

Deltek Costpoint® SaaS

7.1.1 Release Notes – Enhancements

June 9, 2016

While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published June 2016.

© 2016 Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

Contents

Overview	1
For Additional Information	3
Customer Care Connect Site	3
Documentation	3
Major New Features and Enhancements in Costpoint 7.1.1	6
Online Help.....	6
Menu Maps and Costpoint Videos	6
French and Spanish Translation	6
Support for the New Revenue Standard – Phase 1	6
Subcontractor Management.....	9
Increased Password Hashing	9
Increased the size of Unit Price/Cost (25,10) and Unit Quantity (22,8) fields.....	9
Costpoint Integration with Delttek Customer Care.....	29
Costpoint 7.1.1 HRsmart Integration.....	30
Allow Wage Determination with Multicurrency Labor.....	31
Government Furnished Material or Government Furnished Equipment (GFM/GFE) Purchase Orders	32
Inter-Company Work Orders	35
Bill Inter-Company Work Orders in Any Currency	37
Part Data Security Enhancements	38
Multicurrency Leave Enhancement.....	53
Local Tax Ceiling Support	62
401K Safe Harbor.....	62
Multicurrency Employee	63
Multicurrency Labor.....	65
Payroll Tax Interface Features	69
Costpoint – SilkRoad Integration.....	83
Interim and Final Rates	88
Costpoint to Cobra Integration	105
Integration Using Capture Management Web Services.....	105
Expanded Key Fields in Project Master from 20 Characters to 30	105
Revenue Standard Enhancement Patch.....	108
Regulatory Enhancements	108
Accounting Domain Enhancements	149
Projects Domain Enhancements.....	156

People Domain Enhancements.....	169
Materials Domain Enhancements	187
Administration Domain Enhancements	226
De-supported Applications	230
De-Supported Application in Costpoint 6.1, 7.0, and 7.0.1	230
Appendix:.....	231
Export Payroll Taxes File Layout	231
W-2 File Format.....	329
Import Employee Data (AOPUTLEL) File Layout Updates	329

Overview

Welcome to Deltek Costpoint 7.1.1 Release Notes. These release notes contain the following:

- Summary of Major New Features in Costpoint 7.1.1
 - Online Help
 - Menu Maps and Costpoint Videos
 - Costpoint Integration with Deltek Customer Care
 - French and Spanish Translation
 - Subcontractor Management
 - Increased Password Hashing
 - Increased the size of the Unit Price/Cost (25,10) and Unit Quantity (22,8) fields
 - Allow Wage Determination with Multicurrency Labor
 - Government Furnished Material or Government Furnished Equipment (GFM/GFE) Purchase Orders
 - Inter-Company Work Orders
 - Bill Inter-Company Work Orders in Any Currency
 - Part Data Security
 - Multicurrency Leave Enhancement
 - Local Tax Ceiling Support
 - 401K Safe Harbor
 - Multicurrency Employee
 - Multicurrency Labor
 - Payroll Tax Interface Features
 - Costpoint – SilkRoad Integration
 - Interim and Final Rates
 - Costpoint to Cobra Integration
 - Integration Using Capture Management Web Services
 - Expanded Key Fields In Project Master from 20 Characters to 30
 - Regulatory Enhancements
 - Affordable Care Act – Tracking and Reporting of Benefits Offerings and Coverage Phase I, II, and III.
 - Affordable Care Act – Tracking and Reporting of Benefits Offerings and Coverage Phase III – 1094-C, 1095-C Bundle, and ESS Bundle
 - Affordable Care Act – Tracking and Reporting of Benefit Offerings and Coverage Phase IV – Print Test Pattern Bundle
 - Updated Numbering for VETS-4212 Reporting
 - Paychex Integration
 - New Revenue Formula: Funded Value Times Percent Complete (FVPC)

- Enhancements by Domain/Application
- De-supported Application

For Additional Information

Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Customer Care Connect site provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Access Cloud specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Use Quick Chat to submit a question to a Customer Care analyst online



For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.

Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to <http://support.deltek.com>.
2. Enter your Customer Care Connect **Username** and Password.
3. Click Log In.



If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Documentation

Getting Started Guide

This guide contains updated information about the Costpoint interface and application functions, with tips for navigating through Costpoint. To access the Getting Started Guide, click **Help** from the **Help** menu. Scroll to the top of the navigation pane on the left side and click **Getting Started**. This information is also accessible from the DeltekCostpoint711GettingStartedGuide.pdf.

Online Help

Online help contains information for all Costpoint screens. Additionally, the new 7.1.1 features have been documented in the online help. Click **Shift+F1** or **HELP » Help** to display the appropriate help topic.

Quick Reference Cards

A Quick Reference Card displays summary information about a system feature or screen. To view Quick Reference Cards, click **Help** from the **Help** menu. Scroll to the top of the navigation pane on the left side and click **Getting Started » Quick Reference Cards**. This will open a menu from which you can select a Card to view or print. Currently, four quick reference cards are available:

- **User Interface** – This card contains information about the Costpoint interface and navigation.
- **Shortcut Keys and Toolbar Icons and Buttons** – This card lists the shortcut keys and icons available in Costpoint.
- **Query and Lookup** – This card shows you how to use the Query and Lookup features.
- **Views** – This card explains the differences between Table View and Form View.

You can also obtain these Quick Reference Cards from the Deltek Software Manager.

Menu Maps

If you are moving to Costpoint 7.1.1 from Costpoint 6.x, the Costpoint Menu Maps can help you locate your applications. To open a menu map, go to the **Help** menu and make a selection to open one of the Menu Map PDFs:

- **Menu Map – C/S to Web** – The left column of this Menu Map lists the Costpoint 6.1 Client/Server applications in menu order. Find the application you want to open. The middle column displays that application's menu path in Costpoint 6.1 Web. The right column displays that application's menu path in Costpoint 7.1.1.
- **Menu Map – Web to C/S** – The left column of this Menu Map lists the Costpoint 7.1.1 applications in menu order. Find the application you want to open. The middle column displays that application's menu path in Costpoint 6.1 Client/Server. The right column displays that application's menu path in Costpoint 6.1 Web.

Costpoint Videos

You can now run short instructional videos from within Costpoint by clicking **Costpoint Videos** from the **Help** menu. This will open a PDF from which you can run the videos. Currently, videos are available for the following topics:

- Basic Printing
- Copying to MS Excel
- Entering Cash Receipts
- Using Lookup and Query
- Changing the Global Icons
- Printer Setup and Saved Printer Parameters
- Error Messages
- How to Run Multiple Sessions

- Manage User Interface Profiles
- Job Server

Major New Features and Enhancements in Costpoint 7.1.1

This section includes summaries of all the new features included in the Costpoint 7.1.1 release.

Online Help

There are now two ways to access the Costpoint online help - local or via the new hosted help.

With this release of Costpoint, hosted online help is now available. Hosted help is accessed through the Web, not locally. Users do need Internet access to use the help this way. The benefit of hosted help is that Delttek updates this help periodically. Regardless of whether you use hosted or local help, the process is the same—when you click **Shift+F1** or **HELP » Help**, the appropriate help topic displays.

To ensure that you always have the most current version of the help, Delttek strongly recommends using hosted help. Otherwise, you will only receive help updates if you download them from the Delttek Software Manager (DSM) as they become available.

Go to the Help tab in the Configuration Utility and select the **Use Hosted Online Help** option to use hosted help.

Menu Maps and Costpoint Videos

You can now access the Costpoint menu maps and videos within the Costpoint online help under the Getting Started section.

French and Spanish Translation

There is now an option to view the field labels on the Costpoint screens in French or Spanish. The online help and status text were not translated.

Support for the New Revenue Standard – Phase 1

The new revenue standard (ASC 606 – Revenue From Contracts With Customers) was issued in May 2014 and was originally effective for annual reporting periods beginning after December 15, 2016. However, its effective date was deferred for one year, which is now December 15, 2017 for public companies and December 15, 2018 for private companies. Early adoption is permitted only as of annual reporting periods beginning after December 15, 2016.

This new revenue standard may require companies to make changes to how they recognize revenue and the level at which some project information is tracked. The changes may include, but are not limited to, the timing of revenue recognition, level of project at which revenue is computed, revenue formula and revenue calculation values, modifications, and ceilings.

Companies can select from the following transition approaches when adopting the new revenue standard:

- **Full Retrospective Adoption** — This requires three years of financial statement comparison (that is, two prior years) for all contracts represented in periods of reporting (contracts that are still ongoing as of adoption date).
- **Modified Retrospective Application** — This requires companies to recognize the cumulative effect of applying the new standard as an adjustment to the opening balance

of retained earnings at the date of the initial application for contracts that are still ongoing as of adoption date.

For both options, companies must be able to calculate revenue for both the old revenue standard and the new revenue standard for the same two-year “look back” period.

To help companies track dual revenue requirements, new Costpoint applications are being created and several existing screens are being updated to allow users to set up alternate project and revenue information for the same project. These enhancements will be released in multiple phases.

In this Phase I release, the following applications are created/updated.

Configure General Ledger Settings (GLMSETNG)

This screen now has options where you can designate a particular database as the production system versus alternate databases when performing dual computations on dual databases for the “New Revenue Standard” transition period. The options are used in the Projects domain for the alternate project revenue profiles. Do not select the Alternate Revenue Calculations option unless the database is a copy, to be used only for the ASC 606 transition period.

The options are the following:

- **Production** — This is the default database option when you install the application. This is the correct setting for any “live” or regular test database.
- **Alternate Revenue Calculations** — When you select this option, you cannot change it back to Production. This is the correct setting for a database that will only be used for revenue calculations using the Project Alternate Revenue Profiles.

Manage Revenue Evaluation Status Codes (PJMEVSTAT)

Use this new application to set up revenue evaluation status codes. This screen displays two pre-defined statuses (Not Started and Complete) by default. You cannot delete these statuses but you can create additional statuses as needed. Codes entered on this screen are available for selection on the Manage Revenue Evaluation Info and Disclosures screen.

To access this screen, go to **Projects » Project Setup » Revenue » Revenue Evaluation and Disclosures » Manage Revenue Evaluation Status Codes**.

Manage Performance Evaluation Obligation Type Codes (PJMPERFOB)

Use this new application to establish performance obligation type codes. Performance obligations are requirements stated in the contract that you need to complete for the customer in order to satisfy the contract. You can use this screen to set up codes that best describe the type of performance obligations specified on the contract.

Codes entered on this screen are available for selection on the Manage Revenue Evaluation Info and Disclosures screen.

To access this screen, go to **Projects » Project Setup » Revenue » Revenue Evaluation and Disclosures » Manage Performance Evaluation Obligation Type Codes**.

Manage Revenue Evaluation Info and Disclosures (PJMEVDISC)

Use this new screen to store information on revenue evaluation and disclosures for a project. This application allows you to track the progress of your contract evaluation for a particular project and also to document your decisions and disclosures related to how revenue is calculated when there are changes to the revenue recognition method as a result of the new revenue standard, ASC-606.

To access this screen, go to **Projects » Project Setup » Revenue » Revenue Evaluation and Disclosures » Manage Revenue Evaluation Info and Disclosures**.

Configure Project Settings (PJMSETNG)

A new check box, Track Revenue Setup Information on Compute Revenue, has been added to this screen to allow you to track revenue setup information in the Compute Revenue application. When you select this check box, audit table information will be stored each time Compute Revenue is run.

Costpoint populates the log tables when Compute Revenue is run, capturing the revenue setup data that was used to compute revenue, by project, fiscal year, period, and subperiod. If this check box is selected and you run Compute Revenue again for the same project ID, fiscal year, period, and subperiod, the data in the audit tables will be replaced with the values for the most recent run of Compute Revenue.

Patch and Application JAR Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application JAR
Accounting	GL	Configure General Ledger Settings	GLMSETNG	cp711_glmsetng_003.jar
Projects	PJ	Manage Revenue Evaluation Status Codes	PJMEVSTAT	cp711_pjmevstat_001.jar
Projects	PJ	Manage Performance Evaluation Obligation Type Codes	PJMPERFOB	cp711_pjperfob_001.jar
Projects	PJ	Manage Revenue Evaluation Info and Disclosures	PJMEVDISC	cp711_pjmevdisc_001.jar
Projects	PJ	Configure Project Settings	PJMSETNG	cp711_pjmsetng_002.jar

Additionally, the following system JAR file and patches are required for this update:

- cp711_sys_017.jar
- PATCH2897
- PATCH2901

- PATCH7090

Subcontractor Management

Deltek releases the Subcontractor Management feature, which integrates Deltek Costpoint 7.1.1 with Deltek Time & Expense 10, to allow companies to better manage subcontractor agreements. With this feature, prime contractors have the ability to search and source subcontractor resources (vendor employees) with the correct skills, training, and security requirements.



