



Deltek

# Deltek Costpoint®

## 8.2

Import Manual Bills  
Preprocessor

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# Contents

Import Manual Bills.....	1
Display the Import Manual Bills Screen.....	1
Contents of the Import Manual Bills Screen.....	1
Processing Details.....	4
Error Messages.....	12

## Import Manual Bills

Use this screen to import manual bills from comma-separated value (CSV) files into Costpoint's Billing module.

Since the application is not multicurrency-enabled, manual bills to be uploaded must be in the company's functional currency only. Upload files must contain records from only one company: the company of the logged-in user who is uploading the files. The upload can only be done within a company for that company. The company ID is not included in the input file. The system will assign the company ID of the logged-in user during the import process and will also assign the functional currency of that company as the invoice currency.

This application works in a two-step process:

1. During upload, it reads the data from the input CSV file(s), stages the data into a worktable, performs the necessary edits, and prints an error report.
2. During import, it processes the data that has passed the edits and loads it into the production table.

You have the option not to execute the second step.

After the manual bills have been successfully loaded, you can edit them on the Manage Manual Bills screen or post them using the Post Manual Bills screen.

Only one user at a time can run this application.

**Note:** The input file layout may contain fields that are available only in Costpoint Advanced. If you are using Costpoint Essentials, these fields are excluded from the import process and may be left blank or null when you create the input file.

## Display the Import Manual Bills Screen

You access the Import Manual Bills screen from the Projects domain.

Click **Projects » Billing » Manual Bills Processing » Import Manual Bills**.

## Contents of the Import Manual Bills Screen

Use the fields and options to configure the Import Manual Bills screen.

### Import Manual Bills

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

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

Field	Description
<b>Parameter ID</b>	<p>Enter, or click  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.</p> <p>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 <b>Query</b>.</p> <p>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.</p>
<b>Description</b>	<p>Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.</p>

### Options

Use this block to specify the bills that will be imported.

### Input File

Field	Description
<b>File Location</b>	<p>Enter, or click  to select, the file location where the input file resides. Import will be done only from a CSV file.</p> <p>In the unlabeled field to the right, enter, or click  to select, the name of the input file.</p>

### Accounting Period

Enter, or click  to 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. If entered, these must be valid and must be open for editing for the Manual Billing Journal.

Enter, or click  to select, the fiscal year and period to use as defaults. These settings do not override values in the input file, but Costpoint uses them if the fiscal year and/or period in the input file are blank. If entered, these must be valid and must be open for editing for the Manual Billing Journal.

Field	Description
<b>Fiscal Year</b>	Select the default fiscal year to be used if the fiscal year in the input file is blank.
<b>Period</b>	Select the default period to be used if the period in the input file is blank.
<b>Subperiod</b>	Select the default subperiod to be used if the subperiod in the input file is blank.

### Invoice Defaults

Enter, or click  to select, the invoice date and due date to use as defaults. These settings do not override values in the input file, but Costpoint uses them if the invoice date and/or due date in the input file are blank. If entered, these must be valid dates.

Field	Description
<b>Invoice Date</b>	Enter the default invoice date to be used if the invoice date in the input file is blank.
<b>Due Date</b>	Enter the default due date to be used if the due date in the input file is blank.

### Invoice Numbering Method

Select one of the following methods for numbering invoices:

Field	Description
<b>Use Invoice Numbers in Input File</b>	Select this option to use the invoice numbers provided in the input file when importing manual bills. With this selection, the invoice number is required in the input file and is used to populate the Invoice ID (INVC_ID).
<b>Use Last System Invoice Number</b>	Select this option to assign unique invoice numbers sequentially when importing manual bills. Costpoint uses the <b>Last Company Wide Invoice No</b> from the Configure Billing Settings screen, incremented by +1, to determine the next invoice number. With this selection, the invoice number is not required in the input file.
<b>Supply Beginning Invoice Number</b>	Select this option to enter a beginning invoice number in the data field directly below this option. With this selection, the invoice number is not required in the input file.  Unique invoice numbers are assigned sequentially when you import, starting with the beginning invoice number you enter. If the number you enter has already been used, Costpoint will continue to increment the number until it finds an unused invoice number unless you select the <b>Allow duplicate invoice IDs</b> check box.

### Processing Options

Field	Description
<b>Allow duplicate invoice IDs</b>	Select this check box to allow the upload of an existing invoice ID. You can use the same invoice ID only for the same customer, address code, project ID, currency code, company ID, A/R account, A/R org, and customer PO ID.  <div style="border: 1px solid blue; padding: 5px;"><b>Note:</b> Duplicate invoice IDs are allowed only if the invoice ID already existing in the system is posted to history. Duplicates of unposted invoice IDs will not be allowed even if you select this check box.</div>

Field	Description
<b>Overwrite the existing records</b>	Select this check box to allow overwriting of existing records during the import process. If you select this check box, any previously processed records that have not yet been imported will be deleted so that a new record can be processed. The deleted records must be processed again before you can import them.
<b>Continue to process with error records</b>	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.

