpoint ignores any subsequent updates to the exchange rate throughout the life of this record. In this case, all evaluations of this record are based on the exchange rate at the time the transaction posted.

For example, if the **Rate** field displays ".2000000," as it relates to the Dutch Gilder (NLG) and U.S. Dollar (USD) transaction to functional exchange rate, this value does not change as long as the **Freeze Rate** check box is selected. Although the actual, real-time rate may fluctuate, the data in this subtask remains constant.

In addition, if you select the **Freeze Rate** check box, this transaction is excluded when you execute the Update Open Accounts Payable Exchange Rates process. The Update Open Accounts Payable Exchange Rates process inserts the most current exchange rate into the history tables to allow the calculation of unrealized gains and losses.

Apply

Click this button to update information in the header record and any applicable subtasks in the primary screen with the new exchange rate information.

This button applies the new exchange rate data to other applicable fields in this screen. For example, if you change the data in the **Pay, Rate Group,** and/or **Rate Date** fields, you must click the **Find Rates** button to display the updated exchange rate information.

When you click the **Apply** button, you synchronize the header information and all applicable subtasks for the primary screen that makes them consistent with the information in this subtask.

DETAILED TABLE SPECIFICATIONS

Tables

Voucher Header Table

The Voucher Header table is filled as follows.

Field	Source	Costpoint performs these Validations
Anticipated Pay Date (ANTIC_PAY_DT)	The **Due Date** from the Input File.	
A/P Account (AP_ACCT_ID)	The **A/P Account** from the Default A/P Accounts table.	
A/P Accounts Key (AP_ACCTS_KEY)	This is a Costpoint-generated key that correlates to the **A/P Account Description**. The **A/P Acct Desc** field is taken from the Input File. The default value is the **A/P Account Description** for the vendor.	▪ **A/P Acct Desc** is a required field and must exist in the Input File or have a default value supplied from the Vendor table. ▪ **A/P Acct Desc** must exist in the Default A/P Accounts table.
A/P Organization (AP_ORG_ID)	The **Organization** from the Default A/P Accounts table.	
A/P Reference Number 1 (AP_REF1_ID)	The **Ref No 1** from the Default A/P Accounts table.	
A/P Reference Number 2 (AP_REF2_ID)	The **Ref No 2** from the Default A/P Accounts table.	
Approval Date (APPRVL_DTT)	Costpoint sets the **Approval Date** as follows: ▪ If the **Require Approvals** check box is cleared on the Configure Accounts Payable Voucher Settings screen, Costpoint sets the approval date to the current system date. ▪ If the **Require Approvals** check box is selected on the Configure Accounts Payable Voucher Settings screen and the invoice amount is less than or equal to the **Approval Required Above** amount on the Configure Accounts Payable Voucher Settings screen, Costpoint sets the approval date to the current system date. ▪ If the **Require Approvals** check box is selected on the Configure Accounts Payable Voucher Settings screen and the invoice amount is greater than the **Approval Required Above** amount on the Configure Accounts Payable Voucher Settings screen, Costpoint sets the approval date to null.	

Approved Flag (APPRVD_FL)	Costpoint sets the **Approved Flag** as follows: ▪ If the **Require Approvals** check box is cleared on the Configure Accounts Payable Voucher Settings screen, the **Approved Flag** is set to **Y** (Yes). ▪ If the **Require Approvals** check box is selected and the invoice amount is less than or equal to the **Approval Required Above** amount on the Configure Accounts Payable Voucher Settings screen, **Approved Flag** is set to **Y** (Yes). ▪ If the **Require Approvals** check box is selected and the invoice amount is greater than the **Approval Required Above** amount on the Configure Accounts Payable Voucher Settings screen, **Approved Flag** is set to **N** (No).	
Cash Account (CASH_ACCT_ID)	The **Cash Account** from the Default Cash Accounts table.	
Cash Account Key (CASH_ACCTS_KEY)	This is a Costpoint-generated key that correlates to the **Cash Account Description**. The **Cash Acct Desc** field is taken from the Input File. The default value is the default **Cash Account Description** for the vendor.	▪ **Cash Acct Desc** is a required field and must exist in the Input File or have a default value supplied from the Vendor table. ▪ **Cash Acct Desc** must exist in the Default Cash Accounts table.
Cash Organization (CASH_ORG_ID)	The **Organization** from the Default Cash Accounts table.	
Cash Reference Number 1 (CASH_REF1_ID)	The **Ref No 1** from the Default Cash Accounts table.	
Cash Reference Number 2 (CASH_REF2_ID)	The **Ref No 2** from the Default Cash Accounts table.	
Check Amount (CHK_AMT)	The Input File. This field is optional. The default value is zero.	If the **Check Amount** field is not blank in the Input File, Costpoint performs the following validations: ▪ The **Check Amount** field must be numeric. ▪ The check amount must be zero when the check number is zero. ▪ The check amount cannot be zero when the check number is greater than zero. ▪ The check amount cannot be less than zero. ▪ The check amount cannot be greater than the unpaid balance.
Check Date (CHK_DT)	The Input File. This field is optional.	If the **Check Date** field is not blank in the