For more information on the affected Costpoint applications, see the [Deltek Costpoint 7.1.1 Release Notes: Subcontractor Management](#) document.

Increased Password Hashing

Costpoint has been updated to replace SHA-1 (Secure Hash Algorithm-1) with SHA-2 (Secure Hash Algorithm-2) for hashing passwords stored in the Costpoint database to meet the Federal Information Security Management Act security requirements.

This enhancement requires FW 012 installer and cp711_sys_012.jar.



It is imperative that you deploy both the framework update and system jar.

You must deploy the framework update on each WebLogic server node as it installs security provider which is local to each WebLogic instance.

Once this update is deployed, all users on first login will receive a message that their password has expired and will be required to change their password.

Increased the size of Unit Price/Cost (25,10) and Unit Quantity (22,8) fields

The size of the **Unit Price/Cost** field was increased from 14,4 to 25,10 and the **Unit Quantity** field was increased from 14,4 to 22,8. This enhancement was made to accommodate large conversion rates in order to avoid inaccurate conversion of unit prices and quantities.

Please note that in spite of the system supporting up to 25 (or 22, for quantity) digits before the decimal point (or other decimal separator) and up to 10 (or 8, for quantity) digits after the decimal point, any given price or quantity cannot have more than 17 significant digits overall. For example, **1234567890123.123** and **12.123456789** are both valid values as they have 17 or fewer total digits, but **1234567890.123456789** is not a valid value as it has more than 17 significant digits.

While the enhancement was made to capture the most accurate price and quantity possible, the entered value may be slightly adjusted by the system if you enter a number with more than 15 significant digits. For example, **12345.678901234567** may be saved by Costpoint as **12345.678901234566**. Even with any slight adjustments, this still provides considerably more accuracy in price and quantity fields than did the previous (14,4) format.

On screen and on the printed reports, Costpoint will display as many significant digits as it can. However, if a quantity has no significant digits to either the right or left of the decimal, "0" will be displayed on the appropriate position to indicate that there are no further digits to be shown. The list of quantities under this enhancement will be similar to the following:

- 21,123.0

- 0.123459
- 0.123456768901234

All quantities will be right- or left-aligned in the column. Unit prices will be treated similarly, except that if there are no significant digits to the right of the decimal, the unit price fields may display more than one zero, based on the normal format of the currency in which the unit price is denominated. For example, if a unit price is USD \$12, it should display as 12.00, since the standard for USD currency is to show two decimal places.



This enhancement affects several database tables. As such, it is imperative that you make a backup of your Database (Microsoft SQL Server or Oracle) before you install the system jar, required system patches, and the application jars.

System JAR Requirement

The enhancements in this release require cp711_sys_011.jar.

Patch Requirements

The enhancements in this Costpoint 7.1.1 release require the following:

- PATCH2683
- PATCH2710
- PATCH2718
- PATCH2719
- PATCH2740
- PATCH2785

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
MM	AO-BM	AOPBOM	Bills of Material Preprocessor	cp711_aopbom_002.jar
MM	AO-IN	AOPEPIA	Download Inventory Abbreviations	cp711_aoepia_001.jar
MM	AO-IN	AOPINTRN	Inventory Transaction Preprocessor	cp711_aopinrn_002.jar
MM	AO-OE	AOPSOPP	Sales Order Preprocessor	cp711_aopsopp_003.jar
MM	AO-PC	AOPCPIMO	Upload MO Status Updates	cp711_aopcpimo_001.jar
MM	AO-PC	AOPCPMO	Download Manufacturing Orders	cp711_aopcpmo_001.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	AO-PD	AOPEPITM	Download Items and Line Charge Types	cp711_aopepitm_001.jar
MM	AO-PD	AOPITEM	Item Preprocessor	cp711_aopitem_005.jar
MM	AO-PO	AOPPOVCH	PO Vouchers Preprocessor	cp711_aoppovch_005.jar
MM	AO-PO	AOPSCST	Subcontract PO Status Update Preprocessor	cp711_aopscst_001.jar
MM	AO-PO	AOPUTLPO	PO Preprocessor	cp711_aoputlpo_005.jar
MM	AO-PP	AOPEPRQE	Download Requisition Information	cp711_aopeprqe_001.jar
MM	AO-PP	AOPQTV	Vendor Quote Preprocessor	cp711_aopqtv_003.jar
MM	AO-PP	AOPRQPP	Purchase Requisition Preprocessor	cp711_aoprqpp_004.jar
MM	AO-RC	AOPEPRC	Download PO Receipt Information	cp711_aopeprc_001.jar
MM	AO-RC	AOPRCPRE	PO Receipts Preprocessor	cp711_aoprcpre_003.jar
MM	BM	BMMERELS	Release Multiple Engineering BOMs	cp711_bmmerels_002.jar
MM	BM	BMMMRELS	Release Multiple Manufacturing BOMs	cp711_bmmmrels_002.jar
MM	BM	BMPCOPY	Copy Bills of Material	cp711_bmpcopy_002.jar
MM	BM	BMPCOST	Print Costed BOM Report	cp711_bmpcost_003.jar
MM	BM	BMPMCC	Perform Mass Component Change	cp711_bmpmcc_002.jar
MM	BM	BMQSMLB	BOM Inquiry	cp711_bmqslb_004.jar
MM	BM	BMQWU	Where-Used Inquiry	cp711_bmqwu_001.jar
MM	BM	BMRCOMP	Print Compare Summarized BOM Report	cp711_bmrcomp_002.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	BM	BMRSMLLB	Print Indented BOM Report	cp711_bmrslmlb_005.jar
MM	BM	BMRSUMBM	Print Summarized BOM Report	cp711_bmrsumbm_003.jar
MM	BM	BMRWU	Print Where-Used Report	cp711_bmrwu_003.jar
MM	EC	ECMAMAIN	Update Approved Engineering Change Notices	cp711_ecmamain_001.jar
MM	EC	ECMAPPR	Approve Engineering Change Notices	cp711_ecmappr_001.jar
MM	EC	ECMECN	Maintain ECNs	cp711_ecmecn_001.jar
MM	EC	ECPINECN	Implement ECN Changes	cp711_ecpinecn_006.jar
MM	EC	ECQECNST	ECN Status Inquiry	cp711_ecqecnst_002.jar
MM	EC	ECRIMPCT	Print ECN Impact Report	cp711_ecrimpct_004.jar
MM	EC	ECRTRVLR	Print ECN Traveler	cp711_ecrtrvlr_002.jar
MM	IN	INMCSADJ	Enter Cost Adjustments	cp711_inmcsadj_002.jar
MM	IN	INMLOXFR	Enter Location Transfers	cp711_inmloxfr_003.jar
MM	IN	INMPAISS	Enter Issues	cp711_inmpaiss_007.jar
MM	IN	INMPAXFR	Enter Inventory Transfers	cp711_inmpaxfr_005.jar
MM	IN	INMPCACT	Enter Actual Counts	cp711_inmpcact_002.jar
MM	IN	INMPCLST	Maintain Physical Count List	cp711_inmpclst_002.jar
MM	IN	INMPORSV	Enter PO/Req Inventory Reservations	cp711_inmporsv_003.jar
MM	IN	INMPROJ	Inventory Projects	cp711_inmproj_001.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	IN	INMQTADJ	Enter Quantity Adjustments	cp711_inmqtdadj_002.jar
MM	IN	INMSCADJ	Enter Scrap Adjustments	cp711_inmscadj_002.jar
MM	IN	INMSET	Inventory Settings	cp711_inmset_001.jar
MM	IN	INMSLSET	Serial/Lot Settings	cp711_inmslset_002.jar
MM	IN	INMSRLT	Serial/Lot Maintenance	cp711_inmsrlt_004.jar
MM	IN	INPALLOC	Create Inventory Allocations	cp711_inpalloc_002.jar
MM	IN	INPEDJNL	Post Inventory Journal	cp711_inpedjnl_002.jar
MM	IN	INPFY	Close Inventory Fiscal Year	cp711_inpfy_001.jar
MM	IN	INPMSXFR	Perform Mass Inventory Transfers	cp711_inpmsxfr_004.jar
MM	IN	INPPCABC	Perform ABC Analysis	cp711_inppcabc_001.jar
MM	IN	INPPCDSC	Print Discrepancy Report and Create Adjustments	cp711_inppcdsc_003.jar
MM	IN	INPRECON	Reconcile Transactions	cp711_inprecon_002.jar
MM	IN	INPREORD	Print Inventory Reorder Report	cp711_inpreord_007.jar
MM	IN	INQHSTPR	Inventory Transaction History Inquiry	cp711_inqhstpr_002.jar
MM	IN	INQPINV	Part Inventory Inquiry	cp711_inqpinv_007.jar
MM	IN	INQSRLT	Serial/Lot Inquiry	cp711_inqsrlt_001.jar
MM	IN	INRHSTPA	Print Inventory Transaction History Report	cp711_inrhstpa_001.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	IN	INRISTS	Print Stock Status Report	cp711_inrists_001.jar
MM	IN	INRRESV	Print Reservation Pick Lists	cp711_inrresv_003.jar
MM	IN	INRSHFLF	Print Shelf Life Report	cp711_inrshflf_001.jar
MM	IN	INPPHYS	Create Physical Counts	cp711_inpphys_001.jar
MM	IN	INRPHYS	Print Physical Count Sheets	cp711_inrphys_001.jar
MM	ME	MEMPBOM	Maintain Proposal BOM	cp711_mempbom_003.jar
MM	ME	MEMPROP	Maintain Proposal Master	cp711_memprop_001.jar
MM	ME	MEMPRPLI	Maintain PBOM Cost Estimates - Indented	cp711_memprpli_002.jar
MM	ME	MEMPRPLS	Maintain PBOM Cost Estimates - Summarized	cp711_memprpls_002.jar
MM	ME	MEMRFQS	Select RFQs from Proposals	cp711_memrfqs_001.jar
MM	ME	MEPCPIC	Compute Proposal Item Costs	cp711_mepcpic_002.jar
MM	ME	MEPGRFQ	Create RFQs for Proposals	cp711_mepgrfq_001.jar
MM	ME	MEPMCC	Perform PBOM Mass Component Change	cp711_mepmcc_001.jar
MM	ME	MEPPBOM	Copy Proposal BOM	cp711_meppbom_002.jar
MM	ME	MEQPWU	Proposal BOM Where-Used Inquiry	cp711_meqpwu_001.jar
MM	ME	MERPEXC	Print PBOM Exception Report	cp711_merpexc_001.jar
MM	ME	MERPICH	Print Proposal Item Cost History Report	cp711_merpich_001.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	MR	MRMACTM	Maintain MRP Action Messages	cp711_mrmactm_003.jar
MM	MR	MRMDTPT	Detailed Part Schedule	cp711_mrmdtpt_004.jar
MM	MR	MRMIAPEG	Manage Inventory Abbreviation Peggings	cp711_mrmiapeg_002.jar
MM	MR	MRPFPO	Firm Planned Orders	cp711_mrpfpo_003.jar
MM	MR	MRPLLC	Update Low-Level Codes	cp711_mrpllc_003.jar
MM	MR	MRPMRP	Update Material Requirements Plan	cp711_mrpmrp_011.jar
MM	MR	MRPTOOL5	Create Reservations for Pending Sales Orders	cp711_mrptool5_001.jar
MM	MR	MRPTOOL6	Create MRP Detail Report Table	cp711_mrptool6_001.jar
MM	MR	MRQSPA	Summary Part Availability Inquiry	cp711_mrqlspa_001.jar
MM	MR	MRRACTM	Print MRP Action Message Report	cp711_mrractm_001.jar
MM	MR	MRRBMAM	Print BOM MRP Action Message Report	cp711_mrrbmam_002.jar
MM	MR	MRRDTPT	Print Detailed Part Availability Report	cp711_mrrdtpt_001.jar
MM	MR	MRRSPA	Print Summary Part Availability Report	cp711_mrrspa_001.jar
MM	MS	MSMACTM	Edit MPS Action Messages	cp711_msmactm_003.jar
MM	MS	MSMMPS	Edit Master Production Schedule	cp711_msmmps_004.jar
MM	MS	MSMPLRT	Maintain Planning Routings	cp711_msmplrt_001.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	MS	MSPCPY	Copy Master Production Schedules	cp711_mspcpy_001.jar
MM	MS	MSPFPO	Firm Planned Orders	cp711_mspfpo_003.jar
MM	MS	MSPMPS	Generate Master Production Schedules	cp711_mspmps_002.jar
MM	MS	MSPPLRT	Calculate Planning Routings	cp711_mspplrt_001.jar
MM	MS	MSPRCAP	Generate Rough-Cut Capacity Plan	cp711_msprcap_001.jar
MM	MS	MSQRCAP	Rough-Cut Capacity Plan Inquiry	cp711_msqrcap_001.jar
MM	MS	MSRACTM	Print MPS Action Message Report	cp711_msractm_001.jar
MM	MS	MSRBCKLG	Print Production Backlog Report	cp711_msrbcklg_001.jar
MM	MS	MSRMSS	Print Master Production Schedule Report	cp711_msrmss_001.jar
MM	OE	OEMAPPSO	Approve Sales Orders	cp711_oemappso_003.jar
MM	OE	OEMISSU1	Enter Sales Order Inventory Issues	cp711_oemissu1_001.jar
MM	OE	OEMISSU2	Enter Sales Order Non-Inventory Issues	cp711_oemissu2_001.jar
MM	OE	OEMNTSO1	Manage Sales Orders	cp711_oemntso1_001.jar
MM	OE	OEMNTSO2	Manage Sales Orders Supervisor Screen	cp711_oemntso2_001.jar
MM	OE	OEMRFU	Ready for Use/Acceptance	cp711_oemrfu_001.jar
MM	OE	OEMSHIP	Enter Shipping Transactions	cp711_oemship_002.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	OE	OEMSOU DI	Sales Order User-Defined Info	cp711_oemsoudi_001.jar
MM	OE	OEPEDIIN	Create EDI Invoice File	cp711_oepediin_001.jar
MM	OE	OEPGRQ	Create Requisitions from Sales Orders	cp711_oepgrq_003.jar
MM	OE	OEPINVC	Create Invoices	cp711_oepinvc_004.jar
MM	OE	OEPPOST	Post Sales Order Journal	cp711_oeppost_001.jar
MM	OE	OEPRFID	Create RFID Print File	cp711_oeprfid_002.jar
MM	OE	OEQSALES	Sales Analysis Inquiry	cp711_oeqsales_002.jar
MM	OE	OEQSTAT	Sales Order Status Inquiry	cp711_oeqstat_002.jar
MM	OE	OER250I	Print DD250 Invoices	cp711_oler250i_002.jar
MM	OE	OER250PS	Print DD250 Packing Slips	cp711_oler250ps_002.jar
MM	OE	OERACKN	Print Sales Order Acknowledgments	cp711_olerackn_003.jar
MM	OE	OERBLOG	Print Sales Order Backlog Report	cp711_olerblog_001.jar
MM	OE	OERINVC	Print Invoices	cp711_olerinvc_004.jar
MM	OE	OERPCKSL	Print Packing Slips	cp711_olerpcksl_004.jar
MM	OE	OERPICK	Print Sales Order Pick Lists	cp711_olerpick_002.jar
MM	OE	OERSHLAB	Print Shipping Labels	cp711_olershlab_002.jar
MM	PC	PCMMCOST	Modify MO Costs	cp711_pcmmcost_001.jar
MM	PC	PCMMEXP	Expedite Manufacturing Orders	cp711_pcmmexpd_002.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	PC	PCMMOISS	Enter Manufacturing Order Issues	cp711_pcmmoiss_008.jar
MM	PC	PCMMOLAB	Modify MO Labor Costs	cp711_pcmmolab_002.jar
MM	PC	PCMMOMNT	Enter Manufacturing Orders	cp711_pcmmomnt_009.jar
MM	PC	PCMRELMO	Relieve Manufacturing Orders	cp711_pcmrelmo_008.jar
MM	PC	PCMSCRQ	Create MO Subcontractor Requisitions	cp711_pcmscrq_005.jar
MM	PC	PCMSET	Production Control Settings	cp711_pcmset_004.jar
MM	PC	PCPMRR	Process Material Requirements	cp711_pcpmrr_004.jar
MM	PC	PCPTOOL	Miscellaneous Toolkits	cp711_pcptool_001.jar
MM	PC	PCPWIPV	Create MO WIP Variance Journal Entry	cp711_pcpwipv_001.jar
MM	PC	PCQMOST	Manufacturing Order Status Inquiry	cp711_pcqmost_002.jar
MM	PC	PCRMOCST	Print MO Cost Report	cp711_pcrmocst_003.jar
MM	PC	PCRMODC	Print Manufacturing Order Documentation	cp711_pcrmodc_003.jar
MM	PC	PCRSHT	Print Component Shortage Report	cp711_pcrshrt_002.jar
MM	PD	PDMPART	Maintain Parts	cp711_pdmpart_008.jar
MM	PD	PDMPOPT	Set Up Product Options	cp711_pdmpopt_001.jar
MM	PD	PDMPPCAT	Set Up Product Price Catalogs	cp711_pdmppcat_001.jar
MM	PD	PDMPRCAT	Set Up Price Catalogs	cp711_pdmprcat_001.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	PD	PDMPRJCS	Maintain Project Item Cost	cp711_pdmprjcs_002.jar
MM	PD	PDMPRJPD	Part Project Data	cp711_pdmprjpd_004.jar
MM	PD	PDMPRPT	Maintain Provisional Parts	cp711_pdmprpt_004.jar
MM	PD	PDPCONV	Convert Provisional Part To Standard Part	cp711_pdpconv_003.jar
MM	PD	PDQINQ	Item Inquiry	cp711_pdqinq_002.jar
MM	PD	PDQMFR	Alternate Part Inquiry	cp711_pdqmfr_001.jar
MM	PD	PDRCAT	Print Item Catalog	cp711_pdrcat_001.jar
MM	PD	PDRCOST	Print Item Cost Info	cp711_pdrcost_001.jar
MM	PD	PDRMCAT	Print Manufacturer Catalog	cp711_pdrmcats_001.jar
MM	PD	PDRPML	Print Master File Listing	cp711_pdrpml_001.jar
MM	PD	PDRPPRJ	Print Part Project Info	cp711_pdrpprj_001.jar
MM	PO	POMAPSET	PO Voucher Settings	cp711_pomapset_001.jar
MM	PO	POMEXPD	Expedite Purchase Orders	cp711_pomexpd_002.jar
MM	PO	POMMAIN	Enter POs	cp711_pommain_012.jar
MM	PO	POMPOVCH	Manage Purchase Order Vouchers	cp711_pompovch_011.jar
MM	PO	POMRELS	Create Blanket Releases	cp711_pomrels_004.jar
MM	PO	POMSTAT	Open Pending POs	cp711_pomstat_003.jar
MM	PO	POPARCH	Archive Purchase Orders	cp711_poparch_003.jar
MM	PO	POPCOMM	Compute and Print Commitments	cp711_popcomm_003.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	PO	POPDISCR	Recompute and Print Discrepancies	cp711_popdiscr_002.jar
MM	PO	POPDM	Create Debit Memos	cp711_popdm_003.jar
MM	PO	POPPOVCH	Create PO Vouchers from Pos/Receipts	cp711_poppovch_003.jar
MM	PO	POPRECON	Reconcile Purchase Orders	cp711_poprecon_006.jar
MM	PO	POQCHNG	PO Change Order Inquiry	cp711_poqchng_001.jar
MM	PO	POQITEM	Item Purchasing Information Inquiry	cp711_poqitem_002.jar
MM	PO	POQSTAT	PO Status Inquiry	cp711_poqstat_003.jar
MM	PO	PORACTV	Print PO Activity Report	cp711_poractiv_003.jar
MM	PO	PORDM	Print Debit Memos	cp711_pordm_002.jar
MM	PO	POREXP	Print PO Expediting Report	cp711_porexpd_002.jar
MM	PO	PORPCO	Print Purchase Change Orders	cp711_porpc_004.jar
MM	PO	PORPPO	Print POs	cp711_porppo_010.jar
MM	PO	PORREG	Print PO Register	cp711_porreg_003.jar
MM	PO	POPSCVCH	Create Subcontract Purchase Order Vouchers	cp711_popscvch_004.jar
MM	PP	PPMBUYAL	Assign Requisition Lines to Buyers	cp711_ppmbuyal_002.jar
MM	PP	PPMBUYAS	Assign Requisitions to Buyers	cp711_ppmbuyas_003.jar
MM	PP	PPMQREQ	Manage Simple Purchase Requisitions	cp711_ppmqreq_004.jar
MM	PP	PPMQTI	Enter Quotes by Item	cp711_ppmqti_002.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	PP	PPMQTV	Enter Quotes by Vendor	cp711_ppmqtv_003.jar
MM	PP	PPMRFQI	Enter RFQs by Item	cp711_ppmrfqi_002.jar
MM	PP	PPMRFQV	Enter RFQs by Vendor	cp711_ppmrfqv_002.jar
MM	PP	PPMRQAPL	Approve Purchase Requisition Lines	cp711_ppmrqapl_005.jar
MM	PP	PPMRQAPP	Requisition Approval Processes	cp711_ppmrqapp_001.jar
MM	PP	PPMRQAPX	Approve Purchase Requisitions	cp711_ppmrqapx_006.jar
MM	PP	PPMRQLN	Requisition Processing by Line	cp711_ppmrqln_008.jar
MM	PP	PPMRQSET	Requisition Settings	cp711_ppmrqset_001.jar
MM	PP	PPPGPO	Create Purchase Orders	cp711_pppgpo_007.jar
MM	PP	PPPVNDP	Calculate Vendor Performance	cp711_pppvndp_002.jar
MM	PP	PPQRQSTS	Requisition Status Inquiry	cp711_ppqrqsts_002.jar
MM	PP	PPQVNDP	Vendor Performance Inquiry	cp711_ppqvndp_003.jar
MM	PP	PPQVQT	Vendor Quote Inquiry	cp711_ppqvqt_001.jar
MM	PP	PPRAPPR	Print Requisition Approval Status Report	cp711_pprappr_001.jar
MM	PP	PPRCOMT	Print Requisition Commitments Detail	cp711_pprcomt_001.jar
MM	PP	PPRPRRFQ	Print RFQs	cp711_pprprrfq_003.jar
MM	PP	PPRPRRQ	Print Requisitions	cp711_pprprrq_001.jar
MM	RC	RCMINSP	Enter QC Inspections	cp711_rcminsp_008.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	RC	RCMMSRC	Receive Miscellaneous	cp711_rcmmsrc_003.jar
MM	RC	RCMPORC	Receive Purchase Order	cp711_rcmporc_008.jar
MM	RC	RCMRTRN	Enter Vendor Returns	cp711_rcmrtrn_006.jar
MM	RC	RCRLOG	Print Receiving Log	cp711_rcrlog_002.jar
MM	RC	RCRPINSP	Print Pending Inspections Report	cp711_rcrpinsp_001.jar
MM	RC	RCRTRVLR	Print Receipt Traveler	cp711_rcrtrvlr_005.jar
MM	RU	RUMKEYR	Manage Key Resources	cp711_rumkeyr_001.jar
MM	RU	RUMLABOP	Maintain Labor Operations	cp711_rumlabop_001.jar
MM	RU	RUMROUT	Manage Routings	cp711_rumrout_002.jar
MM	RU	RUMRROUT	Release Routings	cp711_rumrrout_002.jar
MM	RU	RUMSUBOP	Manage Subcontractor Operations	cp711_rumsubop_002.jar
MM	RU	RUMWCM	Maintain Work Centers	cp711_rumwcm_002.jar
MM	RU	RUQROUT	Routing Inquiry	cp711_ruqrout_003.jar
MM	RU	RURROUT	Print Routings	cp711_rurROUT_001.jar
AC	GL	GLRPSTSM	Print Journal Entry Posting Summary Report	cp711_glrpstsm_002.jar
AC	GL	GLPTUPD	Update Tax Report Tables	cp711_glptupd_002.jar
AC	GL	GLMTAXA	View Tax Reporting Status by Tax ACCOUNT	cp711_glmtaxa_001.jar
AC	GL	GLRPJDET	Print PROJECT Ledger Detail Report	cp711_glrpjdet_004.jar