**Process**

Field	Description
<b>Process Manual Bill Input File</b>	Click the  drop-down list and select this option to read the input file, perform edits for all Manual Billing records, load data that passed the edits into the worktable, and print the Error Report.
<b>Import Manual Bills</b>	Click the  drop-down list and select this option to load the validated records from the worktable to the production table. If a previous Load has not been run, the system will display a message stating that no input record is found.

**Processing Details**

Use the information in this section to know more about the processing details when importing manual bills.

**Processing Details**

When you select **Process Manual Bill Input File** from the  drop-down list, the following actions take place:

1. Costpoint checks the input CSV file. If this file does not exist or is formatted incorrectly, you will not be able to upload the worktables.
2. Costpoint reads each record in the input file. Any record with missing values in the mandatory fields or with invalid values will be flagged as an error. **Validations are performed for the following columns:**
  - PROJ\_ABBRV\_CD:** If this exists and PROJ\_ID is blank in the input table, PROJ\_ABBRV\_CD must exist in the PROJ table.
  - PROJ\_ID:** If this exists and PROJ\_ABBRV\_CD is blank in the input table, PROJ\_ID must exist in the PROJ and PROJ\_BILL\_INFO tables.
  - PROJ\_ID/PROJ\_ABBRV\_CD:** If both exist in the input table, then both must exist in the PROJ table for the same record.
  - CUST\_ID:** This must exist in the CUST table.

**CUST\_ID/ADDR\_DC:** If both exist in the input table, then both must exist in the CUST\_ADDR table for the same record.

**SALES\_TAX\_CD:** If this exists in the input table, then it must exist in the SALES\_TAX table.

**OTH\_CHG\_CD1/OTH\_CHG\_CD2/OTH\_CHG\_CD3:** If these exist in the input table, then they must exist in the BILL\_OTH\_CHGS table.

**FY\_CD/PD\_NO/SUB\_PD\_NO:** These must exist in the SUB\_PD table and must be open for editing. If information for these fields is not provided in the input file, then Costpoint uses the defaults from the screen and performs the same validation.

**USER\_ID:** If this exists in the input table, then it must exist in the USER\_ID table.

**INVC\_ID:** This must not already exist in the system unless the **Allow duplicate invoice IDs** check box is selected on the Import Manual Bills screen.

**INVC\_ID/FY\_CD/PD\_NO/SUB\_PD\_NO:** These are the keys to the MANUAL\_BILL\_EDIT table. These must not already exist in the MANUAL\_BILL\_EDIT table or in the MANUAL\_BILL\_HS table.

3. Error information is inserted into the Z\_BLPUMB\_ERRORS table. If there are no errors, then the Z\_BLPUMB\_EDIT table will be populated with the Z\_BLPUMB\_INPUT table.

### Import Details

When you select **Import Manual Bills** from the   drop-down list, the following actions take place:

1. If there are errors loaded into the Z\_BLPUMB\_ERRORS table or if there are no rows in the Z\_BLPUMB\_EDIT table, then Costpoint displays a message stating that errors exist or there are no records to process. If there are no errors, then Costpoint assigns a unique numeric value to the MANUAL\_BILL\_SRL column and updates each row in the Z\_BLPUMB\_EDIT table that belongs to the company of the logged-in user.
2. Costpoint populates the MANUAL\_BILL\_EDIT production table with the Z\_BLPUMB\_EDIT table for the records from the company being imported.
3. Worktables are truncated from the database for the company being imported.

### Input Costpoint Database Tables

Input tables are used for validation and/or obtaining current information from Costpoint. This application reads the following Costpoint tables:

- Customer (CUST)
- Customer Address (CUST\_ADDR)
- Manual Bill Edit (MANUAL\_BILL\_EDIT)
- Other Charges (BILL\_OTH\_CHGS)
- Project (PROJ)
- Sales Tax (SALES\_TAX)
- Subperiod (SUB\_PD)
- User ID (USER\_ID)

- Company (GL\_CONFIG, COMPANY\_ID)
- Billing Remittance Addresses (BILL\_RMT\_ADDR\_CD)

**Input File Layout**

The input file must be a standard CSV file. Each record that will be uploaded must be on a separate line in the input file, separated with a combination of carriage return and line feed. The following table shows the input file layout the application expects.

**Note:** The input file layout may contain fields that are available only in Costpoint Advanced. If you are using Costpoint Essentials, these fields are excluded from the import process and may be left blank or null when you create the input file.

