



Deltek

# Deltek Costpoint®

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# **Import Vendors**

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# IMPORT VENDORS

This preprocessor provides a means of transferring vendor data from an ASCII input file or database table into Costpoint. This data transfer process automates the input of multiple vendor or vendor address records. This is useful when transferring large scale data from another system but are being migrated to Costpoint.

Before you can use this preprocessor, you must set up the following screens:

- Manage Accounts Payable Accounts
- Manage Cash Accounts

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.

If you want to remove or deactivate a Ship ID for a vendor, you can do so on the Manage Vendors screen and not on the Import Vendors screen.

## Related Topics

- Input Files and Database Tables
- Error Messages

### Location

- Accounting
- Accounts Payable
- Accounts Payable Interfaces

## Identification

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

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

## Parameter ID

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

## Options

Use this group box to specify all the information you want to use for importing vendors.

## Input File

Use this group box to specify the file name, location, and format of your input file.

## Location

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

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

or

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

## Format

Use this drop-down list box to select the format of the file to use. This preprocessor supports the following file formats:

- **ASCII File** — Select this option if are importing vendor records from an ASCII input file. When you select this option, you must specify what delimiter is used in your input file from the **File Delimiter** drop-down list.
- **Tables** — Select this option if you are importing vendor records from a database input table.

## Import Vendors

For more information on how to prepare an input file or database tables, see [Input Files and Database Tables](#).

### Delimiter

Use this drop-down list to select which special character is used as the delimiter in your input file. This field is only applicable when you select **ASCII File** in the **File Format** field.

### Name

Use this field to enter, or use  to select, the name of the input file/tables to use.

### Default Accounts

Use the fields in this group box to specify for which accounts payable and cash account to associate all the records in the input file/tables.

### A/P

Use this field to enter, or use  to select, the A/P account description you wish to assign to all the records in the input file/tables.

### Cash

Use this field to enter, or use  to select, the cash account description you wish to assign to all the records in the input file/tables.

### Print Edit Report during validate

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

### Overwrite the existing records

Select this check box to replace existing records in Costpoint with the records in the input file/tables that have the same vendor ID.

### Continue to process with error records

Select this check box to allow this preprocessor to continue the import process even when it encounters errors with one or more records in the input file.

### 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.

### Vendor Approval Setting

Use the options in this group box to select the approval process for the records in the input file.

## Approved

Select this option to approve all the records in the input file automatically.

## Pending

Select this option to automatically set all records in the input file as pending for approval. This option is not available when the vendor approval process is disabled.

## From Input File

Select this option to approve vendor records based on the setting specified in the input file.

## Auto Assign Vendor

Use this group box to specify how Costpoint assigns vendor IDs for the records in the input file.

## Auto Assign

Select this option to automatically assign vendor IDs for each record in the input file.

## From Input File

Select this option to use the vendor IDs specified for each record in the input file.

## Security Setting

Use this group box if you want to update vendor records and vendor electronic fund transfer information.

## Record Vendor Info Update

Select this check box to update vendor records and vendor electronic fund transfer information.

## Process Table Options

Use the options in this group box to specify how Costpoint imports vendor records from a database input table. These options are only applicable when you select **Tables** from the **File Format** drop-down list.

## Load Unprocessed Records

Select this option to load unprocessed records to a temporary table where each record is validated. All records that pass validation are then imported to the VEND and VEND\_ADDR tables. All records that does not pass validation are tagged as error records in the temporary table.

## Reprocess Error Records

Select this option to load unprocessed records to a temporary table where each record is validated. All records that pass validation are imported to the VEND and VEND\_ADDR tables. All records that does not pass validation are then reprocessed.

## Delete Imported Records

Select this option to load unprocessed records to a temporary table where each record is validated. All records that pass validation are imported to the VEND and VEND\_ADDR tables, and are then deleted from the input tables.

### Options

Use the check boxes in this group box to specify payment options for all the records in the input file.