Domain	Module	Application ID	Application Name	Application JAR
AC	GL	GLQAACTI	View ACCOUNT Activity	cp711_glqaacti_001.jar
AC	AP	APMVCHR	Manage Accounts Payable Vouchers	cp711_apmvchr_011.jar
AC	AP	APRVCHR	Print Voucher Edit Report	cp711_aprvchr_003.jar
AC	AP	APMVCHRA	Approve Vouchers	cp711_apmvchra_004.jar
AC	AP	APPPOSTV	Post Vouchers	cp711_apppostv_004.jar
AC	AP	APMOPEN	Edit Voucher Payment Status	cp711_apmopen_003.jar
AC	AP	APPPSTCD	Post Cash Disbursements	cp711_apppstcd_003.jar
AC	AP	APRCASH	Print Cash Requirements Report	cp711_aprcash_002.jar
AC	AP	APQCKHST	View Check History Inquiry	cp711_apqckhst_004.jar
AC	AP	APQVENDH	View VENDOR History Inquiry	cp711_apqvendh_005.jar
AC	AP	APQVCHRH	View Voucher History Inquiry	cp711_apqvchrh_004.jar
AC	AP	APMVENDH	Manage VENDOR History	cp711_apmvendh_005.jar
AC	AP	APPPURVR	Purge Vouchers	cp711_apppurvr_003.jar
AC	FA	FAMASSET	Manage Asset Master Information	cp711_famasset_003.jar
AC	FA	FAMSCOST	Manage Asset Cost Information	cp711_famscost_001.jar
AC	FA	FAMSGLBK	Manage Asset General Ledger Book Information	cp711_famsglbk_001.jar
AC	FA	FARADTL	Print Asset Master Detail Report	cp711_faradtl_001.jar

Domain	Module	Application ID	Application Name	Application JAR
AC	FA	FAPATRNS	Create Autocreation Transactions	cp711_fapatrns_002.jar
AC	FA	FAMACTED	Manage Autocreation Transactions	cp711_famacted_002.jar
AC	FA	FARACTED	Print Autocreation Transactions Edit Report	cp711_faracted_002.jar
AC	FA	FAPACAST	Create Asset Master Records	cp711_fapacast_001.jar
AC	FA	FAPPDE	Compute Projected Depreciation	cp711_fappde_003.jar
AC	FA	FARPDE	Print Projected Depreciation Report	cp711_farpde_002.jar
AC	FA	FAMPAP	Manage Projected Asset Purchases	cp711_fampap_002.jar
AC	FA	FARPPUR	Print Projected Asset Purchases Report	cp711_farppur_003.jar
AC	FA	FAMGCTU	Manage Template User-Defined Global Changes	cp711_famgctu_001.jar
AC	FA	FAMGCA	Manage Asset Master Global Changes	cp711_famgca_002.jar
AC	FA	FAMGCU	Manage Asset Master User-Defined Global Changes	cp711_famgcu_002.jar
AC	FA	FAPPREP	Import Asset Records	cp711_fapprep_001.jar
AC	FA	FAPAEXP	Export Asset Records	cp711_fapaexp_001.jar
AC	FA	FAPDISP	Import Asset Disposals	cp711_fapdisp_001.jar
AC	FA	FAPDEXP	Export Asset Disposals	cp711_fapdexp_001.jar
PJ	PJ	PJMBASIC	Manage Project User Flow	cp711_pjmbasic_008.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	PJ	PJMBUDCO	Manage Change Orders	cp711_pjmbudco_003.jar
PJ	PJ	PJRSETUP	Print Project Setup Report	cp711_pjrsetup_001.jar
PJ	PJ	PJMPYCST	Manage Prior Year Cost and Revenue	cp711_pjmpycst_002.jar
PJ	PJ	PJMPYUNT	Manage Prior Year Unit Revenue	cp711_pjmpyunt_003.jar
PJ	PJ	PJPPREP	Import Project Master Data	cp711_pjpprep_007.jar
PJ	PJ	PJPPUR	Purge Project and Billing Information	cp711_pjppur_001.jar
PJ	BP	BPMPBETC	Manage Project Budgets and ETC	cp711_bpmpbetc_006.jar
PJ	BP	BPRPJEV	Print Earned Value Report	cp711_bprpjev_002.jar
PJ	BP	BPRPJETC	Print Estimate To Complete Report	cp711_bprpjetc_002.jar
PJ	BP	BPRPJSUB	Print Project Budget Detail Report	cp711_bprpjsub_002.jar
PJ	BP	BPRPJBUD	Print Project Budget Summary Report	cp711_bprpjbud_002.jar
PJ	BD	PJMUNBDP	Manage Project Unit Budgets By Period	cp711_pjmunbdp_001.jar
PJ	CR	PJMPOOL	Manage Cost Pools	cp711_pjmpool_001.jar
PJ	CR	PJRSCTR	Print Service Center Setup Report	cp711_pjrsctr_001.jar
PJ	CR	PJPCOMPP	Compute/Print Pool Rates	cp711_pjpcompp_001.jar
PJ	CR	PJPABJP	Import Allocation Basis Journals	cp711_pjpabjp_002.jar
PJ	CR	PJMALJNL	Manage Allocation Journals	cp711_pjmaljnl_003.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	CR	PJRALJNL	Print Allocation Journal Edit Report	cp711_pjraljnl_002.jar
PJ	CR	PJRSVCST	Print Service Center Cost Allocation Report	cp711_pjrsvcst_001.jar
PJ	CR	PJPPREV	Reverse Posted Pool and Revenue Journals	cp711_pjpprev_001.jar
PJ	CR	PJPMJALC	Create Multi-Job Allocation Entries	cp711_pjpmjalc_001.jar
PJ	CR	PJPCOGS	Create Cost of Goods Sold Entries	cp711_pjpcogs_001.jar
PJ	CR	PJPALCST	Compute Burden Costs	cp711_pjpalcst_003.jar
PJ	CR	AOPCBLAB	Compute Cobra Burden Costs	cp711_aopcblab_004.jar
PJ	CR	PJPLDRAT	Load Labor Rates	cp711_pjpldrat_001.jar
PJ	CR	PJPCOMPR	Compute Revenue	cp711_pjpcompr_004.jar
PJ	CR	PJPUPHT	Update Project Transfer History Tables	cp711_pjpupht_001.jar
PJ	CR	PJPGOAL	Compute Billing Value of Cost Incurred	cp711_pjpgoal_002.jar
PJ	CR	PJPPURGE	Purge Allocation Basis Journal History	cp711_pjppurge_001.jar
PJ	CR	PJPAAFC	Assign Account Function Codes	cp711_pjpaafc_004.jar
PJ	CR	PJPCKUN	Check for Unposted Journals	cp711_pjpckun_001.jar
PJ	CR	PJPSTGOAL	Summarize Project Goal Detail	cp711_pjpstgoal_001.jar
PJ	CR	PJPPLSUM	Summarize Project Ledger	cp711_pjpplsum_002.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	CR	PJPAPPIC	Apply Indirect Costs to Summarized Project Ledger	cp711_pjpappic_001.jar
PJ	CR	PJPUPPY	Update Prior Year History	cp711_pjpuppy_001.jar
PJ	CR	PJPMJAS	Import Multi-Job Allocation Percentage Basis	cp711_pjpmjas_001.jar
PJ	PI	PJPUPPSR	Update Project Status Report Tables	cp711_pjpuppsr_004.jar
PJ	PI	PJPCRRPT	Create Project Report Tables	cp711_pjpcrrpt_001.jar
PJ	PI	PJRPROJ	Print Project Status Report	cp711_pjrproj_004.jar
PJ	PI	PJRRE VW	Print Revenue Worksheet	cp711_pjrrevw_003.jar
PJ	PI	PJQPROJ	View Project Activity	cp711_pjqproj_002.jar
PJ	PI	PJQPROJP	View Project Activity by Level	cp711_pjqprojp_001.jar
PJ	PI	PJQPROJL	View Project Ledger Activity	cp711_pjqprojl_001.jar
PJ	BL	BLMUSAGE	Manage Unit Usage	cp711_blmusage_003.jar
PJ	BL	BLPUPUU	Import Units Usage Files	cp711_blpupuu_003.jar
PJ	BL	BLRUEDIT	Print Usage Edit Report	cp711_blruedit_001.jar
PJ	BL	BLPUSAGE	Post Unit Usage	cp711_blpusage_003.jar
PJ	BL	BLMUHIST	Manage Units Usage History	cp711_blmuhist_001.jar
PJ	BL	BLRUHIST	Print Units Usage History Report	cp711_blruhist_001.jar
PJ	BL	BLMOPEN	Manage Open Billing Detail	cp711_blmopen_006.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	BL	BLPAOBD	Adjust Open Billing Detail Records	cp711_blpaobd_003.jar
PJ	BL	BLPLMTRN	Load Multicurrency Transaction Amounts	cp711_blplmtrn_001.jar
PJ	BL	BLPCASHB	Update Cash Basis Information	cp711_blpcashb_001.jar
PJ	BL	BLPGBILL	Calculate Standard Bills	cp711_blpgbill_004.jar
PJ	BL	BLMGBILL	Manage Standard Bills	cp711_blmgbill_005.jar
PJ	BL	BLRMBIL	Print Standard Bills	cp711_blrmbil_008.jar
PJ	BL	BLRIRBIL	Print Indirect Rate Retroactive Billing Schedule	cp711_blrirbil_001.jar
PJ	BL	BLPWAWF	Create WAWF Billing Files	cp711_blpwawf_002.jar
PJ	BL	BLPGEN	Post Standard Bills	cp711_blpgen_004.jar
PJ	BL	BLPREVB	Reverse Previous Bills	cp711_blprevb_002.jar
PJ	BL	BLPRBIL	Calculate Retroactive Bills	cp711_blprbil_001.jar
PJ	BL	BLPSUBPP	Update Subcontractor Progress Payments	cp711_blpsubpp_001.jar
PJ	BL	BLPPROGP	Calculate Progress Payment Bills	cp711_blpprogp_002.jar
PJ	BL	BLMPROGP	Manage Progress Payment Bills	cp711_blmprogp_004.jar
PJ	BL	BLPPRO	Post Progress Payment Bills	cp711_blppro_003.jar
PJ	BL	BLMPJPRD	Manage Project Product Bills	cp711_blmpjprd_005.jar
PJ	BL	BLRPJPRD	Print Project Product Bills	cp711_blrpjprd_003.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	BL	BLPPROJB	Post Project Product Bills	cp711_blpprojb_002.jar
PJ	BL	BLMCPBIL	Manage Customer Product Bills	cp711_blmcpbil_007.jar
PJ	BL	BLRCPROD	Print Customer Product Bills	cp711_blrcprod_002.jar
PJ	BL	BLPCUSPD	Post Customer Product Bills	cp711_blpcuspd_001.jar
PJ	BL	BLPEDI	Create EDI Files	cp711_blpedi_002.jar
PJ	BL	BLMBHIST	Manage Billing History	cp711_blmbhist_003.jar
PJ	BL	BLMCLOSE	Manage Closed Billing Detail	cp711_blmclose_003.jar
PJ	BL	BLROBD	Print Open Billing Detail Report	cp711_blorbd_001.jar
PJ	BL	BLQSTDHS	View Standard Billing History	cp711_blqstdhs_002.jar
PJ	BL	BLPUPCUR	Update Billing Currency Amounts	cp711_blpupcur_001.jar
PJ	BL	BLPUPTAX	Update Billing Tables for Cumulative Tax	cp711_blpuptax_001.jar
PJ	BL	BLPUPPLC	Update Billing Tables Bill Labor Category Description	cp711_blpupplc_001.jar
PJ	IW	IWPALLOC	Create IWO Allocations	cp711_iwpalloc_003.jar
PJ	IW	IWPPOST	Post IWO Journal	cp711_iwppost_004.jar

Costpoint Integration with Deltek Customer Care

Costpoint administrators can now submit support issues to Deltek Customer Care within Costpoint.

Support Issues (SYMCASE)

Use the new Support Issues screen in **Administration » System Administration » System Administration Utilities** to report Costpoint issues to Deltek Customer Care or view existing support cases. Support cases displayed on this screen are created via the System Menu, System Error screen, or directly using this Support Issues screen.

Configure System Settings (SYMSETNG)

The **Case Reporting** group box is now available on the Configure System Settings screen where Costpoint administrators can set if case reporting is enabled from the System Error dialog box or the Help menu. You can also set the default file location for attachments in support issues in this group box.