	Costpoint uses the default of the current system date only if you provide a check number greater than zero in the Input File.	Input File, Costpoint performs the following validations: ▪ The **Check Date** field must be a valid date. ▪ The check date must be blank when the check number is zero.
Check Fiscal Year (CHK_FY_CD) **Check Period Number (CHK_PD_NO)** **Check Subperiod Number (CHK_SUB_PD_NO)**	You can supply values in the Input File. The **Check Fiscal Year**, **Check Period Number**, and **Check Subperiod Number** are optional. Costpoint uses the defaults of the fiscal year, period, and subperiod only if you provide a check number greater than zero in the Input File.	If the fields are not blank in the Input File, Costpoint performs the following validations: ▪ The combination of all three fields must exist and be open in the Subperiod table. ▪ The combination of all three fields must exist and be open in the Subperiod Journal Status table with a journal code of **CD**. ▪ All three fields must be blank if the check number is zero. ▪ The **Check Period** and **Check Subperiod** fields must be numeric.
Check Number (CHK_NO)	The Input File. This field is optional. The default value is zero.	If the **Check Number** field is not blank in the Input File, Costpoint performs the following validations: ▪ The **Check Number** field must be numeric. ▪ The check number cannot be less than zero.
Company Id (COMPANY_ID)	The company for which the user is currently logged in.	
Delivery Value (SHIP_AMT)	The Input File. This field is optional. The default value is zero.	▪ If the **Delivery Value** field is not blank in the Input File, it must be numeric. ▪ If the **Delivery Value** field is provided in the Input File, is numeric, and is not zero, the invoice type must be **D**.
Discount Amount (DISC_AMT)	The **Total Discount Amount** field in the Input File. If the **Total Discount Amount**, **Discount Pct**, and **Discount Date** fields from the Input File are all blank, Costpoint calculates the **Discount Amount** as the rounded product of the **Invoice Amount** multiplied by the **Discount Percent**, according to the **Terms**.	▪ The **Total Discount Amount**, **Discount Pct**, and **Discount Date** from the Input File must either be all populated or all blank. ▪ If the **Total Discount Amount** is not blank in the Input File, it must be numeric. ▪ The amount in the **Total Discount Amount** field must equal the rounded product of the **Invoice Amount** multiplied by the **Discount Percentage Rate**. ▪ The sum of the **Discount Amount**

		field on the detail record(s) for each unique voucher number and fiscal year combination must equal the **Total Discount Amount** on the header record.
Discount Date (DISC_DT)	The Input File. If the **Total Discount Amount**, **Discount Pct**, and **Discount Date** fields from the Input File are all blank, Costpoint sets the **Discount Date** equal to the invoice date plus the **Discount Days**, according to the **Terms**.	▪ The **Total Discount Amount**, **Discount Pct**, and **Discount Date** from the Input File must either be all populated or all blank. ▪ If the **Discount Date** field is not blank in the Input File, it must be a valid date. ▪ Costpoint displays a warning message when the **Discount Date** is less than or equal to the invoice date.
Discount Percentage Rate (DISC_PCT_RT)	Costpoint computes this rate by dividing the **Discount Pct** from the Input File by **100**. If the **Total Discount Amount**, **Discount Pct**, and **Discount Date** fields from the Input File are all blank, Costpoint sets the **Discount Percentage Rate** to the **Discount Percent**, according to the **Terms**.	▪ The **Total Discount Amount**, **Discount Pct**, and **Discount Date** from the Input File must either be all populated or all blank. ▪ If the **Discount Pct** field is not blank in the Input File, it must be numeric.
Discount Taken Amount (DISC_TAKEN_AMT)	The Input File. This field is optional. The default value is zero.	If the **Discount Taken Amount** field is not blank in the Input File, Costpoint performs the following validations: ▪ The discount taken amount must be numeric. ▪ The discount taken amount must be zero if the check number is zero. ▪ The discount taken amount cannot be less than zero. ▪ The discount taken amount cannot be greater than the total discount amount. ▪ The discount taken amount must be zero if you have selected the **Net - Including Discounts** option in the **Post to G/L Discount Method** group box on the Configure Accounts Payable Voucher Settings screen.
Due Amount (DUE_AMT)	Costpoint calculates this amount by subtracting the **Discount Amount** from the **Invoice Amount**.	▪ The **Due Date** must be a valid date. ▪ Costpoint displays a warning message if the **Due Date** field is less than or equal to the **Discount Date** field.
Due Date (DUE_DT)	The Input File. This field is optional. If the **Due Date** is blank in the Input File, Costpoint calculates the **Due Date** from the **Invoice Date** and **Terms** fields.	