Column Name	Data Type (Length)	Required?	Notes
BILL_NO_ID	VARCHAR (15)	N	If this is already used for the project, then the system displays a warning but does not prevent upload.
CUST_ID	VARCHAR (12)	N	If blank, the system retrieves it from the PROJ table using the Project ID.
ADDR_DC	VARCHAR (10)	N	If blank, the system retrieves it from the CUST_ADDR table.
CUST_PO_ID	VARCHAR (20)	N	
DISC_AVAIL_AMT	DECIMAL (14,2)	N	
DUE_DT	DATE	N	The system uses the information from the input file if provided; otherwise, it uses the screen defaults. This uses the format MM/DD/YYYY.
ENTR_DTT	DATE	N	If blank, today's date will be inserted. This uses the format MM/DD/YYYY.
ENTR_USER_ID	VARCHAR (12)	N	If blank, USER_ID will be inserted.
FY_CD	VARCHAR (6)	N	This is the fiscal year for which the bill will be applied. If blank, the system uses the

Column Name	Data Type (Length)	Required?	Notes
			default value from the screen.
PD_NO	SMALLINT	N	This is the period for which the bill will be applied. If blank, the system uses the default value from the screen.
SUB_PD	SMALLINT	N	This is the subperiod for which the bill will be applied. If blank, the system uses the default value from the screen.
INVC_DT	DATE	N	This is the invoice date and uses the format MM/DD/YYYY. If blank, the system uses the default value from the screen, which is today's date.
INVC_ID	VARCHAR (15)	Y/N	See the <b>Invoice Numbering Method</b> section in Import Manual Bills.
PROJ_ID	VARCHAR (30)	Y/N	This is required if PROJ_ABBRV_CD is not provided.
PROJ_ABBRV_CD	VARCHAR (6)	N/Y	This is required if PROJ_ID is not provided.
SALES_TAX_AMT	DECIMAL (14,2)	N	If present, SALES_TAX_CD must also be present.
SALES_TAX_CD	VARCHAR (6)	N	If present, this must be in the SALES_TAX table.
OTH_CHG_AMT1	DECIMAL (14,2)	N	If present, OTH_CHG_CD1 must also be present.
OTH_CHG_CD1	VARCHAR (6)	N	If present, this must be in the

Column Name	Data Type (Length)	Required?	Notes
			BILL_OTH_CHGS table.
OTH_CHG_AMT2	DECIMAL (14,2)	N	If present, OTH_CHG_CD2 must also be present.
OTH_CHG_CD2	VARCHAR (6)	N	If present, this must be in the BILL_OTH_CHGS table.
OTH_CHG_AMT3	DECIMAL (14,2)	N	If present, OTH_CHG_CD3 must also be present.
OTH_CHG_CD3	VARCHAR (6)	N	If present, this must be in the BILL_OTH_CHGS table.
TOT_INVC_AMT	DECIMAL (14,2)	Y	
BILL_RMT_ADDR_CD	VARCHAR (6)	N	If present, this must be in the BILL_REMIT_ADDR table. If blank, leave as NULL.
NOTES	VARCHAR (254)	N	If blank, leave as NULL.
DOC_LOCATION	VARCHAR (254)	N	If blank, leave as NULL.

Column Name	Data Type (Length)	Required?	Notes
BILL_NO_ID	VARCHAR (15)	N	If this is already used for the project, then the system displays a warning but does not prevent upload.
CUST_ID	VARCHAR (12)	N	If blank, the system retrieves it from the PROJ table using the Project ID.
ADDR_DC	VARCHAR (10)	N	If blank, the system retrieves it from the CUST_ADDR table.
CUST_PO_ID	VARCHAR (20)	N	

Column Name	Data Type (Length)	Required?	Notes
DISC_AVAIL_AMT	DECIMAL (14,2)	N	
DUE_DT	DATE	N	The system uses the information from the input file if provided; otherwise, it uses the screen defaults. This uses the format MM/DD/YYYY.
ENTR_DTT	DATE	N	If blank, today's date will be inserted. This uses the format MM/DD/YYYY.
ENTR_USER_ID	VARCHAR (12)	N	If blank, USER_ID will be inserted.
FY_CD	VARCHAR (6)	N	This is the fiscal year for which the bill will be applied. If blank, the system uses the default value from the screen.
PD_NO	SMALLINT	N	This is the period for which the bill will be applied. If blank, the system uses the default value from the screen.
INVC_DT	DATE	N	This is the invoice date and uses the format MM/DD/YYYY. If blank, the system uses the default value from the screen, which is today's date.
INVC_ID	VARCHAR (15)	Y/N	See the <b>Invoice Numbering Method</b> section in Import Manual Bills.
PROJ_ID	VARCHAR (30)	Y/N	This is required if PROJ_ABBRV_CD is not provided.
PROJ_ABBRV_CD	VARCHAR (6)	N/Y	This is required if PROJ_ID is not provided.

