Deltek Costpoint® Essentials and Costpoint Foundations

Cloud Release Notes

June 21, 2018

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Contents

Overview

This document is a compilation of enhancements made in Costpoint, Budgeting and Planning, and Time & Expense between April 10 – June 9, 2018, and which will be available in the Cloud on June 21, 2018.

Note: Release notes contain summaries of the enhancements made. Refer to the online help for additional details.

Costpoint 7.1.1 Online Help

Service Requests

On or around June 25, 2018 the following Web service requests will be available:

- **Database Refresh** — Use this service request to overwrite a system/database in the cloud with a system/database of your choosing.
- **Promote to Production** — Use this service request to promote your databases from either your on premise environment or your Implementation Environment to the Production Environment.

Additional changes may follow after 6/25/18.

Costpoint

Accounting

Ability to Create a Net Entry for Balance Sheet Revaluation

The Create Revaluation Entry process can be run more than once within the same period. In the current functionality, if the original adjusting journal entry (AJE) or balance sheet revaluation (BSR) entry has not yet been posted and the previous period's reversal entry has already been posted, Costpoint deletes the current period's unposted entry and replaces it with the new one. If the original AJE/BSR entry has been posted, Costpoint creates a new one, which doubles the amounts previously posted. If the reversal entry from the previous period has not been posted, Costpoint deletes that and creates the new entry.

With this enhancement, the process of creating the entry has been changed so that if an entry has already been posted in the current period, the new entry created by Costpoint will be a net entry that takes into account the amounts already posted in the current period, but excludes reversal entries previously posted in the current period.

Several applications have been updated to support this change.

Configure General Ledger Settings (GLMSETNG)

A new check box, **Create Revaluation as Net**, has been added to this screen. Select this check box to create revaluation entries at net amounts. If you do not select this check box, revaluation entries will be created at year-to-date amounts.

Create Revaluation Entry (GLPBSREV)

This application has been updated to create revaluation entries as net entries if the **Create Revaluation as Net** check box is selected on the Configure General Ledger Settings screen.

Set Up Company (SYPCOMP)

Set Up Company has been updated to include the value of the **Create Revaluation as Net** check box when setting up a new company or copying settings from one company to another.

New BSR Journal Code for Balance Sheet Revaluation Entries

In an earlier enhancement a new Journal Code (BSR) was added for entries generated by the Create Balance Sheet Revaluation Entries. This allowed you to create and insert the entry into the Manage Journal Entries (GLMJE) screen and post it as an Adjusting Journal Entry (AJE) even if the AJE journal code was closed but the BSR journal code was open.

This enhancement will insert a BSR journal into the Manage Journal Entries application and have it posted to the General Ledger. With this change, it is easy to determine the entries created by the Create Balance Sheet Revaluation process.

BSR Journal Entry Type in Configure General Ledger Settings (GLMSETNG)

The BSR journal entry type is now available in the Approval Settings subtask of the Configure General Ledger Settings. You can set if the BSR journal entry requires approval, as well as the transaction amount limit that when exceeded, needs approval.

Manage System Assigned JE Number (GLMJENUM)

The BSR journal code is now available so you can set or reset the journal entry number for the BSR series.

Create Revaluation Entry (GLPBSREV)

Instead of using the Adjusting Journal Entry (AJE), it will now be replaced by the Balance Sheet Revaluation (BSR) entry.

Manage Journal Entries (GLMJE)

A new **BSR Reversal** check box is now available on the Manage Journal Entries (GLMJE) screen as well as the **Balance Sheet Revaluation** journal entry type. This allows you to indicate that the entry is for BSR and that it is a reversal for BSR.

For more details about this new type of entry in the Manage Journal Entries screen, see the GLMJE Help topic and its FAQ section for the general rules about BSR journal entries and reversal.

Post Journal Entries (GLPJE)

The **Balance Sheet Revaluation** journal type is now available as selection on the Post Journal Entries (GLPJE) screen.

Reverse Posted Journal Entry (GLPREVJE)

The **Balance Sheet Revaluation** journal type has been added as selection as well to the Reverse Posted Journal Entry (GLPREVJE) screen.

Print Journal Entry Edit Report (GLRJE)

You can now include Balance Sheet Revaluation journal entries in the Journal Entry Edit Report. The Balance Sheet Revaluation check box is now available on the Print Journal Entry Edit Report (GLRJE) screen.

Print Journal Entry Posting Summary Report (GLRPSTSM)

You can also include Balance Sheet Revaluation entries in the Journal Entry Posting Summary Report. The **Balance Sheet Revaluation** selection is now available in the **Select Journal Type** drop-down field on the Print Journal Entry Posting Summary Report (GLRPSTSM) screen

Close Periods (GLPCLOSE)

When you close periods, Costpoint will now check if there are unposted BSR for both regular and reversal entries. If unposted entries are found, you will not be able to close the period and Costpoint will display a message to let you know of such entries so you can post them.

Purge Journal Entry History (GLPJEPRG)

You can now purge journal entry history for BSR entries. The **Balance Sheet Revaluation** check box is now available on the Purge Journal Entry History (GLPJEPRG) screen as selection.

Set Up Company (SYPCOMP)

When you set up a new company, the new BSR setup will be copied in the Approval Settings of the company.

Manage Vendor Employees (APMVEMPL) and Manage Vendors (APMVEND)

The Manage Vendor Employees screen now includes the Certification Details subtask that allows you to determine which resources meet the certification requirements needed for opportunities, contracts, or subcontracts. You will be able to link certifications to vendor employees within the Accounts Payable module.

The Certification Details subtask is also available within the Vendor Employees subtask of the Manage Vendors screen.

Import Vendor Employees (APPUTLVE)

The Import Vendor Employees screen is now capable of importing certification details of vendor employees.

Manage Professional Organizations (HPMPROF)

You can now access the Manage Professional Organizations screen from the Accounts Payable module in addition to its existing location in the Employee module. To launch the application in the Accounts Payable module, go to **Accounting** » **Accounts Payable** » **Vendor and Subcontractor Controls**. You can use the data from this screen when entering records on the Manage Education, Skills & Training Data screen and on the new Certification Details subtask of the Manage Vendor Employees screen.

Contracts

New Contracts Domain: Menu Change

The Contract Management module previously under the Projects domain is now a separate Contracts domain within Costpoint. This enhancement gives the Contract Management solution more visibility and also allows you to quickly navigate to the Contract Management solution.

New modules and application groups have been created to support this update. Eleven applications have been moved to the new Opportunities, Contracts, and Resources modules, while the rest of the screens remain in the Contract Management Controls module.

The following image displays the Contracts domain on the Navigation screen. The table that follows lists the modules, application groups, and applications available in this domain, listed in order as they display on the UI.