Entry Date (ENTR_DTT)	The current system date.	
Entry User (ENTR_USER_ID)	The current user.	
Fiscal Year (FY_CD) **Period Number (PD_NO)** **Subperiod Number (SUB_PD_NO)**	The Input File or the screen. The default values are from the screen.	▪ The combination of all three fields must exist in the Subperiod table. ▪ The combination must be open in the Subperiod table. ▪ The **Period Number** and **Subperiod Number** fields must be numeric.
Hold Voucher Flag (HOLD_VCHR_FL)	The Input File.	▪ The **Hold Voucher Flag** is a required field and must exist in the Input File. ▪ The **Hold Voucher Flag** in the Input File must be **Y** (Yes) or **N** (No).
Invoice (INVC_ID)	The Input File.	
Invoice Amount (INVC_AMT)	The Input File.	▪ **Invoice Amount** is a required field and must exist in the Input File. ▪ The **Invoice Amount** must be numeric.
Invoice Date (INVC_DT)	The Input File.	▪ **Invoice Date** is a required field and must exist in the Input File. ▪ The **Invoice Date** must be a valid date.
Invoice Period of Performance Date (INVC_POP_DT)	The Input File.	If the **Invoice Period of Performance Date** field is not blank in the Input File, it must contain a valid date. The **Invoice Period of Performance Date** field is required when: ▪ The **Subcontractor Flag** is set to **Y** for the vendor. ▪ The **Subcontractor Pay Code** is set to **P** for the vendor.
Invoice Type (S_INVC_TYPE)	The Input File. This field is optional. The default value is **N**.	▪ The only values allowed for the invoice type are **D**, **P**, or **N**. ▪ If the value is not supplied in the Input File, or the value supplied is not **D**, **P**, or **N**, Costpoint sets the invoice type to **N**.
Joint Payee Name (JNT_PAY_VEND_NAME)	The Input File.	▪ You cannot enter a **Joint Payee Name** if the **EFT Active Flag** is selected for the pay vendor and payment address code combination

		in the Vendor Address table.
Journal Code (S_JNL_CD)	Costpoint sets the **Journal Code** to **APV**.	
Notes (NOTES)	The Input File.	
Pay Vendor (PAY_VEND_ID)	The Input File. The default value is the default **Pay Vendor** for the vendor.	▪ **Pay Vendor** is a required field and must exist in the Input File or have a default value supplied from the Vendor table (Manage Vendors screen). ▪ The **Pay Vendor** must exist in the Vendor table (Manage Vendors screen). ▪ If the **Allow Different Pay Vendor** check box is not selected on the Configure Vendor Settings screen, the pay vendor (if supplied) must be the same as the vendor. ▪ If the **Allow Different Pay Vendor** check box is selected on the Configure Vendor Settings screen but the **Allow Edits to Pay Vendor on Voucher** check box is not selected on the Defaults subtask of the Manage Vendors screen, the pay vendor (if supplied) must be the same as the vendor. ▪ Costpoint displays a warning message if the **Hold Payments** check box is selected on the Manage Vendors screen.
Pay Vendor Pay When Paid Flag (PAY_WHEN_PAID_FL)	The Input File. The default value is the **Pay When Paid Flag** for the vendor.	▪ The **Pay When Paid Flag** is a required field and must exist in the Input File or have a default value supplied from the Vendor table. ▪ The flag in the Input File must be **Y** (Yes), **N** (No), or blank.
Pay When Paid Amount (PAYWPD_AMT)	Costpoint sets the **Pay When Paid Amount** as follows: ▪ If **Pay When Paid Flag** is set to **N**, **Pay When Paid Amount** is set to zero for the voucher. ▪ If **Pay When Paid Flag** is set to **Y** (Yes), the **Pay When Paid Amount** is the sum of the **Net Amount** (if **Post to G/L Discount Method** is **Net - Including Discounts** on the Configure Accounts Payable Voucher Settings screen) or **Total Before Discount Amount** (if **Post to G/L Discount Method** is **Gross - Without Discounts** on the Configure Accounts Payable Voucher Settings screen) for	