Column Name	Data Type (Length)	Required?	Notes
SALES_TAX_AMT	DECIMAL (14,2)	N	If present, SALES_TAX_CD must also be present.
SALES_TAX_CD	VARCHAR (6)	N	If present, this must be in the SALES_TAX table.
OTH_CHG_AMT1	DECIMAL (14,2)	N	If present, OTH_CHG_CD1 must also be present.
OTH_CHG_CD1	VARCHAR (6)	N	If present, this must be in the BILL_OTH_CHGS table.
OTH_CHG_AMT2	DECIMAL (14,2)	N	If present, OTH_CHG_CD2 must also be present.
OTH_CHG_CD2	VARCHAR (6)	N	If present, this must be in the BILL_OTH_CHGS table.
OTH_CHG_AMT3	DECIMAL (14,2)	N	If present, OTH_CHG_CD3 must also be present.
OTH_CHG_CD3	VARCHAR (6)	N	If present, this must be in the BILL_OTH_CHGS table.
TOT_INVC_AMT	DECIMAL (14,2)	Y	
BILL_RMT_ADDR_CD	VARCHAR (6)	N	If present, this must be in the BILL_REMIT_ADDR table. If blank, leave as NULL.
NOTES	VARCHAR (254)	N	If blank, leave as NULL.
DOC_LOCATION	VARCHAR (254)	N	If blank, leave as NULL.

#### Output File Layout

The following table shows how the application populates every column of the MANUAL\_BILL\_EDIT table.

Column Name	Data Source or Value
ADDR_DC	Input File or default from ADDR_DC table (if blank)
BILL_NO_ID	Input File or null (if blank)
BILL_RMT_ADDR_CD	Input File or null (if blank)
CUST_ID	Input File or from PROJ table (if blank)
CUST_PO_ID	Input File or null (if blank)
DISC_AVAIL_AMT	Input File or 0 (if blank)
DUE_DT	Input File or default (if provided and Input File is blank)
ENTR_DTT	Input File or System Date (if blank)
ENTR_USER_ID	Input File or Database connection ID for user running the application (if blank)
FY_CD	Input File or default (if blank)
INVC_DT	Input File or default (if blank) or system date
INVC_ID	Input File or other. See description of invoice number.
MANUAL_BILL_SRL	Unique numeric value generated by the system
MODIFIED_BY	"BLPUMB"
OTH_CHG_AMT1	Input File
OTH_CHG_AMT2	Input File
OTH_CHG_AMT3	Input File
OTH_CHG_CD1	Input File
OTH_CHG_CD2	Input File
OTH_CHG_CD3	Input File
PD_NO	Input File or default
POST_SEQ_NO	(null)
PROJ_ABBRV_CD	Input File or space (if blank)
PROJ_ID	Input File or PROJ_ID from the PROJ table, where PROJ_ABBRV_CD = PROJ_ABBRV_CD input file field
ROWVERSION	0
SALES_TAX_AMT	Input File else 0
SALES_TAX_CD	Input File else null
SUB_PD_NO	Input File or default

Column Name	Data Source or Value
S_JNL_CD	"BJ"
TIME_STAMP	Current system date/time value
TOT_INVC_AMT	Input File
COMPANY_ID	Logged-in company ID
NOTES	Input File or blank
DOC_LOCATION	Input File or blank

## Error Messages

Error messages may appear when you run Import Manual Bills.

Error Message	Meaning/Related Information
This item is required. Please enter a value.	The <b>Input File</b> fields are blank. Enter the input file you will use in the processing.
<File> does not exist. Check your path and try again.	The specified file name or file path is invalid.
This item is required. Please enter a value.	This error occurs if you select the <b>Supply Beginning Invoice Number</b> option for the <b>Invoice Numbering Method</b> and you do not enter an invoice number in the field below this option.
Fiscal Year/Period/Subperiod selected is not valid, or entry/edit status is not open for Manual Bills.	The <b>Fiscal Year</b> , <b>Period</b> , and <b>Subperiod</b> combination is invalid or these fields are not open for entry/edit.
Fiscal Year/Period selected is not valid, or entry/edit status is not open for Manual Bills.	The <b>Fiscal Year</b> and <b>Period</b> combination is invalid or these fields are not open for entry/edit.
The '<Beginning Invoice Number>' must have a numeric segment in order to automatically increment the sequence.	The <b>Beginning Invoice Number</b> you supplied does not have a numeric segment at the end, which is needed to increment the invoice numbers.
The numeric segment of the Invoice number cannot exceed 10 digits.	The numeric segment of the <b>Beginning Invoice Number</b> you supplied exceeds the maximum allowable length of 10 digits.

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