## Allow Different Pay Vendor

Select this check box to select the **Allow Edits to Pay Vendor on Voucher** check box on the Defaults tab of the Manage Vendors screen for all records in the input file/tables.

## Hold Payment

Select this check box to select the **Hold Payments** check box on the Header tab of the Manage Vendors screen for all records in the input file/tables.

## Pay When Paid

Select this check box to select the **Pay When Paid** check box on the Defaults tab of the Manage Vendors screen for all records in the input file/tables.

## Allow Duplicate Name and Blank Location

Select this check box to allow importing of a duplicate vendor name and address code combination (using a different vendor ID) when the location in the input file is blank.

Deltak does not recommend the selection of this check box. It is rare to have duplicate names and blank locations, but such cases may exist. The selection of this check box addresses that scenario.

### Preview and Print Menu

## Validate Input File

Click  or  and select this option to validate the input file, create temporary tables, 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.

## Import Vendors

- [Table Information](#)

Changes to this screen affect the following tables:

- AOPUTLVU\_INP\_VEND
- AOPUTLVU\_INP\_VENDA
- VEND
- VEND\_ADDR
- VEND\_INFO\_AUDIT\_HS
- W\_FUNC\_PARM\_CATLG

# ERROR MESSAGES

The following sections contain information on errors encountered by the Import Vendors preprocessor.

## REPORT ERROR MESSAGES

The following table lists errors that may appear on the Error Report. If an error is encountered in the input record, it causes the rejection of the record containing the error.

Item	Error	Description
1099 Type	Not found in 1099 Box Type table	The 1099 type in the input file does not exist in the 1099 Box Type table.
Employee	Not found in Employee table	The Employee ID in the input file does not exist in the Employee table.
Order Country	Not found in Mail State table	The country in the order address section of the input file does not exist in the Mail State table.
Order State	Not found in Mail State table	The state in the order address section of the input file does not exist in the Mail State table.
Payment Country	Not found in the Mail State table	The country in the payment address section of the input file does not exist in the Mail State table.
Payment State	Not found in the Mail State table	The state in the payment address section of the input file does not exist in the Mail State table.
Terms	Must be in Input File	The terms must be included in the input file.
Terms	Not found in Vendor Terms table	The terms in the input file does not exist in the Vendor Terms table.
Vendor	Duplicates found in Input File	A particular vendor ID was found more than once in the input file. An individual vendor must occur only once in the input file.
Vendor	Must be in Input File	The vendor ID must be included in the input file.
Vendor Name	Must be in Input File	The vendor name must be included in the input file.
Intermediary Bank ID	Not found in Manage Intermediary Banks	The Intermediary Bank is not found in the Intermediary Bank Account table.
EFT Active or NON-US EFT Active	Only one of the "EFT Active" flags (either US or Non-US) can be set to "Y".	Both EFT Active (ACTIVE_FL) and Non-US EFT Active (NON_US_ACTIVE_FL) are set to Y in the input file.