	lines on the voucher that have a billable project and account.	
Payment Address (PAY_ADDR_DC)	The Input File. The default value is the default payment address for the pay vendor. In other words, where the **Address Code** has a **Pmt Addr** pay code of type **D** (Default) (as set on the Manage Vendors screen).	▪ **Payment Address** is a required field and must exist in the Input File or have a default value supplied from the Vendor Address table (Manage Vendors screen). ▪ If you supplied a **Payment Address Code** in the Input File, you must supply a **Pay Vendor** as well. ▪ The **Pay Vendor** and **Payment Address** combination must exist in the Vendor Address table with a **Pmt Addr** pay code of type **D** (Default) or **Y** (Yes) (as designated on the Manage Vendors screen).
Print Note-Blank Laser Check Flag (PRINT_NOTE_FL)	The Input File. If the **Print Note-Blank Laser Check Flag** in the Input File is not **Y** (Yes), then **N** (No) is the default value for this field.	
PO Release Number (EXT_PO_RLSE_NO)	▪ If the **PO Release Number** from the Input File is numeric, Costpoint uses the number in the Input File. ▪ If the **PO Release Number** from the Input File is blank, Costpoint sets the number to zero.	▪ If the **PO Release Number** is not blank in the Input File, it must be numeric.
Purchase Order Number (EXT_PO_ID)	▪ If the **Purchase Order Number** from the Input File is not blank, Costpoint uses the number in the Input File. ▪ If the **Purchase Order Number** from the Input File is blank, Costpoint sets the field to a single space.	
Retainage Percentage (RTN_RT)	▪ If the **Retainage Rate** from the Input File is numeric, Costpoint computes the **Retainage Percentage** by dividing the **Retainage Rate** by **100**. ▪ If the **Retainage Rate** from the Input File is blank, Costpoint sets the **Retainage Percentage** to zero.	▪ If the **Retainage Rate** field is not blank in the Input File, it must be numeric.
Sales Tax Amount (SALES_TAX_AMT)	Costpoint computes the **Sales Tax Amount** by summing the **Detail Record(s) Sales Tax Amt** field for each unique voucher number and fiscal year combination.	
Sales Tax Code (SALES_TAX_CD)	Costpoint sets the **Sales Tax Code** as follows: ▪ If **Sales Taxable** or **Use Taxable** is selected as the setting for the **A/P Vouchers** option in the **Tax Code Defaults** group box on the Configure Accounts Payable Voucher Settings screen, the **Sales Tax Code** will be the **Sales Use/Tax Code** from the	

	Vendor Address table (Manage Vendors screen) where the **Pay Vendor** and **Payment Address** combination is valid. ▪ If **Sales Taxable** or **Use Taxable** is not selected for the **A/P Vouchers** option in the **Tax Code Defaults** group box, the **Sales Tax Code** is left null.	
Subcontractor Pay Code (S_SUBCTR_PAY_CD)	Costpoint sets the **Subcontractor Pay Code** as follows: ▪ If the **Subcontractor Flag** is set to **N** for the vendor, the **Subcontractor Pay Code** is set to **N**. ▪ If the **Subcontractor Flag** is set to **Y** for the vendor, the **Subcontractor Pay Code** is set to be the same as the **Subcontractor Pay Code** for the vendor.	
Taxable Code (S_TAXABLE_CD)	Costpoint sets the **Taxable Code** as follows: ▪ Sets the **Taxable Code** to **S** if **Sales Taxable** is selected as the setting for the **A/P Vouchers** option in the **Tax Code Defaults** group box on the Configure Accounts Payable Voucher Settings screen. ▪ Sets the **Taxable Code** to **U** if **Use Taxable** is selected as the setting for the **A/P Vouchers** option in the **Tax Code Defaults** group box on the Configure Accounts Payable Voucher Settings screen. ▪ Sets the **Taxable Code** to **N** if **Sales Taxable** or **Use Taxable** is not selected for the **A/P Vouchers** option in the **Tax Code Defaults** group box on the Configure Accounts Payable Voucher Settings screen.	
Taxable Flag (TAXABLE_FL)	Costpoint sets the **Taxable Flag** as follows: ▪ Sets the **Taxable Flag** to **Y** if **Sales Taxable** or **Use Taxable** is selected for the **A/P Vouchers** option in the **Tax Code Defaults** group box in the Configure Accounts Payable Voucher Settings screen. ▪ Sets the **Taxable Flag** to **N** if **Sales Taxable** or **Use Taxable** is not selected for the **A/P Vouchers** option in the **Tax Code Defaults** group box on the Configure Accounts Payable Voucher Settings screen.	
Terms Description (TERMS_DC)	The Input File. The default value is **Terms** for the vendor.	▪ **Terms** is a required field and must exist in the Input File or have a default value supplied from the