File Upload Manager

Use the File Upload Manager to add attachments to a particular support issue. Enter the ID of the support case in the **Support Issue ID** field to associate an uploaded attachment to that support case.

The following system jar and database patches are required for this feature:

- cp711_sys_009.zip
- cp711_patch2692_001.zip
- cp711_Patch5046_001.zip

The cp711_patch2692_001.zip includes the following application jars:

- cp711_symcase_004.jar
- cp711_symsetng_003.jar

Costpoint 7.1.1 HRsmart Integration

Costpoint 7.1.1 HRsmart Integration is a bi-directional integration that results in the ability to create employee data in Costpoint for new hires recently on-boarded within HRsmart Applicant Tracking. The integration can perform the import/export process through the Transfer HRsmart Data screen in the Employee domain. The Integration can be executed on demand or you can schedule to run the process at a certain time.

From Costpoint to HRsmart, the following data is included in integration:

Costpoint	HRsmart	Notes
Employees	Users	Provides HRsmart user records for existing employees in Costpoint. This will grant all users access to the HRsmart suite of products.
Detail Job Titles	Job Profiles	Provides HRsmart with skeleton Job Profiles. Note that Detail Job Titles is only available for integration if Costpoint HR is licensed.
Organizations	Org Levels	Provides HRsmart with both Costpoint Company and Organization structure.

Costpoint	HRsmart	Notes
Job Templates	CP Job Templates	Job Templates is an optional feature that provides preset defaults of Costpoint data. New hires can be associated to a Job Template in HRsmart. The integration will receive the new hire data along with the associated Job Template and utilize the Job Template to drive the defaulting of numerous CP fields not collected in HRsmart.



Based on integration options, the integration can be used to provide data initialization from Costpoint to HRsmart or a synchronization based on what has changed in Costpoint since last time it was executed.

From HRsmart to Costpoint, the integration currently only supports creation of new hires in Costpoint. Future capability for rehires, transfers, off boarding, and promotions/merit increases is planned.

This enhancement affects the following applications:

- Configure Personnel Settings (HPMSET)
- Manage Job Templates (HPMREQR)
- Manage Employee Information (LDMEINFO)
- View Employee Information (PRQEINFO)
- Transfer HR Smart Data (EMPHRSDAT)
- Transfer SilkRoad Data (LDPSRDAT)

Allow Wage Determination with Multicurrency Labor

Costpoint was enhanced to allow Multicurrency Labor users to apply wage determination to timesheets. This functionality is limited to timesheets with US Dollar (USD) as transaction currency. The following are the updates in Costpoint:

- **Configure Labor Settings (LDMLABOR)**
 - You can now select the **Enable Multicurrency Functionality** and **Enable Wage Determination** check boxes at the same time.
 - The **Enable Multi-Currency Functionality** check box label was changed to "Enable Multicurrency Functionality."
- **Manage Timesheets (LDMTIME), Manage Correcting Timesheets (LDMCTIME), Import Timesheets (AOPUTLTS), Import Timesheets from Deltek Time & Expense (LDPUPET), Create Auto-Pay Timesheets (LDPDUMTS), Create Retroactive Timesheet Adjustments (LDPRETRO)**
 - Updated the existing Wage Determination functionality so that if both the **Enable Multicurrency Functionality** check box and the **Enable Wage Determination** check box are selected in the Configure Labor Settings screen for the Login

Company, wage determination will be applied to the timesheet line if the following conditions are met:

- The timesheet's **Transaction Currency** is **USD**; and
- Wage Determination applies to the timesheet line.
- Updated the existing Wage Determination functionality so that if the **Enable Multicurrency Functionality** check box is selected in the Configure Labor Settings screen for the Login Company, a Wage Determination Fringe Line can only be generated if the timesheet's Transaction Currency is **USD**.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Application Name	Application JAR
PE	Configure Labor Settings (LDMLABOR)	cp711_ldmlabor_001.jar
PE	Manage Timesheets (LDMTIME)	cp711_ldmtime_005.jar
PE	Manage Correcting Timesheets (LDMCTIME)	Not applicable
PE	Import Timesheets (AOPUTLTS)	Not applicable
PE	Import Timesheets from Deltek Time & Expense (LDPUPET)	Not applicable
PE	Create Auto-Pay Timesheets (LDPDUMTS)	cp711_ldpdumts_002.jar
PE	Create Retroactive Timesheet Adjustments (LDPRETRO)	cp711_ldpretro_005.jar

Government Furnished Material or Government Furnished Equipment (GFM/GFE) Purchase Orders

Government furnished property is property that is furnished to a contractor for performance of a Government (DOD) contract. There are two types of government furnished property:

- Government Furnished Equipment (GFE) – Equipment, special tooling, or special test equipment that is provided to a contractor for use on a Government contract; and
- Government Furnished Material (GFM) – Parts furnished by the government to the contractor to support inventory or manufacturing requirements of a contract.

The GFM/GFE Purchase Order feature allows contractors to track when materials or equipment furnished by the government are due to be delivered.

The Material Requirements Planning module can generate purchase requisitions for processing these items into purchase orders if the demand for GFM parts exists in the Inventory module. These purchase requisitions are tagged as GFM/GFE purchase requests. This type of purchase does not have any financial impact in the Accounts Payable module.

During the receiving process, items for fixed asset tracking will create the Asset ID for tracking GFE orders. Using the GFM inventory abbreviations, parts being procured for stock can go

through standard receiving and inspection processes to acknowledge receipt and acceptance for parts for use within the inventory.

The following Costpoint 7.1.1 screens are affected by this update, and there is an updated required application jar version for each.

Domain	Module	Application Name	Application ID	Application Jar
MM	PO	Manage Buyers	POMBUY	cp711_pombuy_001.jar
MM	PO	Manage Purchase Orders	POMMAIN	cp711_pommain_010.jar
MM	PO	Expedite Purchase Orders	POMEXPD	cp711_pomexpd_001.jar
MM	PO	Print Purchase Orders	PORPPO	cp711_porppo_007.jar
MM	PO	View Purchase Order Status	POQSTAT	cp711_poqstat_002.jar
MM	PO	Print Purchase Order Expediting Report	POREXPD	cp711_porexp_001.jar
MM	PO	Print Purchase Order Register Report	PORREG	cp711_porreg_001.jar
MM	PO	Print Purchase Order Activity Report	PORACTV	cp711_poractv_003.jar
MM	PO	Print PO Change Orders	PORPCO	cp711_porpco_003.jar
MM	PO	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_002.jar
MM	PO	Approve Pending Purchase Orders	POMSTAT	cp711_pomstat_002.jar
MM	PO	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_003.jar
MM	PO	Manage Purchase Order Expediting Notes	POMEXPN	cp711_pomexpn_001.jar
MM	PO	View Item Purchasing Information	POQITEM	cp711_poqitem_001.jar
MM	IN	Manage PO/Req Inventory Reservations	INMPORSV	cp711_inmporsv_002.jar
MM	IN	Enter Issues to Project/Account/Org or PO	INMPAISS	cp711_inmpaiss_005.jar
MM	IN	Print Inventory Reorder Report	INPREORD	cp711_inpreord_006.jar

Domain	Module	Application Name	Application ID	Application Jar
MM	RC	Manage Purchase Order Receipts	RCMPORC	cp711_rcmporc_006.jar
MM	RC	Manage Quality Control Inspections	RCMINSP	cp711_rcminsp_006.jar
MM	RC	Manage Vendor Returns	RCMRTRN	cp711_rcmrtrn_004.jar
MM	PP	Manage Purchase Requisitions	PPMNTRQ1	cp711_ppmntrq1_001.jar
MM	PP	Assign Purchase Requisitions to Buyers	PPMBUYAS	cp711_ppmbuyas_002.jar
MM	PP	Assign Purchase Requisition Lines to Buyers	PPMBUYAL	cp711_ppmbuyal_001.jar
MM	PP	Apply PO Info to Purchase Requisitions	PPMNTRQ2	cp711_ppmntrq2_001.jar
MM	PP	Apply PO Info to Purchase Requisitions by Line	PPMRQLN	cp711_ppmrqln_006.jar
MM	PP	Create Purchase Orders	PPPGPO	cp711_pppgpo_006.jar
MM	PP	Import Purchase Requisitions	AOPRQPP	cp711_aoprqpp_003.jar
MM	PP	Configure Purchase Requisition Settings	PPMRQSET	cp711_ppmrqset_001.jar
MM	PP	Compute Vendor Performance	PPPVNDP	cp711_pppvndp_001.jar
MM	MR	Manage MRP Action Messages	MRMACTM	cp711_mrmactm_001.jar
MM	MR	Manage Detailed Part Schedule	MRMDTPT	cp711_mrmdtpt_003.jar
MM	MR	Firm MRP Planned Orders	MRPFPO	cp711_mrpfpo_002.jar
MM	PC	Compute Material Requirements	PCPMRR	cp711_pcpmrr_003.jar
MM	PC	Create MO Subcontractor Requisitions	PCMSCRQ	cp711_pcmscrq_004.jar

Domain	Module	Application Name	Application ID	Application Jar
MM	OE	Create Purchase Requisitions from Sales Orders	OEPGRQ	cp711_oepgrq_002.jar
MM	MS	Manage Master Production Schedules	MSMMPS	cp711_msmmps_003.jar
MM	MS	Manage MPS Action Messages	MSMACTM	cp711_msmactm_002.jar
SC	SY	Set Up Company	SYPCOMP	cp711_sypcomp_003.jar
AC	AP	Manage Purchase Order Vouchers	POMPOVCH	cp711_pompovch_007.jar
AC	AP	Recompute and Print Discrepancies	POPDISCR	cp711_popdiscr_001.jar
AC	AP	Import Purchase Order Vouchers	AOPPOVCH	cp711_aoppovch_004.jar
AC	AP	Import Purchase Order Receipts	AOPRCPRE	cp711_aoprcpre_002.jar

Additionally, the following Costpoint 7.1.1 Patch and system jar file are required for this update:

- Cp711_sys_008.jar
- PATCH2604
- PATCH2609
- PATCH2613
- PATCH2614
- PATCH2620
- PATCH2637

Inter-Company Work Orders

Two features were added in relation to Inter-Company Work Orders. It is now possible to automatically generate Accounts Payable Vouchers when Inter-Company Work Order invoices are created for internal transfers. In addition, an enhancement was made that lets you create net-zero cash receipts when Inter-Company Work Order invoices are reversed.

Create IWO Allocations (IWPALLOC)

This application has been modified to facilitate the creation of A/P Vouchers for inter-company work orders. The following new database fields were added to store values.

- **IWO_ALLOC_HDR.RCV_ENTRY_FL** — This field is set to **Y** to signify that the entry was made for the receiving company.
- **IWO_ALLOC_TRN.IWO_PROJ_ID** — This field stores the originating IWO Project ID used for inter-company work orders. If this field is blank, A/P Vouchers will not be created.

Configure Accounts Payable Vouchers Settings (APMSETVR)

A new check box has been added on screen that allows you to set the automatic creation of Accounts Payable vouchers for Intercompany Work Order invoices. You can also set the Entry User ID that will be assigned to A/P vouchers that are created.

The **Allow Automatic Creation of A/P Vouchers from Intercompany Work Orders** check box and the **Entry User ID for Vouchers Created** field were added on screen.

Manage IWO Projects (IWMPROJ)

A new group box, **Create A/P Vouchers from IWO**, has been added that enables you to create an A/P Voucher in the receiving company for a posted Inter-company Work Order. The new group box has the following fields and check box:

- **Create A/P Voucher when IWO is posted** — Select this check box to create A/P vouchers.
- **Vendor** — Enter the vendor name in this field.
- **Address Code** — Enter the address code for the pay vendor.
- **A/P** — Enter the accounts payable description in this field.
- **Cash** — Enter the cash account description in this field.

Post IWO Journal (IWPPPOST)

This application has been modified to process the actual creation of the A/P Vouchers when an Inter-company Work Order has been posted for a project. It will only generate the A/P Voucher if the following is selected on the Configure Accounts Payable Voucher Settings screen:

- **Allow automatic Creation of A/P Vouchers from Intercompany Work Orders** check box

You can view the posted vouchers on A/P Vouchers screens such as the Manage Accounts Payable Voucher (APMVCHR).