Module	Application Group	Application
Opportunities	Opportunities	Manage Opportunities
	Organization Conflict of Interest (OCI)	Manage Organizational Conflict of Interest (OCI)

Module	Application Group	Application
	Opportunities Interfaces	Import GovWin IQ Data
Contracts	Contracts	Manage Contracts
	Subcontracts	Manage Subcontracts
	Subcontracts Reports and Inquiries	View Subcontract Inquiry
Resources	Customer/Vendor/Employee Information	Manage Contract Management Customer Info
		Approve Prospective Customers
		Manage Contract Management Vendor Info
		Approve Prospective Vendors
		Manage Contract Management Employee Info
Contract Management Controls	Contract Management Controls	Configure Contract Management Settings
		Manage Activity Methods
		Manage Activity Subject
		Manage Agencies
		Manage Contract Management Roles
		Manage Contract Vehicles
		Manage Document Types
		Manage NAICS Codes
	Contract/Subcontracts Controls	Manage Agreement Types
		Manage Contract Date Types
		Manage Contract Status

Module	Application Group	Application
		Manage Contract Types
		Manage DFARS Library
		Manage FAR Library
		Manage GSA Schedule Codes
		Manage Supplier Vendor Rating Codes
		Manage Supplier Vendor Rating Descriptions
		Manage Contract User-Defined Labels
		Manage Subcontract User-Defined Labels
	OCI Controls	Manage OCI Reviewer
		Manage OCI Status
		Manage OCI User-Defined Labels
	Opportunities Controls	Configure Opportunity Settings
		Manage Opportunity Business Units
		Manage Opportunity Closed Reasons
		Manage Opportunity Company Responsibilities
		Manage Opportunity Contract Types
		Manage Opportunity Loss Reasons
		Manage Opportunity Sources
		Manage Opportunity Stages

Module	Application Group	Application
		Manage Opportunity Types
		Manage Opportunity Win/Bid Probabilities
		Manage Opportunity User-Defined Labels

Ability to Include DPAS Purchasing Rating on Contracts

Costpoint now allows you to include the Defense Priorities and Allocations System (DPAS) purchasing rating code assigned to a contract. The purpose of the DPAS is to assure the timely availability of industrial resources to meet current national defense and emergency preparedness program requirements and to provide an operating system to support rapid industrial response in a national emergency. Contract and subcontract administrators can use this information in determining their priority when issuing purchase orders.

Several applications in Costpoint have been updated so you can enter the DPAS number assigned to a contract and track it through to the project so that Costpoint Purchasing can pick it up and include it in the purchase order.

Manage Contracts (CTMCNTR)

The **DPAS Purchasing Rating** field is now available on the Contract Info tab of this screen. Use this field to enter the DPAS purchasing rating code assigned to the contract.

The Project Initialization subtask on this screen has also been updated to include the new field when initializing or updating projects.

When you run Project Initialization, Costpoint updates the **DPAS Purchasing Rating** field on the following screens with the **DPAS Purchasing Rating** value from Manage Contracts for the new or updated projects:

- Manage Government Contract Information screen
- Government Contract subtask of the Manage Project User Flow screen

If the code is not provided in Manage Contracts, users can still enter the DPAS purchasing rating code in Manage Government Contract Information or Manage Project User Flow, if applicable.

Manage Subcontracts (CTMSBCNTR)

A new field, **DPAS Purchasing Rating**, has been added to the Subcontract Info tab of this screen to display the DPAS purchasing rating code assigned to the subcontract project ID associated with the subcontract record. The value in this field is read-only and comes from the **DPAS Purchasing Rating** field in Manage Government Contract Information or Manage Project User Flow.

New Contracts Domain: Application Changes

The Contract Management module previously under the Projects domain is now a separate Contracts domain within Costpoint. This enhancement gives the Contract Management solution more visibility and also allows you to quickly navigate to the Contract Management solution.

Applications in the New Modules

With this enhancement, new modules and application groups have been created under the Contracts domain. The following applications, previously under the Contract Management Controls (CT) module, are now displayed in the new Opportunities (OP), Contracts (CN), and Resources (RE) modules:

- Opportunities module
  - Manage Opportunities (CTMOPP)
  - Manage Organizational Conflict of Interest (OCI) (CTMOCI)
  - Import GovWin IQ Data (CTPIQDAT)
- Contracts module
  - Manage Contracts (CTMCNTR)
  - Manage Subcontracts (CTMSBCNTR)
  - View Subcontract Inquiry (CTQSUBC)
- Resources module
  - Manage Contract Management Customer Info (CTMCUST)
  - Approve Prospective Customers (CTMCUSTA)
  - Manage Contract Management Vendor Info (CTMVEND)
  - Approve Prospective Vendors (CTMVENDA)
  - Manage Contract Management Employee Info (CTMEMPL)

The rest of the screens in the Contracts domain remain in the Contract Management Controls module.

Note: It is important to note that while Import GovWin IQ Data now displays in the Opportunities module, access to this application is still under the Contract Management Controls module in this release. Access to this screen will be set under Opportunities in a succeeding release.

Use the Manage Users and Manage User Groups screens in the Admin domain to review or modify user and user group access rights to the modules.

Print Menu Report (SYRMENU)

A new check box, **Contracts**, has been added to the **Options** group box of this screen to allow you to include the Contracts domain and its modules when you print Costpoint menu information.

Projects

Transfer of the Contract Management Module as a New Domain

The Contract Management Module has been removed under the Projects domain and is now a new Costpoint domain.

Skills, Trainings, and Certifications Added to Prospective Vendor Employees

Costpoint gives you the ability to link skills, trainings, and certifications to prospective vendor employees so that you can determine which resources meet the certification, training, and skill level required by opportunities, contracts, and/or subcontracts. When prospective vendors are approved, Costpoint transfers the skills, trainings, and certifications to the respective Vendor Employee tables.

With this feature, you can:

- Link skills, trainings, and certifications to prospective vendors' vendor employees and see skills, trainings, and certifications previously linked to regular vendors' vendor employees within the Contract Management module.
- Transfer certifications, skills, and trainings related to prospective vendors' vendor employees to the new vendor record when approving prospective vendors.
- Link certifications to existing regular vendors' vendor employees within the Accounts Payable module.
- Maintain professional organizations within the Accounts Payable module.

The following applications in the Project domain have been updated for this enhancement:

Manage Contract Management Vendor Info (CTMVEND)

Three new subtasks have been added to the Vendor Employees subtask of this screen:

- **Certification Details** — Use this subtask to enter and track certifications attained by vendor employees.
- **Skills** — Use this subtask to enter and track the skills that the vendor employee has.
- **Trainings** — Use this subtask to enter and track the list of trainings that the vendor employee has.

For vendor employees of a prospective vendor, you can enter, edit, and/or delete certification details, skills, and training records on these subtasks. For vendor employees of a regular vendor, you can view certification details, skills, and training records, but you cannot update or delete them.

Three database tables have been created to store the prospective vendor information on the new subtasks:

- CT_SUBC_CERTIFICATIONS
- CT_SUBC_SKILLS
- CT_SUBC_TRAININGS

Approve Prospective Vendors (CTMVENDA)

When you approve prospective vendors, this application now moves certifications, skills, and training records related to the vendor employees of the prospective vendor to the following tables:

- SUBC_CERTIFICATIONS
- SUBC_SKILLS
- SUBC_TRAININGS

People

Updated Header and Instructions on Life Events and Benefits Enrollment

The Life Events/New Hires screen and the Benefits Enrollment screen now provide more information on the screen header and in the Instructions tab. To support this enhancement, this Costpoint release applies the corresponding changes to the following applications:

Life Events/New Hires (ESMLIFEEVENT)

- The Life Event, Life Event Date, and Status fields now display in the header across the top of the screen.
- The header displays the following additional information:
  - Employee Last Name
  - Employee First Name
  - Employee ID
- This Instructions tab now discuss the following:
  - Selection of benefits
  - Negative amounts for premiums
  - Saving dependent/beneficiary changes

Benefits Enrollment (ESMBENENROLL)

- The header information now displays across the top part of the screen.
- The field label changed from "Open Enrollment Period" to "Open Enrollment Period Start and End Dates" fields. This field is now included in the header.
- The field label changed from "Effective Dates" to "Benefits Start and End Dates." This field is now included in the header.
- The Instructions tab now discuss the following:
  - Selection of benefits
  - Rollover of benefits
  - Negative amounts for premiums
  - Saving dependent/beneficiary changes

State Filing Status of Exempt

This Costpoint enhancement adds a state filing status of **Exempt** which would allow you to calculate the state taxable wages of employees without withholding the state taxes for a particular state. This new functionality would be applicable to employees who must track their taxable wages for a state but do not need state taxes withheld. For example, employees who are U.S. citizens but are not based in the U.S.