## Import Vendors

Non-US EFT Active and Non-US Bank ID	Warning: Non-US Bank ID is missing for this Non-US EFT record. Data will still be imported.	The Non-US EFT Active (NON_US_ACTIVE_FL) field is set to Y, but the Non-US Bank ID (NON_US_BANK_ID) is blank (null).
Non-US EFT Active, Bank ABA Number, Bank Account, and ACH Code	Warning: Bank ABA Number, Bank Account and ACH Code must be null for a Non-US EFT record. The record will be imported with those values set to NULL.	The Non-US EFT Active (NON_US_ACTIVE_FL) is set Y, but the Bank ABA Number (BANK_ABA_NO), Bank Account (BANK_ACCT_ID_S), or ACH Code (S_ACH_TRN_CD) are NOT set to null.
SM Subcontractor Flag	Must be Y or N.	This occurs when the Subcontractor Management (SM) license is ON and the <b>SM Subcontractor Flag</b> is not null and is neither <b>Y</b> or <b>N</b> .
SM Subcontractor Flag	Cannot be Y if Employee ID exists.	This occurs when: <ul style="list-style-type: none"> <li>- SM license is ON and</li> <li>- <b>SM Subcontractor Flag = Y</b> and</li> <li>- <b>Employee ID</b> is not null (in VEND table or in input file/table)</li> </ul>
Vendor Employee Approval Group Code	Must exist in input file.	This occurs when: <ul style="list-style-type: none"> <li>- SM license is ON and</li> <li>- <b>SM Subcontractor Flag = Y</b> and</li> <li>- <b>Vendor Employee Requires Approval = Y</b> in AP_SETTINGS table and</li> <li>- <b>Use Vendor Employee Approval Groups = Y</b> in AP_SETTINGS table and</li> <li>- <b>Vendor Employee Approval Group Code</b> is null.</li> </ul>
Vendor Employee Approval Group Code	Not found in VE_APVL_GRP table.	This happens when: <ul style="list-style-type: none"> <li>- SM license is ON and</li> <li>- <b>SM Subcontractor Flag = Y</b> and</li> <li>- <b>Vendor Employee Requires Approval = Y</b> in AP_SETTINGS table and</li> <li>- <b>Use Vendor Employee Approval Groups = Y</b> in AP_SETTINGS table and</li> <li>- <b>Vendor Employee Approval Group Code</b> is not null and</li> <li>- <b>Vendor Employee Approval Group Code</b> does not exist in VE_APVL_GRP table</li> </ul>

## Screen Error Messages

The following table lists error messages that may appear on the screen.

Error	Description
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## Import Vendors

An error has occurred while trying to access a table. Processing has stopped.	This error should not normally occur. Record the status of the processing meter and contact technical support for assistance.
Invalid A/P account description.	The Accounts Payable account description in the input file does not exist in the Default Accounts Payable Accounts table.
Invalid cash account description.	The cash account description in the input file does not exist in the Default Cash Accounts table.
The input file that you have entered does not exist. Press the Select button to search for available files.	Costpoint was unable to find the file specified in the File Name field. If the file is not in the current Windows directory, pre-pend the file name with the full directory path or use [Lookup] to search for available files.

# INPUT FILES AND DATABASE TABLES

The Import Vendors preprocessor allows you to import vendor information either from an ASCII input file produced from PRO-III system or a database table. This help topic contains information on how to prepare an input file or database table that Costpoint can use to import vendor records.

## ASCII Input File

The input file used by the Import Vendors preprocessor must be a standard ASCII text file without null characters. Each record to be included must be on a separate line in the input file, separated with a combination of carriage return and line feed characters (ASCII decimal characters 13 and 10).

Each record must be in a separate line in the input file. There are separate formats for vendor and vendor address records. Vendor records are identified by the **V** record type and will be imported to the VEND table, while Vendor address records are identified by the **A** record type and will be imported to the VEND\_ADDR table.

When starting a line in the input file, you must first enter the record type as the first field to identify the record as a vendor or vendor address. Costpoint then imports that record to the appropriate table.

See the Vendor Input File Format (VEND) and Vendor Address Input File Format (VEND\_ADDR) tables for the input file layouts expected by Costpoint.

## Database Tables

You can use database tables as the input source for importing vendor or vendor address records. You must create an AOPUTLVU\_INP\_VEND table for vendor records and an AOPUTLVU\_INP\_VENDA table for vendor address records. These tables use the same format as the input file but the first field uses status codes, instead of record type. Status codes for both input table types must be set to 'U' to indicate that a record is unprocessed or has not been imported yet into Costpoint.

## Vendor Input File Format (VEND)

Use this input file layout to enter a vendor record (record type 'V'). The following table lists the entries contained in each record of the vendor input file.