Configure Billing Settings (BLMSETNG)

This application was modified to enable the creation of net-zero cash receipts when reversing previous bills. The **Allow Cash Receipt Creation in Reverse Previous Bills** check box was added on screen.

The value in this check box is not copied when you set up a new company through the Set Up Company application. Newly set up companies will have a default value of **N** or have this check box clear or unselected.

Reverse Previous Bills (BLPREVB)

This application has been modified to enable the creation of net-zero cash receipt for an invoice. The **Create Net-Zero Cash Receipt for old and new invoices** check box was added on screen:

The net-zero cash receipt will have the full amount of the original invoice, regardless of whether or not another cash receipt has already been applied to that invoice.

You can create net-zero cash receipts for any standard bill that has been reversed except for those with other types such as Progress Payment (1443), Customer or Project Product Bills, Milestone/Percent Complete Bills, or Manual Bills.

Post Standard Bills (BLPGEN)

This application has been modified to perform the actual creation of net-zero cash receipts for reversed previous bills. There will be two lines that will be created for a cash receipt which will be for the new or reversal invoice (debit), and another for the original invoice (credit).

You can view the created net-zero cash receipts on the Manage Cash Receipts (ARMCR) screen where:

- The **Deposit No.** field for generated cash receipts will display **REVERSE BILL**.
- There will be two lines for the generated cash receipt which will be (1) for the original invoice and (2) the reversal invoice.
- The **Transaction Description** column for these lines will display **REVERSE BILL**.

Bill Inter-Company Work Orders in Any Currency

The Inter-Company Work Orders (IWOs) module is an add-on module in Costpoint. IWOs are used between subsidiaries or related companies to invoice when one subsidiary or company does work for another. This process allows companies to record and track inter-company receivables and payables among related parties.

Multinational companies often have a contract that is in one currency, but workers from another country work on that project. The company who holds the contract does not want to take the currency risk associated with these transactions. To mitigate that risk, that company may want the workers from the other company to bill in the currency of the contract, which may not match the contract-owning company's functional currency.

Previously, IWOs were limited to the functional currency of the receiving company. Now, Costpoint provides companies the ability to bill IWOs in any currency, regardless of the functional currency of the sending or receiving companies. In addition, users now have the ability to clone IWOs.

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required jar version for each application, if applicable.

Domain	Application	Application Jar
AC	Manage Transfer Locations (COMLOC)	Not applicable
PJ	Configure Transfer Locations (IWMLOC)	Not applicable
PJ	Manage IWO Projects (IWMPROJ)	cp711_iwmproj_001.jar
PJ	Create IWO Allocations (IWPALLOC)	cp711_iwpalloc_001.jar
PJ	Manage IWO Allocations (IWMALLOC)	cp711_iwmalloc_001.jar
PJ	Post IWO Journal (IWPPPOST)	cp711_iwppost_002.jar

Domain	Application	Application Jar
PJ	Export IWO Allocations (IWPEXPRT)	cp711_iwpexpirt_001.jar
PJ	Import IWO Allocations (IWPIMPRT)	cp711_iwpimpirt_001.jar
PJ	Validate IWO Suspense Transactions (IWMSUSP)	cp711_iwmsusp_001.jar
PJ	Validate IWO Allocations (IWPUPLD)	cp711_iwpupld_001.jar

Additionally, the following Costpoint 7.1.1 jar file and patches are required for this update:

- cp711_sys_008.jar
- PATCH2633 — Applicable to all applications updated
- PATCH2639 — Applicable to Create IWO Allocations (IWPALLOC) only
- PATCH2642 — Applicable to Post IWO Journal (IWPPPOST) only
- PATCH2647 — Applicable to Import IWO Allocations (IWPIMPRT) only
- PATCH2648 — Applicable to Validate IWO Allocations (IWPUPLD) only

Part Data Security Enhancements

The features in this release relating to Parts Security are intended to assist your company in its ITAR compliance. However, it is each company's responsibility to confirm it is meeting its obligation with respect to ITAR or other applicable requirements; Delttek does not warrant that use of this functionality will result in compliance.

Materials Domain Enhancements

Under United States government defense regulations, activities relating to the production, export, and import of defense-related articles, services, and materials (collectively referred to as "items") are tightly controlled under the International Traffic in Arms Regulations (ITAR) if those items fall within the United States Munitions List (USML) issued by the U.S Department of State.

The Department of State Directorate of Defense Trade Controls (DDTC) interprets and enforces ITAR. Its goal is to safeguard U.S. national security and further U.S. foreign policy objectives.

ITAR bylaws state that information relating to items on the USML may only be shared with U.S. Persons, except where exemptions have been obtained from the U.S. Department of State (DOS). The DOS defines a U.S. Person as a lawful permanent resident of the United States, such as a citizen or a Permanent Resident Card holder of the United States. A U.S. Organization can face heavy fines if they have provided foreign (non-U.S.) Persons access to ITAR-protected defense items without authorization.

It is now possible to apply security restrictions in Costpoint so that any Part Data subject to ITAR Security Controls will not be visible, editable, or available to non-U.S. Persons. This applies to all Costpoint activities pertaining to requisitions, reports, and routings.

Manage United States Munitions List (PDMUSML)

The newly-created application is used to set the USML category for the Part, as designated by US Department of State.

The USML is a list of articles, services, and related technical data that are designated as defense-related or inherently military in character by the United States federal government. Export and import of defense-related articles and services on the USML are tightly regulated by the DDTTC.

The **USML Category** and **Description** fields on this screen are used to set the items that are subject to Part Data Security into one of the following categories:

- **Category I** – Firearms, Close Assault Weapons and Combat Shotguns
- **Category II** – Guns and Armament
- **Category III** – Ammunition/Ordnance
- **Category IV** – Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines
- **Category V** – Explosives and Energetic Materials, Propellants, Incendiary Agents and Their Constituents
- **Category VI** – Vessels of War and Special Naval Equipment
- **Category VII** – Tanks and Military Vehicles
- **Category VIII** – Aircraft and Associated Equipment
- **Category IX** – Military Training Equipment and Training
- **Category X** – Protective Personnel Equipment and Shelters
- **Category XI** – Military Electronics
- **Category XII** – Fire Control, Range Finder, Optical And Guidance And Control Equipment
- **Category XIII** – Auxiliary Military Equipment
- **Category XIV** – Toxicological Agents, Including Chemical Agents, Biological Agents, and Associated Equipment
- **Category XV** – Spacecraft Systems and Associated Equipment
- **Category XVI** – Nuclear Weapons, Design and Testing Related Items
- **Category XVII** – Classified Articles, Technical Data And Defense Services Not Otherwise Enumerated
- **Category XVIII** – Directed Energy Weapons
- **Category XIX** – Reserved
- **Category XX** – Submersible Vessels, Oceanographic and Associated Equipment
- **Category XXI** – Miscellaneous Articles

This screen includes a USML Sub-Category subtask used to set the items that are subject to Part Data Security into one further sub-categories.

Manage Export Control Classification Numbers (PDMECCN)

This newly-created application is used to enter Export Control Classification information, as designated by the Commerce Control List (CCL). The **ECCN** and **Description** fields have been created to store the values.

An Export Control Classification Number (ECCN) is a five character alpha-numeric designation used on the CCL to identify articles, technology, and software (collectively referred to as "items")

for export control purposes. An ECCN categorizes items based on the nature of the product. For example, the type of commodity, software, or technology and its respective technical parameters.

All ECCNs are listed in the CCL, which is divided into ten broad categories. Each category is further subdivided into five product groups. In Costpoint, the ECCN and Description fields on this screen are used to set ECCN information. The first character of the ECCN identifies the broader category to which it belongs and the second character identifies the product group.

Manage Security User-Defined Labels (PDMSCUDL)

This newly-created application is used to set up and define labels for the following types of user-defined data that can be added to Part Data Security screens:

- Security Group User-Defined Fields
- Part Export Control User-Defined Fields
- License/Agreement User-Defined Fields

You can customize the labels as required. To set date fields, select the **Date Field** check box next to the UDF text box. Costpoint validates any changes to date flags and checks for any existing data. You will not be allowed modify the flag unless existing records for that user-defined field is deleted.

Manage License/Agreement Types (PDMLATYP)

This newly-created application is used to enter information regarding the type of Part Data Security license or agreement as designated by the U.S. Department of State. The **License/Agreement Type** and **Description** fields have been created to store the values.

As “agreement” is defined by the Department of State as an approval that is issued by the Defense Trade Controls Licensing (DTCL) for the following defense-related exports:

- Export of defense-related articles and services by a U.S. person to a foreign person;
- Manufacture of defense articles abroad;
- Establishment of a distribution point abroad for defense articles of U.S. origin for subsequent distribution to foreign persons.

The export or temporary import of defense articles, such as technical data or hardware, may be addressed in the scope of an agreement as well. However, the provision of a defense service, transfer of manufacturing know-how or production rights, or establishment of a distribution point abroad is what distinguishes an “Agreement” from other forms of authorizations issued by DTCL.

Manage Licenses/Agreements Screen (PDMLICAGR)

This newly-created application is used to enter information regarding the license or agreement as designated by the U.S. Department of State. The **License/Agreement ID** and **Description** fields have been created to store the values.

Under the conditions set by the International Traffic in Arms Regulations (ITAR), a U.S. person who wishes to provide a defense service to a foreign person, manufacture defense articles abroad, or establish a distribution point abroad for defense articles of U.S. origin for subsequent distribution to foreign persons must first obtain permission from the U.S. Department of State before the activity can take place.

Activities that frequently require such agreements are as follows:

- Supporting direct commercial sales to foreign parties
- Providing overseas maintenance or training support

- Technical studies, evaluations, demonstrations, or consultations with foreign parties
- Release of manufacturing data or rights
- Efforts to import technology from abroad
- Supporting a foreign military sales case (beyond scope of LOA)
- Supporting U.S. government-sponsored foreign contracts

This screen has two tabs:

- **Basic Information** — Use this tab to enter the basic information for the license or agreement.
- **User-Defined Info** — Use this tab to enter user-defined information for the license or agreement.

This screen has three subtasks:

- **Details** – Use this subtask to enter detailed information for the part, goods, services that your company is licensed to export.
- **Projects** – Use this subtask to enter the project information for the part, goods, services that your company is licensed to export.
- **Countries** – Use this subtask to enter the country of destination for the part, goods, services that your company is licensed to export.

Manage Security Groups (PDMSCGRP)

This newly-created application is used to create and the manage the groups that are authorized to access parts that are subject to the International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR). This screen displays any User Defined fields that are defined on the Manage Security User-Defined Labels (PDMSCUDL) application.

You can link parts, users and projects to security groups, which will then be used to control access to part data. Also, you won't be able to enter any data on this screen if the Use Part Data Security Controls is not selected on the Configure Product Definition Settings (PDMITMRU) application.

This screen has three subtasks:

- **Users** – Use this subtask to manage the users in the security group. Use the Citizen subtask on this screen to display the citizenship details of the selected employee, as specified on the Manage Employee Information (LDMEINFO) application. Only users who that have been entered in this subtask will be able to enter, edit, and view parts that are subject to Part Data Security. This applies to all Costpoint activities pertaining to requisitions, reports, and routing.
- **Parts** – Use this subtask to manage the parts that are associated with the security group.
- **Projects** – Use this subtask to manage the projects that are associated with the security group.

Configure Product Definition Settings (PDMITMRU)

A new **Part Data Security Controls** check box has been added to this screen, which indicates that the part is subject to data security restrictions, as defined in the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR).

Selecting this check box enables the **Part Security** field in a number of Costpoint Materials domain applications. The field indicates whether the part being accessed is subject to part data

security restrictions and whether the user has the necessary authorization to access information for that part. If enabled, this field displays one of the following values on the affected screens:

- **Unrestricted** — The part is not subject to data security restrictions.
- **Restricted** — The part is subject to data security restrictions and you are authorized to access detailed part information.
- *****UNAUTHORIZED***** — The part is subject to data security restrictions and you are not authorized to access or view part information. This value is displayed in red background color.