Note: The new **Exempt** status will only be available if you have previously run the Update State Filing Statuses (PRPUSFS) toolkit. If you have not run the toolkit before applying this update, the **Exempt** filing status will be available once you run the toolkit.

The following are updates to the Costpoint screens when you apply this enhancement:

Compute Payroll (PRPCPR)

When an employee's state filing status is **Exempt**, the application will not apply state taxes. Taxable wages are the same if the status is Exempt or any other status.

Configure State Tax Settings (AOMESSST)

When you select a filing status of Exempt, the application will display a warning message indicating that the employees will be able to exempt their wages from state taxes through Employee Self Service.

Life Events/New Hires (ESMLIFEEVENT)

The application will allow employees to select an **Exempt** filing status if it is set up for their state in the Configure State Tax Settings screen.

Manage Employee Earnings (PRMERF)

When an employee's state filing status is **Exempt**, the application will not apply state taxes. Taxable wages are the same if the status is Exempt or any other status.

Manage Employee Information (LDMEINFO)

The application allows you to select the new **Exempt** filing status after you run the Update State Filing Statuses toolkit.

Manage Employee Taxes (PRMETAX)

The application allows you to select the new **Exempt** filing status after you run the Update State Filing Statuses toolkit.

Manage Payroll Records (PRMPTF)

When an employee's state filing status is **Exempt**, the application will not apply state taxes. Taxable wages are the same if the status is Exempt or any other status.

Manage State Standard Deductions (PRMSSD)

The State Taxability (STATE_STD_DED) table now has a corresponding record for each state with an **Exempt** status

Manage State Tax Tables (PRMSTT)

The State Taxability (STATE_TAX_TBL) table now has a corresponding record for each state with an **Exempt** status.

Manage State Tax Withholding Adjustments (PRMSTAC)

For each state/territory with an effective date of January 1, 2018 (1/1/18), a record with type of Supplemental Tax Rate and a filling status of **Exempt** was added.

Recompute Taxable Wages (PRPRCOMP)

When an employee's state filing status is **Exempt**, the application will not apply state taxes. Taxable wages are the same if the status is Exempt or any other status.

State Withholding (ESMSTATEWH)

The application will allow employees to select an **Exempt** filing status if it is set up for their state in the Configure State Tax Settings screen.

Update State Filing Statuses (PRPUSFS)

The State Withholding Filing Statuses (STATE_FILING_STATUS) table now has an **Exempt** filing status for each state.

The new **Exempt** filing status will be available after you run this toolkit.

Entry and Import of Timesheets with Negative Leave Without Pay for Salaried Employees, FLSA-Exempt Employees

In Costpoint, you must flag the pay types that you use to charge negative leave without pay (LWOP) as "Overtime" on the Manage Pay Types screen. Prior to this release, this prevented importing or entering negative LWOP for employees who are salaried, FLSA-exempt if the you did not select the **Allow Overtime for Salaried, FLSA Exempt Employees** check box on the Configure Labor Settings screen.

With this Costpoint enhancement, timesheet or payroll administrators will have the ability to enter or import negative LWOP for a salaried, FLSA-exempt employee even if the company settings restrict salaried, FLSA-exempt employees from charging overtime.

Costpoint Screen Updates

To support this enhancement, this Costpoint release updates the following applications:

Correcting Timesheets (LDMCTIME)

The application now displays a corresponding error when the following conditions occur:

Condition	Error
▪ The **Allow Overtime for Salaried, FLSA Exempt Employees** check box is not selected for the login company on the Configure Labor Settings screen. ▪ As of timesheet reference date, the employee is Salaried, FLSA-Exempt on the Manage Employee Salary Information screen. ▪ The timesheet line pay type is flagged as **Overtime** on the **Manage Pay Types** screen. ▪ The timesheet line pay type is **not** flagged as **Leave Without Pay (LWOP)-Negative** on the Manage Pay Types screen.	This Pay Type cannot be used for salaried, FLSA exempt Employees.

Create Auto-Pay Timesheets (LDPDUMTS)

The application now allows you to generate an auto-pay timesheet for a Salaried employee using a negative LWOP pay type even if the **Allow Overtime for Salaried, FLSA Exempt Employees** check box is **not** selected on the Configure Labor Settings screen.

Import Timesheets (AOPUTLTS)/Import Timesheets from Deltek Time and Expense (LDPUPET)

The application now displays a corresponding error when the following conditions occur.

<table>
<tr><th>Condition</th><th>Error</th></tr>
<tr><td>The timesheet is not set up as either of the following:
D-Correcting timesheet type
Correcting timesheet type with a reference date
The Allow Overtime for Salaried, FLSA Exempt Employees check box is not selected for the login company on the Configure Labor Settings screen.
As of the timesheet date, the employee is Salaried, FLSA-Exempt on the Manage Employee Salary Information screen.
The timesheet line pay type is flagged as Overtime on the Manage Pay Types screen.
The timesheet line pay type is not flagged as Leave Without Pay (LWOP)-Negative on the Manage Pay Types screen.</td><td>OT prohibited for salaried, FLSA exempt Employees.</td></tr>
<tr><td>The timesheet is set up as either of the following:
D-correcting timesheet type
Correcting timesheet type with a reference date
The Allow Overtime for Salaried, FLSA Exempt Employees check box is not selected for the login company on the Configure Labor Settings screen.
As of the timesheet reference date, the employee is Salaried, FLSA-Exempt on the Manage Employee Salary Information screen.
The timesheet line pay type is flagged as Overtime on the Manage Pay Types screen.</td><td>OT prohibited for salaried, FLSA exempt Employees.</td></tr>
</table>

Condition	Error
▪ The timesheet line pay type is **not** flagged as **Leave Without Pay (LWOP)-Negative** on the Manage Pay Types screen.	

Manage Timesheets (LDMTIME)

The application now displays a corresponding error when the following conditions occur.

Condition	Error

▪ The timesheet is **not** set up as either of the following:
  ▪ **D-Correcting** timesheet type
  ▪ **Correcting** timesheet type with a reference date
▪ The **Allow Overtime for Salaried, FLSA Exempt Employees** check box is **not** selected for the login company on the Configure Labor Settings screen.
▪ As of the timesheet date, the employee is Salaried, FLSA-Exempt on the Manage Employee Salary Information screen.
▪ The timesheet line pay type is flagged as **Overtime** on the **Manage Pay Types** screen.
▪ The timesheet line pay type is **not** flagged as **Leave Without Pay (LWOP)-Negative** on the Manage Pay Types screen.
	This Pay Type cannot be used for salaried, FLSA exempt Employees.

▪ The timesheet is set up as either of the following:
  ▪ **D-Correcting** timesheet type
  ▪ **Correcting** timesheet with a reference date
▪ The Allow Overtime for Salaried, FLSA Exempt Employees check box is **not** selected for the login company on the Configure Labor Settings screen
	This Pay Type cannot be used for salaried, FLSA exempt Employees.