		Vendor table (Manage Vendors screen).
		■ The **Terms** must exist in the Vendor Terms table (Manage Vendor Terms screen).
Use Tax Amount (USE_TAX_AMT)	Costpoint computes the **Use Tax Amount** by summing the **Detail Record(s) Use Tax Amt** field for each unique voucher number and fiscal year combination.	
Vendor (VEND_ID)	The Input File.	■ **Vendor** is a required field and must exist in the Input File. ■ The vendor must exist in the Vendor table (Manage Vendors screen). ■ Costpoint displays a warning message if you selected the **Hold Payments** check box on the Manage Vendors screen.
Voucher Number (VCHR_NO)	The **Voucher Number** is taken from the Input File or is assigned by Costpoint, depending upon the voucher numbering method selected on the preprocessor screen.	■ The input **Voucher Number** is a required field and must exist in the Input File. ■ The input **Voucher Number** must be numeric. ■ The voucher number is required in the Input File regardless of the voucher numbering method selected. Costpoint uses the field as a break point to identify individual vouchers and match voucher header records with voucher detail records.
Voucher Type (S_VCHR_TYPE)	Costpoint sets the **Voucher Type** to **AP**.	

Costpoint sets the following fields to **N**:

- Auto Creation Flag (AUTO_CREATE_FL)
- Debit Memo Flag (DM_FL)
- Debit Memo Printed Flag (DM_PRNTD_FL)
- Over Budget Flag (OVR_BUD_FL)
- Posted Accounts Payable Flag (POSTED_AP_FL)
- Purchase Order Discrepancy (S_PO_DISCR_CD)
- Receipt Discrepancy (S_RECPT_DISCR_CD)
- Recurring Flag (RECUR_FL)
- Recurring Template Flag (RECUR_TMPLT_FL)

Costpoint sets the following fields to zero:

- Cost Amount (CST_AMT)
- Recurring Voucher No (RECUR_PAR_VCHR_NO)

Costpoint sets the following fields to a single space:

- Default Packing Slip (DFLT_PS_ID)
- Retainage Notes (RTN_NT)
- Sales Tax Source Code (S_SALES_TAX_SRC_CD)
- Separate Check Flag (SEP_CHK_FL)

Costpoint leaves the following fields set to null:

- Approval User ID (APPRVR_USER_ID)
- Batch Number (BATCH_ID)
- Default Warehouse (DFLT_WHSE_ID)
- Discrepancy Calculation Date (DISCR_CALC_DTT)
- Posting Sequence Number (POST_SEQ_NO)
- Purchase Order (PO_ID)
- Purchase Order Release Number (PO_RLSE_NO)
- Receipt Number (DFLT_RECPT_ID)
- Recurring Voucher Desc (RECUR_VCHR_DC)
- Last Voucher Fiscal Year (LST_VCHR_FY_CD)
- Last Voucher Period Number (LST_VCHR_PD_NO)
- Last Voucher Subperiod Number (LST_VCHR_SUB_PD_NO)
- Start Fiscal Year (START_FY_CD)
- Start Period Number (START_PD_NO)
- Start Subperiod Number (START_SUB_PD_NO)
- End Fiscal Year (END_FY_CD)
- End Period Number (END_PD_NO)
- End Subperiod Number (END_SUB_PD_NO)

Voucher Line Table

The Voucher Line table is filled as follows:

Field	Source	Costpoint performs these Validations
Discount Amount (DISC_AMT)	The Input File. If a **Total Discount Amount** exists on the Voucher header record and the **Discount Amount** on **all** the matching detail record(s) has a value of zero, Costpoint computes a rounded discount amount for each detail record by multiplying the **Discount Percentage Rate** on the header record by the result of adding the **Line Amount** and **Sales Tax Amount** from each detail record. Any rounding error will be added to the **Discount Amount** of the first detail record - voucher line number one.	▪ **Discount Amount** is a required field and must exist in the Input File. ▪ The **Discount Amount** must be numeric.
Line Change Cost Amount	The **Cost Amount** from the Voucher Line	

(LN_CHG_CST_AMT)	Account table.	
Line Change Tax Amount (LN_CHG_TAX_AMT)	Costpoint sets this amount to be equal to the amount in the **Sales Tax Amount** field.	
Line Change Use Tax Amount (LN_CHG_USE_TAX_AMT)	Costpoint sets this amount to be equal to the amount in the **Use Tax Amount** field.	
Notes (NOTES)	The Input File.	
Sales Tax Amount (SALES_TAX_AMT)	The Input File.	▪ **Sales Tax Amount** is a required field and must exist in the Input File. ▪ The **Sales Tax Amount** must be numeric. ▪ The **Sales Tax Amount** must be zero if the **Taxable Code** is not **S**.
Sales Tax Code (SALES_TAX_CD)	The **Tax Code** field in the Input File.	▪ If the **Taxable Code** is **N**, the **Tax Code** must be blank in the Input File. ▪ If the **Taxable Code** is **S** or **U**, the **Tax Code** is required. ▪ If the **Tax Code** is required, it must exist in the Sales Tax table (the Manage Sales or Value Added Taxes screen).
Taxable Code (S_TAXABLE_CD)	The Input File.	▪ **Taxable Code** is a required field and must exist in the Input File. ▪ The **Taxable Code** must be **S**, **U**, or **N**.
Taxable Flag (TAXABLE_FL)	Costpoint sets the **Taxable Flag** as follows: ▪ If the **Taxable Code** is **N**, the **Taxable Flag** is set to **N**. ▪ If the **Taxable Code** is **S** or **U**, the **Taxable Flag** is set to **Y**.	
Total After Discount (NET_AMT)	Costpoint computes the **Total After Discount** by subtracting the **Discount Amount** from the **Total Before Discount**.	
Total Before Discount Amount (TOT_BEF_DISC_AMT)	Costpoint computes the **Total Before Discount Amount** by adding the **Line Amount** and the **Sales Tax Amount**.	
Use Tax Amount (USE_TAX_AMT)	The Input File.	▪ **Use Tax Amount** is a required field and must exist in the Input File. ▪ The **Use Tax Amount** must be

		numeric.
		▪ If the **Taxable Code** is not **U**, the **Use Tax Amount** must be zero.
Voucher Line Description (VCHR_LN_DESC)	The Input File. The default value is the **Account Description**.	▪ **Voucher Line Description** is a required field.
		▪ The **Voucher Line Description** must exist in the Input File or have the default value supplied from the Account table.
Voucher Line Number (VCHR_LN_NO)	The Input File.	▪ **Voucher Line Number** is a required field and must exist in the Input File.
		▪ The **Voucher Line Number** must be numeric.
		▪ The **Voucher Line Number** must start with **1** and must be sequential within each unique voucher number and fiscal year combination.

Costpoint sets the following fields to zero:

- Extended Cost Amount (EXT_CST_AMT)
- Quantity (QTY)
- Quantity Discrepancy Percentage (DISCR_QTY_RT)
- Total Discrepancy Amount (DISCR_TOT_AMT)
- Unit Cost (UNIT_CST_AMT)
- Unit Price Discrepancy (DISCR_UNIT_PRC_AMT)
- Unit Price Discrepancy Percentage (DISCR_UNIT_PRC_RT)

Costpoint sets the following fields to a single space:

- Purchase Order Line Type (S_PO_LN_TYPE)
- Return Material Authorization Number (RMA_NO_ID)
- Sales Tax Notes (SALES_TAX_NT)

Costpoint leaves the following fields set to null:

- Miscellaneous Line Charge Type (MISC_LN_CHG_TYPE)
- Purchase Order Number (PO_ID)
- Purchase Order Line Key (PO_LN_KEY)
- PO Release Number (PO_RLSE_NO)
- Units of Measure (UM_CD)