The new **Part Security** field has been added to the following screens in the Product Definition module:

- Manage Parts – Main Application (PDMPART)
- Manage Parts – Substitute Project Parts Subtask (PDMPART)
- Assign Vendor to Items (PDMVEND)
- Manage Alternate Parts (PDMALT)
- Manage Part Project Data (PDMPRJPD)
- Manage Item Costs (PDMCOST)
- Manage Project Item Costs (PDMPRJCS)
- Release Documents Parts Subtask (BMMRDOC)
- Manage Item Billings (PDMIBILL)
- Manage Product Price Catalogs (PDMPPCAT)
- Manage Product Options (PDMPOPT)
- View Items (PDQINQ)
- View Alternate Parts (PDQMFR)
- Manage Licenses/Agreements (PDMLICAGR)

The new **Part Security** field has been added to the following screens in the Bills of Material module:

- Manage Manufacturing Bills of Material – Main Application (BMMMBOM1)
- Manage Manufacturing Bills of Material – Component Text Subtask (BMMMBOM1)
- Release Manufacturing Bills of Materials (BMMMBOM2)
- Release Multiple Manufacturing Bills of Material – Main Application (BMMMRELS)
- Release Multiple Manufacturing Bills of Material – Components Subtask (BMMMRELS)
- Manage Engineering Bills of Materials (BMMEBOM1)
- Release Engineering Bills of Materials (BMMEBOM2)
- Release Multiple Engineering Bills of Material (BMMERELS)
- Print Summarized Bills of Material Report (BMRSUMBM)
- View Bills of Material (BMQSMLB)
- View Where-Used BOM (BMQWU)
- Apply Mass Component Changes to Bills of Material (BMPMCC)

The new **Part Security** field has been added to the following screens in the Routings module:

- View Routings (RUQROUT)
- Manage Routings (RUMROUT)
- Release Routings (RUMRROUT)

The new **Part Security** field has been added to the following screens in the Engineering Change Notices module:

- Manage Engineering Change Notices – Main Application (ECMECN)
- Manage Engineering Change Notices – MBOM Components Subtask (ECMECN)
- Manage Engineering Change Notices – EBOM Components Subtask (ECMECN)
- Manage Engineering Change Notices – MBOM Orig Assy Subtask (ECMECN)
- Manage Engineering Change Notices – MBOM Change Assy Subtask (ECMECN)
- Manage Engineering Change Notices – EBOM Orig Assy Subtask (ECMECN)
- Manage Engineering Change Notices – EBOM Change Assy Subtask (ECMECN)
- Manage Engineering Change Notices – EBOM Copy Assemblies Subtask (ECMECN)
- Manage Engineering Change Notices – Routings Subtask (ECMECN)
- Manage Engineering Change Notices – Copy Routings Subtask (ECMECN)
- Manage Engineering Change Notices – Part Documents Subtask (ECMECN)
- Manage Engineering Change Notices – Copy Part Documents Subtask (ECMECN)
- Approve Engineering Change Notices – Main Application (ECMAPPR)
- Approve Engineering Change Notices – MBOM Components Subtask (ECMAPPR)
- Approve Engineering Change Notices – EBOM Components Subtask (ECMAPPR)
- Approve Engineering Change Notices – MBOM Orig Assy Subtask (ECMAPPR)
- Approve Engineering Change Notices – MBOM Change Assy Subtask (ECMAPPR)
- Approve Engineering Change Notices – EBOM Orig Assy Subtask (ECMAPPR)
- Approve Engineering Change Notices – EBOM Change Assy Subtask (ECMAPPR)
- Approve Engineering Change Notices – EBOM Copy Assemblies Subtask (ECMAPPR)
- Approve Engineering Change Notices – Routings Subtask (ECMAPPR)
- Approve Engineering Change Notices – Copy Routings Subtask (ECMAPPR)
- Approve Engineering Change Notices – Part Documents Subtask (ECMAPPR)
- Approve Engineering Change Notices – Copy Part Documents Subtask (ECMAPPR)
- Update Approved Engineering Change Notices – Main Application (ECMAMAIN)
- Update Approved Engineering Change Notices – MBOM Components Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – EBOM Components Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – MBOM Orig Assy Subtask (ECMAMAIN)

- Update Approved Engineering Change Notices – MBOM Change Assy Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – EBOM Orig Assy Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – EBOM Change Assy Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Copy Assemblies Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Routings Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Copy Routings Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Part Documents Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Copy Part Documents Subtask (ECMAMAIN)
- View Engineering Change Notice Status – Parts Subtask (ECQECNST)
- View Engineering Change Notice Status – MBOM Orig Assy Subtask (ECQECNST)
- View Engineering Change Notice Status – EBOM Orig Assy Subtask (ECQECNST)
- View Engineering Change Notice Status – MBOM Chng Assy Subtask (ECQECNST)
- View Engineering Change Notice Status – EBOM Chng Assy Subtask (ECQECNST)

The new **Part Security** field has been added to the following screens in the Procurement Planning module:

- Manage Simple Purchase Requisitions – Requested Items Subtask (PPMQREQ)
- Manage Purchase Requisitions (PPMNTRQ1)
- Approve Purchase Requisitions (PPMRQAPX)
- Approve Purchase Requisition Lines (PPMRQAPL)
- Assign Purchase Requisitions to Buyers (PPMBUYAS)
- Assign Purchase Requisition Lines to Buyers (PPMBUYAL)
- Apply PO Info to Purchase Requisitions (PPMNTRQ2)
- Apply PO Info to Purchase Requisitions by Line (PPMRQLN)
- Manage Request for Quotes By Item (PPMRFQI)
- Manage Request for Quotes by Vendor (PPMRFQV)
- Manage Vendor Quotes By Item (PPMQTI)
- Manage Vendor Quotes by Vendor (PPMQTV)
- View Vendor Performance (PPQVNDP)
- View Purchase Requisition Status – Main Application (PPQRQSTS)
- View Purchase Requisition Status – Requisition Lines Subtask (PPQRQSTS)

The new **Part Security** field has been added to the following screens in the Purchasing module:

- Manage Purchase Orders (POMMAIN)
- Approve Pending Purchase Orders (POMSTAT)
- Create Blanket Purchase Order Releases (POMRELS)

- Expedite Purchase Orders (POMEXPD)
- View Item Purchasing Information – Main Application (POQITEM)
- View Item Purchasing Information – Quotes Subtask (POQITEM)
- View Item Purchasing Information – RFQs Subtask (POQITEM)
- View Item Purchasing Information – Requisitions Subtask (POQITEM)
- View Item Purchasing Information – PO History Subtask (POQITEM)
- View Item Purchasing Information – Assigned Vendors Subtask (POQITEM)
- View Purchase Order Status – Purchase Order Lines Subtask (POQSTAT)
- View Purchase Order Change Orders – Current CO Line Subtask (POQCHNG)
- View Purchase Order Change Orders – Old CO Line Subtask (POQCHNG)



The new field was also added to the following Purchasing-related screens on the Accounting domain:

- Manage Purchase Order Vouchers (POMPOVCH)
- Create Debit Memos (POPDM)

The new **Part Security** field has been added to the following screens in the Receiving module:

- Manage Purchase Order Receipts (RCMPORC)
- Manage Quality Control Inspections (RCMINSP)
- Manage Vendor Returns (RCMRTRN)
- Enter Miscellaneous Inventory Receipts (RCMMSRC)

The new **Part Security** field has been added to the following screen in the Inventory module:

- View Part Inventory (INQPINV)

The new **Part Security** field has been added to the following screens in the Production Control module:

- Compute Material Requirements – End Parts Subtask (PCPMRR)
- Manage Manufacturing Orders – Details Subtask (PCMMOMNT)
- Manage Manufacturing Orders – Requirements Subtask (PCMMOMNT)
- Manage Manufacturing Orders – Substitute Parts Subtask (PCMMOMNT)
- Manage Manufacturing Orders – Subcontract Requisitions Subtask (PCMMOMNT)
- Expedite Manufacturing Orders – Main Application (PCMMEXPD)
- Expedite Manufacturing Orders – Requirements Subtask (PCMMEXPD)
- Enter Manufacturing Order Issues (PCMMOISS)
- Enter Manufacturing Order Reliefs – MO Details Subtask (PCMRELMO)
- Create MO Subcontractor Requisitions (PCMSCRQ)
- Manage MO Operation Completions (PCMCOMP)
- Manage MO Quality Control Inspection Results (PCMINSP)
- View Manufacturing Order Status (PCQMOST)

- Update Manufacturing Order Costs (PCMMCOST)

The new **Part Security** field has been added to the following screens in the Sales Order module:

- Manage Sales Orders – Main Application (OEMNTSO1)
- Manage Sales Orders – Components Subtask (OEMNTSO1)
- Manage Sales Orders Supervisor Screen – Main Application (OEMNTSO2)
- Manage Sales Orders Supervisor Screen – Components Subtask (OEMNTSO2)
- Approve Sales Orders – Main Application (OEMAPPSO)
- Approve Sales Orders – Components Subtask (OEMAPPSO)
- Approve Sales Orders – Substitute Parts Subtask (OEMAPPSO)
- Approve Sales Orders – Forecasts Subtask (OEMAPPSO)
- Manage Sales Order Inventory Issues (OEMISSU1)
- Manage Sales Order Non-Inventory Issues (OEMISSU2)
- Manage Shipping Transactions (OEMSHIP)
- Manage Invoices (OEMINVC1)
- Select Invoices Ready for Use/Acceptance (OEMRFU)
- Manage Invoice Supervisor Screen (OEMINVC2)
- View Sales Analysis Information (OEQSALES)
- View Sales Order Status Information (OEQSTAT)

The new **Part Security** field has been added to the following screens in the Master Production Scheduling module:

- Manage Master Production Schedules (MSMMPS)
- Manage Master Production Schedule Action Messages (MSMACTM)

Accounting Domain Enhancements

Manage Purchase Order Vouchers (POMPOVCH)

A new **Part Security** field has also been added. This field is visible only if the **Use Part Data Security Controls** check box is selected on the Configure Product Definition Settings screen, which indicates that the item is subject to data security restrictions, as defined in the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR).

If enabled, this field displays one of the following values to indicate whether the item you are accessing is subject to part data security restrictions and whether you have the necessary authorization to access information for that item:

- **Unrestricted**— The item is not subject to data security restrictions.
- **Restricted**— The item is subject to data security restrictions and you are authorized to access detailed part information.
- *****UNAUTHORIZED*****— The item is subject to data security restrictions and you are not authorized to access or view part information. This value is displayed in red background color.

Create Debit Memos (POPDM)

A new **Part Security** field has also been added. This field is visible only if the **Use Part Data Security Controls** check box is selected on the Configure Product Definition Settings screen, which indicates that the item is subject to data security restrictions, as defined in the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR).

If enabled, this field displays one of the following values to indicate whether the item you are accessing is subject to part data security restrictions and whether you have the necessary authorization to access information for that item:

- **Unrestricted**— The item is not subject to data security restrictions.
- **Restricted**— The item is subject to data security restrictions and you are authorized to access detailed part information.
- *****UNAUTHORIZED*****— The item is subject to data security restrictions and you are not authorized to access or view part information. This value is displayed in red background color.

People Domain Enhancements

Costpoint People screens were enhanced for compliance with International Traffic in Arms Regulations (ITAR). This affects companies that assign personnel to projects utilizing articles (physical and abstract technology) that are subject to ITAR.

The following Costpoint People screens have been updated.

Manage Citizen Status Codes (EMMCITZN)

A new screen, Manage Citizen Status Codes, was added in Costpoint. Use this screen to establish and maintain Citizen Status Codes that can be linked to an Employee and Country in the Country Status subtask in the Manage Employee Information screen. You may link the Status Code to a specific Country which will allow the status to only be used with the specified or leave the Country field blank, which will allow the Citizen Status Code to be used with any Country. Citizen Status Codes are company specific.

This screen is located in **People » Employee » Employee Controls**.

This screen includes the following fields:

- **Citizen Status** — Use this field to identify and establish the affiliation with which an employee can have with a country. Citizen Status codes and their descriptions must be established in this screen before they can be assigned to an Employee and Country in the Country Status subtask in the Manage Employee Information screen.
- **Citizen Status Description** — Use this field to enter up to 120 characters to describe the Citizen Status Code.
- **Country** — If you would like the specified Citizen Status Code to be used for only one Country, enter, or use Lookup to select, the appropriate Country code. The value must exist in the Manage Country table. If you would like the Citizen Status Code to be used with multiple countries, then leave this field blank.
- **Country Name** — This field will display the name of the specified Country.

Changes to this screen update the CITIZEN_STATUS table.

Manage Employee U.S. and ITAR Data (EMMUSITAR)

A new screen, Manage Employee U.S. and ITAR Data, was added in Costpoint. Use this screen to maintain the International Traffic in Arms Regulations (ITAR) status and information of employees.