Condition	Error
▪ As of the timesheet reference date, the employee is Salaried, FLSA-Exempt on the Manage Employee Salary Information screen. ▪ The timesheet line pay type is flagged as **Overtime** on the **Manage Pay Types** screen. ▪ The timesheet line pay type is **not** flagged as **Leave Without Pay (LWOP)-Negative** on the Manage Pay Types screen.	

Regulatory and Compliance

2018 May Tax Table Update

This Costpoint release includes regulatory changes for May 2018.

Idaho

Idaho's withholding tax tables were updated to reflect new tax laws. To be able to use the 2018 withholding tables in payroll, this release adds new records effective January 1, 2018 for Idaho on the Manage State Taxes screen and Manage State Tax Tables screen.

The following are tax updates to Idaho:

- Withholding tables for Single and Married have been updated.
- One withholding allowance is now **$2,960**.
- Supplemental withholding rate decreases from 7.4 percent to **6.925 percent**.

Note: For more information, please refer to *A Guide to Idaho Income Tax Withholding*: https://tax.idaho.gov/pubs/EPB00006_04-27-2018.pdf.

Utah

Utah's withholding formula was updated to account for the recent changes in the federal tax law. To be able to use the 2018 withholding formula in payroll, this release adds new records, effective May 1, 2018, for the Utah on the Manage State Tax Withholding Adjustments screen and Manage State Tax Tables screen.

The following are the tax updates for Utah:

- Flat income tax rate decreases from 5 percent to **4.95 percent**.
- Withholding tables for Single and Married were updated.

Note: For more information, please refer to the *Utah Withholding Tax Guide*: https://tax.utah.gov/forms/pubs/pub-14.pdf.

HotFix Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- PATCH3459
- PATCH3471

2018 Colorado Tax Table Update

In response to the federal tax code overhaul (Pub. L. 115-97), the Colorado Department of Revenue announced an update to their allowance table on April 2, 2018 (effective April 1, 2018). The amount per allowance will remain $4,050.00 for each allowance up to 6 allowances, but the amount will differ for 7 or more allowances.

To be able to use the 2018 exemption amount for employees claiming more than six allowances, this Costpoint release adds a new allowance table for Colorado on the Manage State Tax Withholding Adjustments screen.

Allowance Table (for wages paid on or after April 1, 2018)

If the number of withholding allowances is:	Total amount of withholding allowance for the payroll period (Annually)
0	$0
1	4,050
2	8,100
3	12,150
4	16,200
5	20,250
6	24,300
7	22,950
8	21,600
9	20,250
10	18,900
Over 10	Use the amount for 10 allowances in the appropriate payroll period.

Note: For more information please refer to the table in the Colorado Income Tax Withholding Tables for Employers guide: https://www.colorado.gov/pacific/sites/default/files/DR1098.pdf.

Screen Updates

This Costpoint release applies the corresponding updates to the following screens for this enhancement:

Compute Payroll (PRPCPR)

The application was updated to retrieve the correct personal exemption amount from Manage State Tax Withholding Adjustments application for Colorado.

Manage Employee Earnings History (PRMERF)

A new column was added to the work tables used by the application's common code.

Manage Payroll Records (PRMPTF)

The application was updated to retrieve the correct personal exemption amount from Manage State Tax Withholding Adjustments application for Colorado.

Manage State Tax Withholding Adjustments (PRMSTAC)

A Number of Exemptions or Credits field allows you to enter the number of exemptions or credits if the tax allowance option in the Type field is Personal Exemption Allowances.

Print Data Dictionary Report (SYRDD)

The application report now includes information for the Number of Exemptions or Credits (EXMPT_OR_CREDIT_NO) field in the State Tax Allowances and Credits (STATE_TAX_ALL_CR) table.

Print Quarterly Federal Payroll Tax Report (PRRFDTAX)

A new column was added to the work tables used by the application's common code.

Print Soc Sec and Medicare Reconciliation Report (PRRFICA)

A new column was added to the work tables used by the application's common code.

Recompute Taxable Wages (PRPRCOMP)

A new column was added to the work tables used by the application's common code.

Paid Family Leave Phase 2: Ability to Compute Leave for a Single Leave Type

This Costpoint enhancement will allow HR Administrators to compute leave accruals for a single leave type in the Compute Leave (LDPCLHF) application. This can be useful if you need the employee to have an accrual before timesheets are entered or imported. For example, You can use this functionality if your employee has a leave type for Paid Family Leave that must be accrued before it can be charged on timesheets, but the employee also has a leave type that is based on hours worked and must be computed after timesheets are entered or imported.

Screen Updates

The Costpoint release applies the corresponding updates to the following screens for this feature:

Compute Leave Accruals

The screen now allows you to compute leave accruals for all or a single leave type. To support this functionality, the following **Leave Type** fields are now available in the **Selection Range** group box:

- **Range Type** — From the drop-down list, select the range of leave types to be computed. Valid options are **All** or **One**.

Select **One** when you have a leave type that must be computed before or after an employee's other leave types. If you select **One** as the range type, enter the leave type to be computed in the leave type **Start** field.

- **Start** — If you select **One** in the **Range Type** field, enter, or use Lookup to select, the leave type to be computed. This field is enabled only if the **Leave Type** - **Range Type** is **One**.

Note: If your employee has multiple leave types and you only compute leave for one of those leave types, you will still be able to compute the other leave types in the future. However, please note that the same leave type cannot be posted to Leave History more than once for the same employee and leave period.

2018 Missouri Tax Table Update

As a result of the federal tax reform bill signed into law on December 22, 2017, the Missouri Department of Revenue adjusted withholding calculations based on information provided by the Internal Revenue Service (IRS). In order to calculate Missouri's state tax withholding based on the latest withholding formula provided by Missouri, this Costpoint release updates the State Standard Deduction tables and personal exemption allowances in State Tax Withholding Adjustments tables.

The following are the tax updates for Missouri:

- Standard deduction further increases from $6,500 to **$12,000**.
- Allowances were removed from the withholding formula.

2018 South Carolina SUTA Electronic Filing

Starting March 26, 2018, South Carolina employers are to use a new portal (SUITS) to electronically file unemployment tax and wage reports and pay unemployment taxes. In line with this new system implementation, several changes have been made to the EFW2 file format specification. In order for Costpoint to be compliant with South Carolina's requirement, the current format shall be updated to reflect the latest EFW2 file format for the new system.

The following are the notable changes to South Carolina's EFW2 filing format.

Record	Changes
RS	▪ The RS record was removed.
RA	▪ FEIN was added. ▪ Resub Indicator was added ▪ Additional submitter details were added/removed ▪ Prepared by Code was removed.
RE	▪ Employer Account ID was added ▪ Employment Code was removed ▪ Employer contact details was added ▪ No Wage Report Indicator was added ▪ Report Quarter

Record	Changes
RW	This new record includes the following fields: ▪ Adjustment Reason ▪ Owner/Officer Relationship ▪ Number of Hours Worked ▪ Adjustment Reason Other Explanation ▪ SOC Code
RT	▪ Count of RS records was removed ▪ State Unemployment Insurance Account Number was added ▪ Reporting Period was added ▪ Gross, Taxable, and Excess Wages was added ▪ Employees count on the 12th of the month for Month 1, Month 2, and Month 3 were added
RF	▪ Number of RW Records was added ▪ Total Wages was added

Screen Updates

To support this enhancement, the release updates the following Costpoint screens:

Create SUTA Quarterly Tax File (PRPSMM)

If you enter **SC** (South Carolina) in the **State** field, the application enables **Month 1 – 3** fields in the **Employee Count** group box.