Voucher Line Account Table

The Voucher Line Account table is filled as follows:

Field	Source	Costpoint performs these Validations
Account (ACCT_ID)	The Input File. The default value is the **Account** set up for the **Project Account**	▪ The **Account** must exist in the

	Abbreviation.	Account table (Manage Accounts screen) ▪ The account must be active. ▪ The account must be a detail account. ▪ The account must be available for use in voucher entry. ▪ The account must match the input mask specified for accounts. If any segment is shorter than the specified length for that segment, it will be padded. Numeric values are padded with zeroes on the left. Alphanumeric values are padded with spaces on the right.
Accounts Payable 1099 Flag (AP_1099_FL)	The Input File. The default value is from the vendor.	▪ **A/P 1099 Flag** is a required field and must exist in the Input File or have a default value supplied from the Vendor table. (The default value is supplied only if the **1099 Flag** is blank and the **1099-MISC Type Code** is blank in the Input File. Otherwise, the **1099 Flag** defaults to **N**.) ▪ The **A/P 1099 Flag** in the Input File must be **Y**, **N**, or blank.
1099-MISC Type Code	The Input File. The default value is from the vendor. (The default value is supplied only when the **1099 Flag** is **Y** and the **1099-MISC Type Code** is blank in the Input File.)	▪ **1099-MISC Type Code** is required if the **A/P 1099 Flag** is **Y**. ▪ You cannot enter a **1099-MISC Type Code** unless **A/P 1099 Flag** is **Y**. ▪ The **1099-MISC Type Code** must exist as a valid code in the System table (S_AP_1099_TYPE).
Cost Amount (CST_AMT)	The **Line Amount** field in the Input File.	▪ **Line Amount** is a required field and must exist in the Input File. ▪ The **Line Amount** must be numeric. ▪ The sum of the **Line Amount** field plus the sum of the **Sales Tax Amount** field on the detail record(s) for each unique voucher number and fiscal year combination must equal the **Invoice Amount** on the header record.
Cost Amount Percentage Rate (CST_AMT_PCT_RT)	Costpoint computes the **Cost Amount Percentage Rate** by dividing the **Total Before Discount Amount** on the detail record(s) for each unique voucher number and fiscal year combination by the **Invoice Amount** from the header record.	
Line Change Cost Amount (LN_CHG_CST_AMT)	Costpoint sets the **Line Change Cost Amount** to equal the **Cost Amount** field.	

Organization (ORG_ID)	The Input File. If you supplied the **Org Abbrev** in the Input File, the default value is the **Organization** associated with the **Org Abbrev**. If you did not supply an **Organization** or an **Org Abbrev** in the Input File: ▪ **Project** or **Proj Abbreviation** will be required in the Input File. ▪ The **Default to Owning Org** check box for the project must be selected on the Manage Project User Flow screen (in Project Setup). ▪ The default value is the **Owning Organization** set up for the project.	▪ The **Organization** must exist in the Organization table (Enter/Mange Organization Elements screen in General Ledger). ▪ The **Organization** must match the input mask specified for the organization. If any segment is shorter than the specified length for that segment, it will be padded. Numeric values are padded with zeroes on the left. Alphanumeric values are padded with spaces on the right.
Organization Abbreviation (ORG_ABBRV_CD)	The Input File. The default value is the **Org Abbrev** set up for the organization.	▪ The **Org Abbrev** must exist in the Organization table (Manage Organization Elements screen). ▪ If both **Org Abbrev** and **Organization** are supplied in the Input File, they must match in the Organization table (Enter/Mange Organization Elements screen).
Project (PROJ_ID)	The Input File. The default value is the **Project** associated with the **Proj Abbrev**.	▪ If the **Project Required** check box is selected for this account on the Manage Accounts screen, **Project** is a required field and the **Project** or the **Project Abbreviation** must exist in the Input File. ▪ If you entered the **Project Account Abbreviation**, **Project** is a required field and either the **Project** or the **Project Abbreviation** must exist in the Input File. ▪ The **Project** must exist in the Project table. ▪ The **Project** must be active. ▪ If the project requires a work force, the project/vendor combination must exist in the Project Vendor table (the Manage Vendor Work Force screen). ▪ The project must match the input mask specified for the project. If any segment is shorter than the specified length for that segment, it will be padded. Numeric values are padded with zeroes on the left. Alphanumeric values are padded with spaces on the right.
Project Abbreviation (PROJ_ABBRV_CD)	The Input File. The default value is the **Proj Abbrev** set up for the **Project**.	▪ The **Project Abbrev** must exist in the Project table. ▪ If both **Project Abbrev** and