Seq. No.	Column Name	Costpoint Table/Column	Type	Length	Required or Optional	Format
1	Record Type/ Tatus Code	N/A	Character	1	Required	Must be <b>V</b> for Vendor.
2	Vendor ID	VEND_ID	Alphanumeric	12	Required	
3	Vendor Approval Code	VEND_APPRVL_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
4	Vendor Name	VEND_NAME	Alphanumeric	25	Required	
5	Vendor Long Name	VEND_LONG_NAME	Alphanumeric	40	Optional	

## Import Vendors

6	Vendor Terms	TERMS_DC	Alphanumeric	15	Optional	
7	Location	VEND_NAME_EXT	Alphanumeric	6	Optional	
8	Hold Payment Flag	HOLD_PMT_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
9	1099 Tax ID	AP_1099_TAX_ID	Alphanumeric	20	Optional	
10	1099 Type Code	S_AP_1099_TYPE_CD	Alphanumeric	6	Optional	
11	Print 1099	PRNT_1099_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
12	Allow Auto Voucher	AUTO_VCHR_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
13	A/P Account Description	AP_ACCTS_KEY	Alphanumeric	30	Optional	
14	Cash Account Description	CASH_ACCTS_KEY	Alphanumeric	30	Optional	
15	Vendor Notes	VEND_NOTES	Alphanumeric	254	Optional	
16	Vendor Group Code	VEND_GRP_CD	Alphanumeric	6	Optional	
17	Pay Vendor	AP_CHK_VEND_ID	Alphanumeric	12	Optional	
18	Allow Edits to Pay Vendor	ED_VCH_PAY_VEND_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
19	Pay When Paid	PAY_WHEN_PAID_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
20	Separate Check	SEP_CHK_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
21	Vendor Status for PO	S_VEND_PO_CNTL_CD	Character	1	Optional	
22	Business Size Class Code	S_CL_SM_BUS_CD	Character	1	Optional	Enter <b>S</b> (Small) or <b>L</b> (Large).
23	Women Owned	CL_WOM_OWN_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
24	Disadvantaged	CL_DISADV_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
25	HUB Zone	CL_LAB_SRPL_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).

## Import Vendors

26	Historic Black College	CL_HIST_BL_CLG_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
27	Veteran Owned	CL_VET_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
28	Service Disabled Veteran Owned	CL_SD_VET_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
29	Blank Laser Check Memo	CHK_MEMO_S	Alphanumeric	25	Optional	
30	Customer Account	CUST_ACCT_FLD	Alphanumeric	20	Optional	
31	Employee ID	EMPL_ID	Alphanumeric	12	Optional	
32	ANC and Indian Tribes	CL_ANC_IT_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
33	Certification Date	VEND_CERT_DT	Date	10	Optional	
34	Certification Number		Number	20	Optional	
35	eProcurement Vendor	EPROCURE_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
36	FOB	FOB_FLD	Alphanumeric	15	Optional	
37	Ship Via	SHIP_VIA_FLD	Alphanumeric	15	Optional	
38	Payroll Vendor	PR_VEND_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
39	Time Collection Expense Class		Alphanumeric	20	Optional	
40	Vendor 1099 Name	VEND_1099_NAME	Alphanumeric	40	Optional	
41	SM Subcontractor Flag	SM_SUBCTR_FL	Character	1	Optional	<b>Y</b> (Yes) or <b>N</b> (No) For use if licensed for Subcontractor Management. If null, this will be set to <b>N</b> .
42	Vendor Employee Approval Group Code	VE_APPRVL_GRP_CD	Character	6	Optional	For use if: - SM license is ON or available and