Manage SUTA Quarterly Reporting Data (PRMQRD)

You can now display the screen in Form View. Prior to this update, you can only display the screen in Table View. This screen also contains the following new fields:

- **Adjustment Reason Code** — Enter, or use Lookup to select, the reason for adjustment to employee wages.
- **Adjustment Explanation** — If you selected **10 (Other)** in the **Adjustment Reason Code** field, enter the other reason for adjustment in this field.

Manage SUTA Tax File Data (PRMSMM)

If you enter **SC** (South Carolina) in the SUTA State field, the application enables the following fields:

- Contact Name
- Telephone Number
- Ext
- E-mail
- Reporting ID/UI Account Number
- Industry/Country Code/Location Code/Branch
- Employee Count Method

Print Data Dictionary Report (SYRDD)

The report now includes new information for the following database tables:

- SUTA Adjustment Reason Code (S_SUTA_ADJ_RSN_CD)
- SUTA Quarterly Reporting Data (SUTA_QTR_RPT_DATA)

Materials Management

Organization Security

The Organizational Security feature enhances the secure functionality of Costpoint by warranting proper user access throughout the Production Control (PC), Purchasing (PO), and Receiving (RC) modules. This feature ensures that correct user access is applied to the logged-in user ID in accessing parts, projects, requisitions, and purchase orders by validating and filtering records/transactions as authorized for the user ID.

For more information about the Organization Security for the Production Control, Purchasing, and Receiving modules of the Materials domain, see the *Deltek Costpoint 7.1.1 Release Notes: Organization Security – Production Control, Purchasing, and Receiving* document.

Changes were made to the following screens in preparation for the future implementation of the Organization Security feature:

- Print MO WIP Variance Analysis Report (PCRWIPV)
- Print Manufacturing Order Component Shortage Report (PCRSHRT)
- Create MO WIP Variance Journal Entry (PCPWIPV)
- Load MO WIP Accounts (PCPTOOL)
- Compute Material Requirements (PCPMRR)
- Print Manufacturing Order Cost Report (PCRMOCST)
- Update Manufacturing Order Labor Costs (PCMMOLAB)
- Print Manufacturing Order Documentation (PCRMODC)
- Create MO Subcontractor Requisitions (PCMSCRQ)
- Manage Purchase Orders (POMMAIN)
- Manage Inventory Peggings (MRMIAPEG)
- Update Subcontract Retainage PO Status (POMSCST)
- Archive Purchase Orders (POPARCH)
- View Purchase Order Change Orders (POQCHNG)

Note: These enhancements have no impact on current functionality. The functionalities of these updates/enhancements are not available until the full feature is released.

This feature ensures that proper user access is applied throughout all Materials applications.

Organization Security enhancement features the following:

- Validation of data entry as authorized for the logged-in user ID
- Filtering of existing records as authorized for the logged-in user ID
- Narrowing the search for records as authorized for the logged-in user ID
- Display of report information is limited to authorized data for the logged-in user ID

Load Organization IDs (PPPLDORG)

Use this new screen (**Materials » Procurement Planning » Procurement Planning Utilities » Load Organization IDs**) to load requisitioner's organization to a requisition where the field is left blank. This utility will not overwrite existing requisition organization in requisition records.

Note: You must run this utility before turning on organization security for a module. If you skip this process, query result will exclude transactions with blank organization IDs

Load Organization IDs (ECPLDORG)

Use this new screen (**Materials » Engineering Change Notices » ECN Utilities » Load Organization IDs**) to load originator's organization to Engineering Change Notice (ECN) where the field is left blank. This utility will not overwrite existing originator organization in ECN records.

Note: You must run this utility before turning on organization security for a module. If you skip this process, query result will exclude transactions with blank organization IDs

DVGMRSUBLIB Library

The DVGMRSUBLIB library contains common business logic which is shared by the following applications:

- Manage MRP Action Messages (MRMACTM)
- Manage Master Production Schedule Action Messages (MSMACTM)
- Manage Detailed Part Schedule (MRMDTPT)
- Manage Master Production Schedules (MSMMPS)
- View Summary Part Availability (MRQSPA)

Administration

Set Up Company (SYPCOMP)

As mentioned in the Accounting section of this document, the Set Up Company application has been enhanced for the BSR Journal Code for Balance Sheet Revaluation Entries. The new BSR setup will now be copied to the Approval Settings whenever you set up a new company.

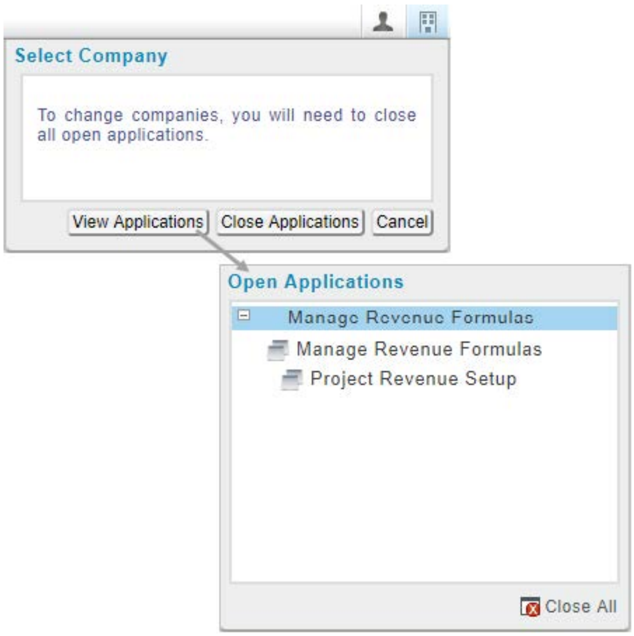
This enhancement requires cp711_sypcomp_020.zip.

Print Data Dictionary Report (SYRDD)

As mentioned in the People section, the Print Data Dictionary Report (SYRDD) now includes new information for the following database tables:

- SUTA Adjustment Reason Code (S_SUTA_ADJ_RSN_CD)
- SUTA Quarterly Reporting Data (SUTA_QTR_RPT_DATA)

This enhancement is for the 2018 South Carolina SUTA Electronic Filing and requires Costpoint 7.1.1 PATCH3432.



Reports & Analytics

Manage CER Settings

The new Manage CER Settings (BIMCERSETTINGS) screen has been added in preparation for an upcoming change to Costpoint Enterprise Reporting (CER). This screen would allow the selection of the data source for project budget reporting in CER which can either be Costpoint or Budgeting and Planning. You can also enable security for future models and reports that will be added to CER.

As default, model security will be enabled which at the same time will turn off the Cognos framework model security. You can turn off the model security anytime through this new screen.

Note: Although this screen is already available in the Reports and Analytics domain, it has no impact on the current functionality of CER yet. A future version of CER will be required for this screen to take effect

Budgeting and Planning

Organizational Budgeting

Employee Rates Inquiry

A read-only screen is now available so users can view inquiry of the employee rates from AOM3, subject to org security. This enables certain users to view the employee rates of the employees that have been assigned to them.

Users can only view Orgs and Employees within those Orgs that they have security to access.

Labor suppression is applied to Hourly Rate.