		Project are supplied in the Input File, they must match in the Project table.
Project Account Abbreviation (PROJ_ACCT_ABBRV_CD)	The Input File.	▪ The **Project Account Abbrev** is required if the account is not supplied in the Input File. ▪ A **Project** or **Project Abbrev** is required with a **Project Account Abbrev**. ▪ The **Project Account Abbrev** must exist in the Account Group Setup table (the Manage Project Account Groups screen). ▪ If both the **Account** and the **Project Account Abbrev** are supplied in the Input File, they must match in the Account Group Setup table (the Manage Project Account Groups screen).
Reference Number 1 (REF1_ID)	The Input File.	**Reference Number 1** must: ▪ Exist in the Reference Structure table. ▪ Be available for use in data entry. ▪ Be valid as a reference entry code 1.
Reference Number 2 (REF2_ID)	The Input File.	**Reference Number 2** must: ▪ Exist in the Reference Structure table. ▪ Be available for use in data entry. ▪ Be valid as a reference entry code 2.

Costpoint sets the following fields to be the same as the fields in the Voucher Line table:

- Discount Amount (DISC_AMT)
- Sales Tax Amount (SALES_TAX_AMT)
- Taxable Code (S_TAXABLE_CD)
- Taxable Flag (TAXABLE_FL)
- Total After Discount (NET_AMT)
- Total Before Discount Amount (TOT_BEF_DISC_AMT)
- Use Tax Amount (USE_TAX_AMT)

Costpoint sets the following fields to a single space:

- Template ID (FA_TMPLT_ID)
- Template Revision ID (FA_TMPLT_RVSN_ID)

Costpoint leaves the following field set to null:

- Template Key (FA_TMPLT_KEY)

Voucher Labor Vendor Table

The Voucher Labor Vendor Table is filled as follows:

Field	Source	Costpoint performs these Validations
Subline Number (SUB_LN_NO)	The **Vendor Subline Number** field is taken from the Input File.	The **Vendor Subline Number:** ■ Is a required field and must exist in the Input File. ■ Must be numeric. ■ Must start with **1** and be sequential within each unique voucher and fiscal year combination.
Vendor Hours (VEND_HRS)	The Input File.	■ **Vendor Hours** is a required field and must exist in the Input File. ■ The **Vendor Hours** must be numeric.
Vendor Amount (VEND_AMT)	The Input File.	■ **Vendor Amount** is a required field and must exist in the Input File. ■ The **Vendor Amount** must be numeric.
Vendor Employee ID (VEND_EMPL_ID)	The Input File.	■ The combination of the **Vendor ID** from the header record and the **Vendor Employee ID** from the Vendor Labor record must exist in the Vendor Employee table.
Effective Billing Date (EFFECT_BILL_DT)	The Input File.	■ The **Effective Billing Date** must either exist in the Input File or have a default value available. The default value is the **Subperiod End Date**. ■ If the **Effective Billing Date** is supplied in the Input File, it must be a valid date and in the format **YYYY-MM-DD**.
General Labor Category (GENL_LAB_CAT_CD)	The Input File.	■ **General Labor Category** is a required field and must exist in the Input File. ■ The **General Labor Category** must exist in the General Labor Category table.
Project Labor Category (BILL_LAB_CAT_CD)	The Input File. Costpoint derives the default value from the Project Vendor Labor Category table (the Link Project Labor Categories to Vendor Work Force screen in Project Setup) for the project and vendor ID combination; or from the Project Labor Category Map table (the Link GLC to Project PLC screen in Project Setup) for the project and General Labor Category combination.	■ A **Project** is required before you can enter a **Project Labor Category**. ■ The **Project Labor Category** must exist in the Billing Labor Category table (the Manage Project Labor Categories (PLC) screen). ■ If a work force is not required for the project, Costpoint looks for the project in the Project Labor Category table. If

| | | it finds the project, the project and PLC combination must exist in the Project Labor Category table. |
| | | ■ If a work force is required for the project, the work force project, vendor ID, and PLC combination must exist in the Project Vendor Labor Category table. |