## Import Vendors

						<ul style="list-style-type: none"> <li>- <b>SM Subcontractor Flag = Y</b> and</li> <li>- <b>Vendor Employee Requires Approval = Y</b> in AP_SETTINGS table and</li> <li>- <b>Use Vendor Employee Approval Groups = Y</b> in AP_SETTINGS table</li> </ul> <p>This is set to NULL if:</p> <ul style="list-style-type: none"> <li>- Subcontractor Management (SM) license is OFF or</li> <li>- SM license is ON and <b>SM Subcontractor Flag = N</b>. or</li> <li>- SM license is ON and <b>SM Subcontractor Flag = Y</b> and <b>Vendor Employee Requires Approval = N</b> in AP_SETTINGS table or</li> <li>- SM license is ON and <b>SM Subcontractor Flag = Y</b> and <b>Vendor Employee Requires Approval = Y</b> in AP_SETTINGS table and <b>Use Vendor Employee Approval Groups = N</b> in AP_SETTINGS table.</li> </ul>
43	DUNS Number	DUNS_NO	Alphanumeric	15	Optional	
44	CAGE Code	Cage_CD	Alphanumeric	15	Optional	
45	8(a) Certified	CL_8A_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
46	AbilityOne Non-Profit Agency	CL_ABIL_ONE_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
47	GovWin IQ Company ID	GOVWIN_COMP_ID	Alphanumeric	15	Optional	
48	Vendor Web Site	VEND_WEB_SITE	Alphanumeric	1024	Optional	

## Vendor Address Input File Format (VEND\_ADDR)

Use this input file layout to enter a vendor address record (record type 'A'). The following table lists the entries contained in each record of the vendor address input file.

Seq. No.	Column Name	Costpoint Table/Column	Type	Length	Required or Optional	Format
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1	Record Type/ Tatus Code	N/A	Character	1	Required	Must be <b>A</b> for Vendor Address.
2	Vendor ID	VEND_ID	Alphanumeric	12	Required	
3	Address Code	ADDR_DC	Alphanumeric	10	Required	
4	Active	ACTIVE_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
5	Order Address Code	S_ORD_ADDR_CD	Character	1	Optional	
6	Payment Address Code	S_PMT_ADDR_CD	Character	1	Required	
7	Address Line 1	LN_1_ADR	Alphanumeric	40	Optional	
8	Address Line 2	LN_2_ADR	Alphanumeric	40	Optional	
9	Address Line 3	LN_3_ADR	Alphanumeric	40	Optional	
10	City Name	CITY_NAME	Alphanumeric	25	Optional	
11	Payment State	MAIL_STATE_DC	Alphanumeric	15	Optional	
12	Payment Country	COUNTRY_CD	Alphanumeric	8	Optional	
13	Postal Code	POSTAL_CD	Alphanumeric	10	Optional	
14	Phone ID	PHONE_ID	Number	25	Optional	
15	Other Phone ID	OTH_PHONE_ID	Number	25	Optional	
16	Fax No.	FAX_ID	Number	25	Required	
17	Email	EMAIL_ID	Alphanumeric	100	Required	
18	EFT Payment	EFT_PMT_CD	Character	1	Optional	
19	Bank ID. (ABA No.)	BANK_ABA_NO	Alphanumeric	9	Optional	
20	Bank Account	BANK_ACCT_ID_S	Number	17	Optional	
21	ACH Code	S_ACH_TRN_CD	Alphanumeric	2	Optional	

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22	Non-US Bank Account		Number	17	Optional	
23	Print EFT Advice	PRINT_EFT_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).
24	Originator ID Code	EDI_N104_CD	Alphanumeric	80	Optional	
25	Bank Reference	BANK_ACCT_REF_CD	Alphanumeric	18	Optional	
26	IBAN Code	IBAN_CD	Alphanumeric	34	Optional	
27	Ship ID	SHIP_ID	Alphanumeric	20	Optional	
28	Sales Tax Code	SALES_TAX_CD	Alphanumeric	6	Optional	
29	Intermediary Bank ID	IB_BANK_ID	Alphanumeric	15	Optional	
30	SWIFT Code	SWIFT_CD	Alphanumeric	11	Optional	
31	NON-US EFT Active?	NON_US_ACTIVE_FL	Character	1	Optional	
32	NON-US Bank ID	NON_US_BANK_ID	Alphanumeric	34	Optional	
33	Email EFT Advice	EMAIL_EFT_FL	Character	1	Optional	Enter <b>Y</b> (Yes) or <b>N</b> (No).