To view Employee Rates Inquiry, go to **Accounting » Organizational Budgeting » Labor Analysis Report » Employee Rates Inquiry**.

Project Budgeting

Import Multiple Budgets/EACs from Excel

A new **Projects » Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel** utility was added that enables you to import multiple project budgets and EACs from Excel and then upload them to the Project Budgets/EACs application.

The Excel template has been formatted by Deltek for this purpose. The template, available from the Excel Template subtask, includes column headings that correspond to fields within the Project Budgets/EACs application.

Previously, you could only import projects one at a time using the Import Budget/EAC from Scheduling App (BPU1, BPU3, BPU5, NPU1) screen. The ability to import multiple project budgets/EACs is presently limited to Excel.

The Import Budget/EACs from Excel application provides users with the capability to perform the following functions:

- Download the pre-formatted Excel template.
- Upload data from Excel to Budgeting & Planning.
- Select error reporting and duplication parameters, and after the upload is finished, review the results in the Upload Report subtask prior to uploading the data to the Project Budgets/EACs application.
- Review errors using the Error Report subtask.
- Commit multiple budgets simultaneously to Budgeting and Planning.

Administrator Prerequisites

Information in this section applies primarily to system administrators.

- Users must save the completed template as an .xml data file prior to upload.

If the .xml file extension does not exist in in the File Upload Limits table of the Admin » System Administration » System Administration Controls » Configure System Settings screen, it must be added.

- Users must save the .xml file to a specified Alternate File Location for the application to access it for processing. If you have not yet configured the Alternate File Location, see online help for **Administration » System**

Administration » File Management » Manage Alternate File Locations. See also the note in the *Preparing Your Data for Upload* section below. If a common network location will be used for this purpose that location should be made known to users of this application.

- An **Import Budget/EACs from Excel Commit Flag Default** check box was added to **Admin » Budget Administration » Administration Controls » Configuration Settings (MAM10) » Project** tab. When you select this option, the **Commit** check box on the Upload Report subtask is selected by default, but the user can change the status.

Preparing Your Data for Upload

To upload your data into the Import Budget/EACs from Excel utility,you must start by entering your project budgets/EACs into a Deltek-formatted Excel template. A link to the template is available from the **Excel Template** subtask on the Import Budget/EACs from Excel screen.

To download the Excel template, complete the following steps:

1. Click Projects » Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel to display the utility.
2. Click the Excel Template subtask link.
3. In the Excel Template subtask, copy the URL and paste it into a web browser.
4. Save the template to your specified location.

To finalize the template for use in the Import Budgets/EACs from Excel utility, complete the following steps:

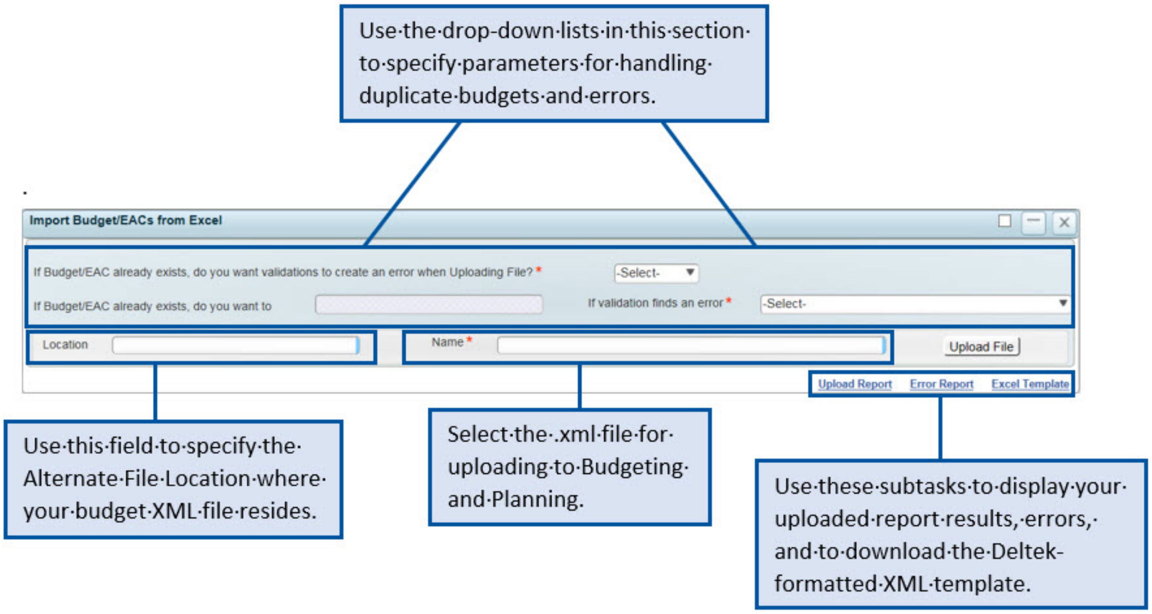
1. Enter budget/EAC data in the spreadsheet.
2. In Excel, save the template as an .xml file type. If you are unfamiliar with this process, refer to the Excel online help.

To be uploaded within the Import Budget/EACs from Excel utility, the .xml file must be available in a preconfigured location within Costpoint, referred to as an Alternate File Location.

When you save the template as an .xml file, you must either save it to the Alternate File Location, or copy it there using File Upload on the Process menu. If you do not know the Alternate File Location, check with your System Administrator.

Upload and Process Your Data

In the **Import Budget/EACs from Excel** screen, you will set validation parameters, select error report settings, and then select the location where the .xml file was saved.



To import multiple budgets/EACs, complete the following steps:

1. From the If a Budget/EAC already exists, do you want validations to create an error when Uploading File? drop-down list, choose one of the following:
   - **Yes —** If a budget/EAC already exists an error will result.
   - **No —** If you select this option, proceed to Step 2.
2. From the **If a Budget/EAC already exists, do you want to** drop-down list, choose one of the following
   - **Overwrite entire Budget/EAC —** For Budgets, the budget for the entire period of performance, including past, current and future periods, will be overwritten by the .xml uploaded file
     - If the existing Budget/EAC status is *Complete*, *Incomplete*, or *Working*, a *Working* version is created with the same version number. The old copy of the version remains available to view until the new *Working* version is committed.
     - If the existing Budget/EAC is 'Approved,' a new *Working* version will be created with a new version number.

       This field is disabled if you select **Yes** from the **If a Budget/EAC already exists, do you want validations to create an error when Uploading File?** drop-down list.
   - **Append current and future periods —** For Budgets/EACs, the current and future period Budget will be updated by the .xml upload. Prior Periods will not be changed. If an .xml file is uploaded with Prior Period changes, then an error is created during validation
3. From the **If validation finds an error** drop-down list, choose one of the following:
   - **Fail all – view items in error report -** All .xml lines will fail if a single error is found.
   - **Upload passes – view failed items in error report -** Only .xml line items not included in the error report are uploaded, with the rest displayed in the error report.
4. Upload the .xml data using one of the following methods:

- In the **Location** field, click 🔍 to select the location from the list of Alternate File Locations already designated within Costpoint, and in the **Name** field, click 🔍 to select the file.
- On the Process menu, click **File Upload**, and in the File Upload Manager screen, click **Browse** to select the .xml file.

5. Click Upload File.
6. If errors occur, click the Error Report subtask link to view them.

Reviewing Errors and Uploading Using the *Upload Report* Screen

After the .xml file is successfully uploaded in the Import Budget/EACs from Excel screen, it is automatically processed. Depending on validation settings, the Budgets/EACs that did not contain errors are either uploaded immediately to the Project Budgets/EACs application as budgets with a *Working* status, or all the budgets/EACs fail if any errors exist.

The Upload Report subtask displays the budgets/EACs that were successfully uploaded. From that same subtask, you can also commit selected budgets/EACs. After you commit, the status of the uploaded budget/EAC in the Project Budgets/EACs application changes from *Working* to *Incomplete*.

You can review error messages on the Error Report subtask. Using the information available on this subtask as a guide, you can make corrections to your original entries in the Excel template, and then re-run the process until you have successfully imported all Budgets/EACs into the Project Budgets/EACs application.

Error Report Subtask: Review Upload Errors

After the budgets and EACs in the .xml file are processed, any of those that failed display on the Error Report subtask.

Fields that display on the Error Report subtask are identical to those in the Excel template.

The Error Report Subtask table displays ten columns to help you identify and address budget errors:

- Project ID/Period End Date
- ID Type
- ID
- Pool Org ID
- Account ID
- PLC
- Rate
- Hours
- Amount
- Detailed Error Message

Use the **Expand All** and **Collapse All** buttons to maximize and minimize the error list.

Upload Report Subtask: Review the Budget Date Upload Results

You can use the Upload Report subtask to view the result set after the upload completes. The subtask table includes five columns:

- **Project ID** – this column displays one row per Project ID uploaded.
- **Errors** – this column displays one of two values:
  - Yes indicates that the project budget has partially uploaded but has errors.
  - No indicates that the project budget has completely uploaded.

> The Error Report subtask is operative only if users have selected the *Upload passes – view failed items in error report* option in the **If validation finds an error** dropdown list. The other available option is for all to fail on validation error

  - **Budget Type** – This column displays the budget type (BUD or EAC).
  - **Version** – This column displays either the version number of the Working budget/EAC that will be overwritten or the version number of the newly created budget/EAC that will be committed in the Upload Budgets/EACs process.
  - **Commit** – This column displays a check box that is selected, or left clear, by default. Though the default setting is specified in the Configuration setting, it can be modified here.
- Click **Upload File** to update budgets and EACs.

Budget by Resource

The **Add/Edit/Delete Assignments** subtask in **Budget By Resource** now includes a **Type** column where you can select the type of budget. After you click **New** in the subtask, you will have to select the Budget Type. Choose from **Project, Proposal** or **Non-Backlog** budget type.

Also, the **Source** column now displays BUD (Project Budget), EAC, PRP (Proposal) or NBL (Non-Backlog).

A Query was added to the result set screen to further filter the results. The query criteria are the column headers.

Update to Project/Budget/EAC Mass Utilities

A new Mass Update Process was added to the application that enables you to mass update Budgets and EACs.

For both Budgets and EACs, you can create new EACs from approved versions, Approve/Complete/Commit/Delete, and update the staff escalation % for working versions.

To open the utility, click **Projects » Budgeting » Controls and Utilities » Project Budget/EAC Mass Utilities.**

Select an option under Budget Type, and under Budget Status, select the current budget status you want to update. You can optionally include inactive projects in your search results. Click to display the results in the Select Budgets/EACs table, where you can refine the results futher using the Query function.

Information displayed includes the following:

- **Type –** Reflects the option you selected in the header.
- **Project -** The Project ID of the Project Budget/EAC.
- **Ver –** Displays the latest version of the Budget/EAC.
- **Status –** Reflects the option you selected in the header.
- **Last Closed Period –** Displays the Last Closed Period when the EAC was created.
- **Escalation -** The Escalation % used in the Budget/EAC for resource costs.
- **Current EAC Version -** For Budgets, indicates whether an EAC exists.

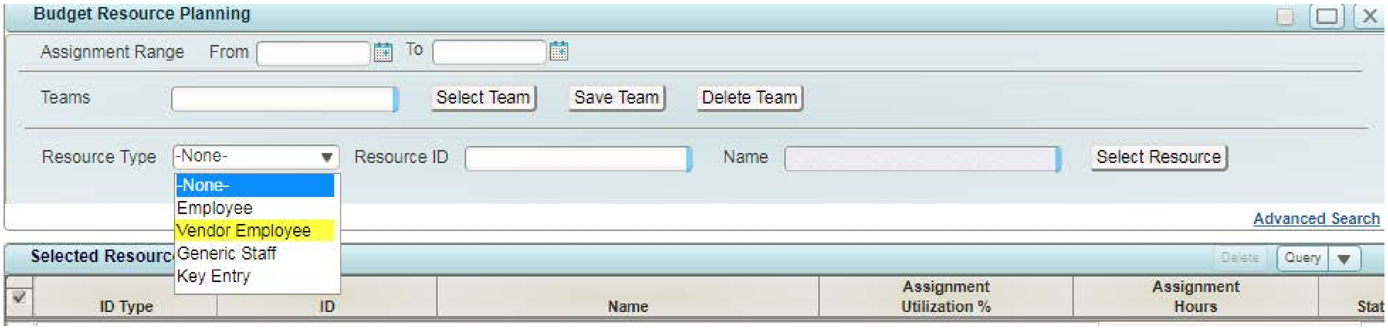
In the table, select the rows you want to update, and under **Mass Update Process**, click the process you want to apply. Note that the process buttons are either active or inactive depending on the Budget Status option you selected, and for working budgets/EACs, you can enter an escalation % value in the **Percent** field.

Vendor Employees as Resources

Users can now select Vendor Employees as resource type from the following applications:

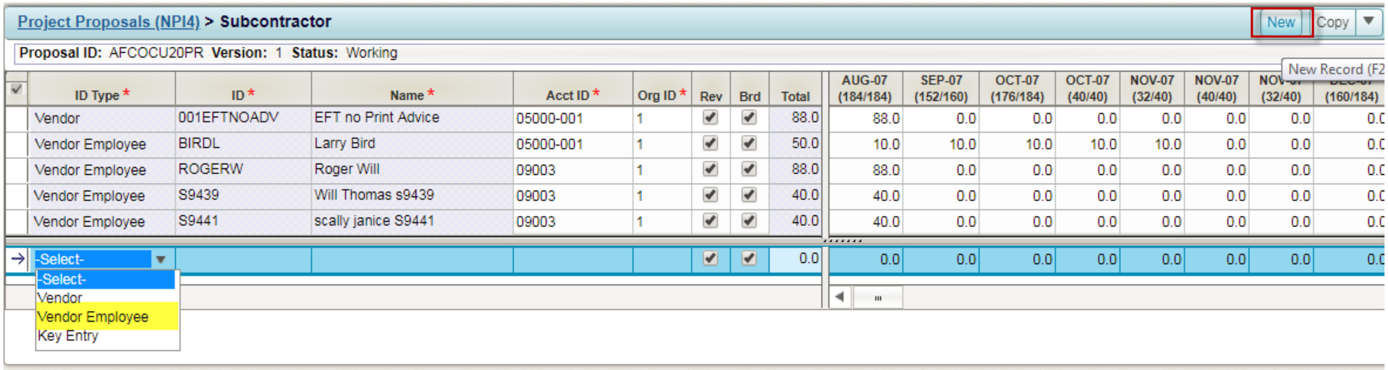
- **Project Budgets/EACs**
- **Budget by Resource (BPIR)**
- **Project Proposals (NPI4)**
- **Project Non-Backlog Budgets (NPI7)**

In Budget by Resource (BPIR), this option is available through the **Resource Type** drop-down menu.



In Project Budgets/EACs, Project Proposals (NPI4) and Project Non-Backlog Budgets (NPI7), this option was added to the **Subcontractor/Consultant/Subcontractor Hours** and **Consultant Hours** subtask link.

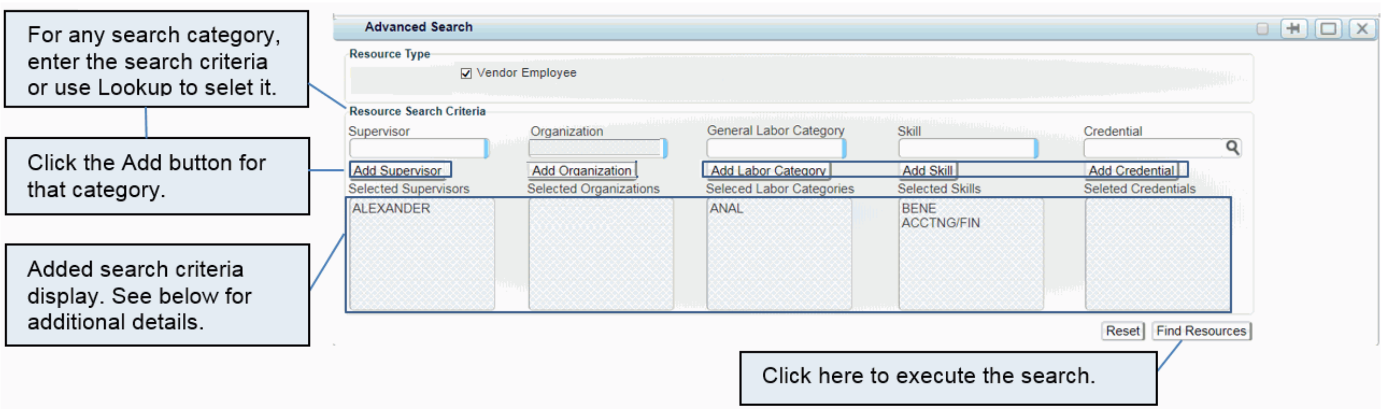
Users can access this additional resource when they click **New** and select from the **ID Type** drop-down menu.



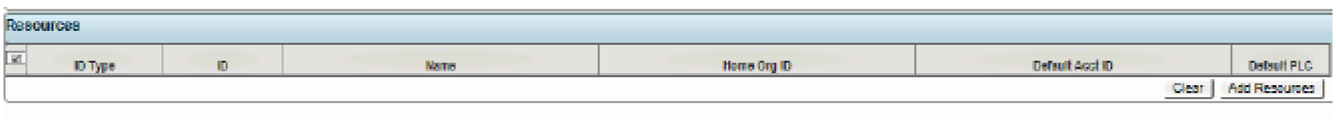
Advanced Search

Due to the addition of Vendor Employees, the Advanced Search functionality was also added to the **Consultant Hours** and **Subcontractor Hours** subtasks of Project Budgets/EACs. Use this feature to select resources according to skills or credentials, or other criteria, such as supervisor or GLC.

Click the **Advanced Search** subtask link to search for multiple resources using other criteria.



After you click **Find Resources**, the results display in the Resources table



Click **Add Resources**, to add the results to the subtask, either Consultant Hours or Subcontractor Hours.

This same functionality is also available in the following applications within **Project Budgeting » Proposal Budgets:**

- Project Proposals (NPI4)
- Project Non-Backlog budgets (NPI7)

Budgeting Administration

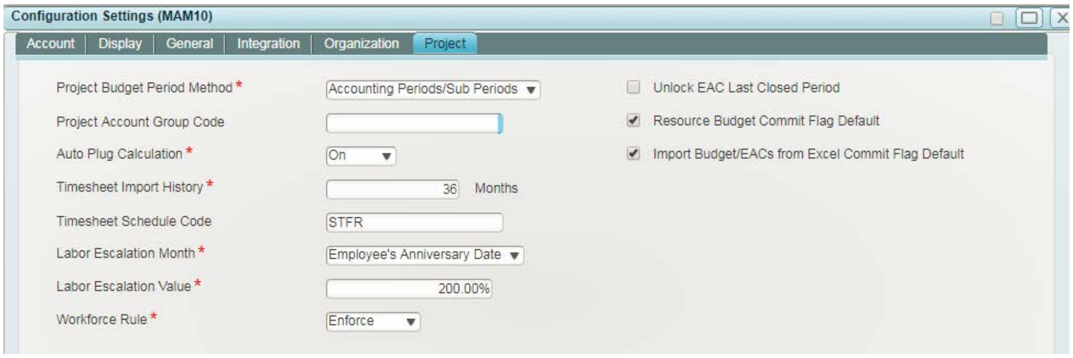
Changes to Configuration Files

As Budgeting & Planning 7.0 is now integrated into the Costpoint database, many of the Configuration Settings are duplicates of settings already in Costpoint.

In this release, files associated with configuration changes were modified to avoid redundancy and unused codes were removed due to obsolete values.

Changes to Project Tab

The Project Budget Account Type field and drop-down menu was removed from the Project tab of Configuration Settings (MAM10) because in Budgeting & Planning 7.0, the Project Account Group (PAG) from the Costpoint project setup will be used by budgeting.


Configuration Settings (MAM10)
Account
Display
General
Integration
Organization
Project
Project Budget Period Method *
Accounting Periods/Sub Periods
Project Account Group Code
Auto Plug Calculation *
On
Timesheet Import History *
36
Months
Timesheet Schedule Code
STFR
Labor Escalation Month *
Employee's Anniversary Date
Labor Escalation Value *
200.00%
Workforce Rule *
Enforce
Unlock EAC Last Closed Period
Resource Budget Commit Flag Default
Import Budget/EACs from Excel Commit Flag Default

Time and Expense

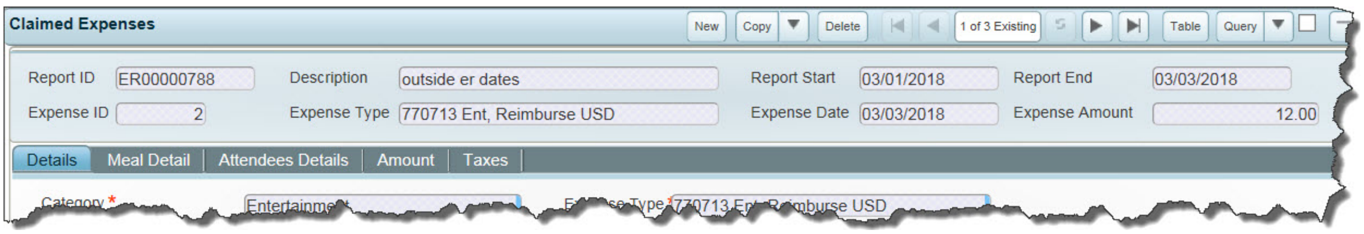
Time

There are no updates to this area.

Expense

Updates to Claimed Expenses Layout

The **Claimed Expenses** section of the **Expense » Expense Reports » Manage Expense Report** screen was modified so that basic information now displays above the various expense details tabs and remains in view at all times.



Update to Planned Expenses Layout

The **Planned Expenses** section of the **Expense » Expense Authorizations » Manage Expense Authorization** screen was modified so that basic information now displays above the Details and Charge Allocation tabs and remains in view at all times.

Configuration

There are no updates to this area.