This screen is located in **People » Employee » Employee Basic Information**.

This screen includes the following fields:

- **Employee** — Enter, or use Lookup to select, the ID of the employee for which U.S. and ITAR data will be entered. The employee must exist in the employee (EMPL) table and be assigned to the Login Company in order to be specified here.
- **Employee Name** — This field displays the name of the specified employee.
- **Contractor** — This disabled check box indicates whether or not the employee is flagged as a Contractor in the Manage Employee Information screen.
- **U.S. Person Status** — Select the option which describes the employee's U.S. person status. This information is required if the employee is authorized for ITAR and the **Use ITAR/Security Controls** check box is selected on the Login Company's Configure Product Definition Settings screen.

Selecting a U.S. Person Status of **Not a U.S. Person** will cause the ITAR-Not Authorized button to be automatically selected in the ITAR group box in this tab. You will not be able to select **U.S. Person Authorized for ITAR** or **Foreign Person with U.S. Department of State Authorization/Special Exemption** if the employee is **Not a U.S. Person**.

If the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen, selecting a U.S. Person Status of **U.S. Citizen, Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20), Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1), Alien admitted as a refugee under section 1157, or Alien granted asylum under section 1158** will cause the ITAR Status options in this tab to be enabled and you must specify whether or not the U.S. Person is authorized for ITAR.

- U.S. Person Status options are:
 - None (Stored as NULL value)
 - U.S. Citizen (Stored as '1')
 - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20) (Stored as '2')
 - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1) (Stored as '3')
 - Alien admitted as a refugee under section 1157 (Stored as '4')
 - Alien granted asylum under section 1158 (Stored as '5')
 - Not a U.S. Person (Stored as '6')
- **Green Card - Surname** — Enter the employee's Surname as provided on his/her green card. If you select one of the following **U.S. Person Status** values, the employee's **Last Name** will default into this field, but you may edit it if necessary:
 - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
 - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
 - Alien admitted as a refugee under section 1157
 - Alien granted asylum under section 1158

- **Green Card – Given Name** — Enter the employee's Given Name as provided on his/her green card. If you select one of the following **U.S. Person Status** values, the employee's **First Name** will default into this field, but you may edit it if necessary:
 - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
 - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
 - Alien admitted as a refugee under section 1157
 - Alien granted asylum under section 1158
- **Green Card – USCIS Number** — Enter the employee's USCIS Number as provided on his/her green card. The steps to becoming a Green Card holder (permanent resident) vary by category and depend on whether you currently live inside or outside the United States. This field is required if the Use ITAR/Security Controls check box is selected on the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:
 - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
 - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
 - Alien admitted as a refugee under section 1157
 - Alien granted asylum under section 1158

This is also known as an Alien Registration Number or Alien Number.
- **Green Card – Category** — Enter, or use Lookup to select, the employee's Category as provided on his/her green card. This field is required if the **Use ITAR/Security Controls** check box is selected on the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:
 - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
 - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
 - Alien admitted as a refugee under section 1157
 - Alien granted asylum under section 1158

Green Card Categories must be established on the Manage Visa Types screen before they can be assigned here.
- **Green Card – Resident Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee became a permanent resident (as specified on the employee's green card). This field is required if the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:
 - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
 - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
 - Alien admitted as a refugee under section 1157
 - Alien granted asylum under section 1158
- **Green Card – Expiration Date** — If applicable, enter, or click Date Lookup to select, the date on which the employee's green card expires as specified on the employee's green card (this is not an expiration of the employee's permanent residence). This field is required if the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:

- Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
- Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
- Alien admitted as a refugee under section 1157
- Alien granted asylum under section 1158
- **Green Card – Document Number** — Enter the employee's Document Number (also known as "Card Number") as provided on the back of his/her green card. The Document Number is a 13 alphanumeric character value (3 alpha characters followed by 10 numeric digits). No special characters can be entered into this field. The document number is exactly 13 alphanumeric characters (letters and numbers). You must enter three letters followed by 10 numeric characters. You may not enter any special characters.

This field is required if the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:

- Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
- Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
- Alien admitted as a refugee under section 1157
- Alien granted asylum under section 1158
- **Green Card – Verifying Employee** — If applicable, enter, or use Lookup to select, the ID of the employee that verified the employee's green card. This employee must exist in the Employee table.
- **Green Card – Date Verified** — If applicable, enter, or use Date Lookup to select, the date on which the Verifying Employee verified the employee's green card.
- **ITAR Group Box**— This group box can be used to specify whether or not the employee is authorized for ITAR. This information is required if the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen and you would like the employee to be assigned to an ITAR security group. An employee is eligible for a Security Group only under the following conditions:
 - He/She has an **ITAR Status** of **U.S. Person Authorized for ITAR OR Foreign Person with U.S. Dept of State Authorization/Special Exemption**.
 - He/she has an employee **Status** of **Active** or **Family Medical Leave**.

When an employee is terminated and that employee is assigned to an ITAR/Security Group, you will need to set the employee's **ITAR/Security Group Status** to **Inactive** on the Manage Security Groups screen.

- **ITAR - ITAR Status Options** — Select the ITAR status which applies to the employee. These buttons will only be enabled if the employee's **U.S. Person Status** is one of the following as only an employee defined as a U.S. Person can be authorized for ITAR:
 - U.S. Citizen
 - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
 - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
 - Alien admitted as a refugee under section 1157
 - Alien granted asylum under section 1158

Selecting an **ITAR Status** of either **U.S. Person Authorized for ITAR** or **Foreign Person with U.S. Dept of State Authorization/Special Exemption** will allow you to assign the employee to a Security Group in the Manage Security Groups screen. If the employee is authorized for a limited amount of time, you will need to enter the ITAR Start Date and ITAR End Date in this screen.

If the employee has a **U.S. Person Status** of **Not a U.S. Person** upon saving the record, the **Not Authorized** option will be automatically selected and you will not be able to select **U.S. Person Authorized for ITAR** or **Foreign Person with U.S. Department of State Authorization/Special Exemption**.

ITAR Status options are:

- U.S. Person Authorized for ITAR (Stored as **U**)
- Foreign Person with U.S. Dept of State Authorization/Special Exemption (Stored as **F**)
- Not Authorized (Stored as **N**)
- Not Applicable (Stored as **NA**)
- **ITAR – Denied** — Select this check box if the employee is not authorized for ITAR due to the fact that he/she is on the denied persons list. This check box is enabled if the **ITAR Status** is **Not Authorized**.

The U.S. Bureau of Industry and Security (U.S. Department of Commerce) defines a Denied Person as, “A list of individuals and entities that have been denied export privileges. Any dealings with a party on this list that would violate the terms of its denial order are prohibited.”

- **ITAR – Start Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee became authorized for ITAR. This field would normally be used when the employee is a foreign person (Non-U.S. Person), but has Department of State authorization or special exemption. If the employee has been a U.S. Person since birth, you may either leave this field blank or enter his/her birth date. If an **ITAR Start Date** is assigned to the employee, his/her **Security Group Activation Date** and **Security Group Deactivation Date** cannot be less than this date.
- **ITAR – End Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee’s ITAR authorization ends. This field would normally be used when the employee is a foreign person (Non-U.S. Person), but has Department of State authorization or special exemption. If there is no foreseen end to the employee’s authorization, leave this field blank. If an **ITAR End Date** is assigned to the employee, his/her **Security Group Deactivation Date** and **Security Group Activation Date** cannot be greater than this date.
- **ITAR – Notes** — Enter notes that provide any pertinent information regarding the ITAR authorization or denial.
- **ITAR – Verifying Employee** — If applicable, enter, or use Lookup to select, the ID of the employee that verified the employee’s ITAR Status. This employee must exist in the Employee table.
- **ITAR – Date Verified** — If applicable, enter, or use Date Lookup to select, the date on which the Verifying Employee verified the employee’s ITAR Status.

Changes to the Manage Employee U.S. and ITAR Data screen affect the EMPL_US_ITAR table.

Manage Employee Information (LDMEINFO)

The following are enhancements to the Manage Employee Information screen for the ITAR update:

- A new subtask, Country Status, was added. Use this subtask to list the countries with which the employee has an affiliation you would like to track. Before setting up data in this subtask, the appropriate country codes must exist in the Manage Countries table and the types of country affiliations must exist in the Manage Citizen Status Codes screen.

The data entered in this subtask can be used to help determine ITAR eligibility.

This screen includes the following fields:

- **Country** — Enter, or use Lookup to select, the Country in which the employee has an affiliation. The value must exist in the Manage Country table.
- **Country Name** — This non-editable field will display the name of the country.
- **NATO** — This display-only check box indicates whether or not the Country is a NATO country. This is set in the Manage Countries screen.
- **EU** — This display-only check box indicates whether or not the Country part of the European Union. European Union countries are specified in the Manage European Union Countries screen.
- **Citizen Status** — Enter, or use Lookup to select, the affiliation with which the employee has with the specified country. Citizen Status codes and their descriptions must be established in the Manage Citizen Status Codes screen before they can be used here.
- **Citizen Status Description** — This field displays the description for the specified Citizen Status Code.
- **Effective Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's Citizen Status became effective with the Country. This field is optional.
- **End Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's Citizen Status ended for the specified Country. This field is optional.
- **National Identification Number** — If applicable, enter the employee's National Identification Number as assigned by the specified Country. This field is used for information purposes only.
- **Passport Number** — If applicable, enter the number of the employee's passport for the country.
- **Passport Issue Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's passport was issued.
- **Passport Expiration Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's passport expires or expired.
- **Notes** — Enter notes pertaining to the employee's affiliation with the Country.
- A **Birth Location** group box with the following fields was added to the HR tab:
 - City
 - State/Province
 - Country

View Employee Information (PRQEINFO)

The following are enhancements to the Manage Employee Information screen for the ITAR update:

- A new subtask, Country Status, was added. Use this screen to view the countries with which the employee had an affiliation as of the Modified Date above.
- A **Birth Location** group box with the following fields was added to the HR tab:
 - City
 - State/Province
 - Country

Manage Employee Import User-Defined Format (AOMSUEBP)

The ability to build record 1 with the following birth location fields was added to the Manage Employee Import User-Defined Format screen:

- City of Birth
- State/Province of Birth
- Country of Birth

Import Employee Data (AOPUTLEL)

The ability to build record 1 with the following birth location fields was added to the Import Employee Data screen:

- City of Birth
- State/Province of Birth
- Country of Birth



To know more about the file layout updates for Import Employee Data (AOPUTLEL), see the [Appendix section](#).

Administration Domain Enhancements

Manage Countries (SYMCNTRY)

A **NATO** check box was added to the Manage Countries screen. This check box indicates whether or not the Country is member of the North Atlantic Treaty Organization (NATO). This check box is used as information only. The NATO flag value will display when a Country is assigned to an employee in the Manage Employee Information screen.

Multicurrency Leave Enhancement

This section includes summaries of the enhancements related with the Multicurrency Leave functionality.

Multicurrency Leave Reconciliation – Calculate Gains/Losses When Employee Currency Changes

The Multicurrency Leave functionality in Costpoint now supports the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release

includes the following updates to the Reconcile Leave Balances (LDPLVREC): The application now correctly handles employee currency transfers.

The application now determines gains/losses as a result of exchange rate fluctuations

Gains/losses will be posted to the general ledger as well as the View Leave History (EMPL_LV_HIST) table to allow for tracking.

Liability changes due to currency transfers and hourly rate changes will be posted to general ledger and View Leave History (EMPL_LV_HIST) table.



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications which are released in different dates. This feature will be functional when enhancements to all affected applications are available.

Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH2703 and PATCH2780.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	LV	LDPLVREC	Reconcile Leave Balances	cp711_ldplvrec_005.jar

Multicurrency Leave Reconciliation – Average Functional Rate Enhancement on Post Timesheets Screen

The Multicurrency Leave functionality in Costpoint now supports the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release includes the following updates to the Post Timesheets screen:

- The application now uses a more accurate method of determining gains and losses which is being implemented on Reconcile Leave Balances screen.
- The process now posts gains and losses as separate rows to the View Leave History (EMPL_LV_HIST) table to allow for better tracking
- The process now populates the new **Average Functional Rate** column on the Manage Beginning Balances (EMPL_LV_BAL) table
- The process now populates the new **Average Functional Rate** column on the View Leave History (EMPL_LV_HIST) table



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications which are released in different dates. This feature will be functional when enhancements to all affected applications are available.

Patch Requirements

These enhancements require the Costpoint 7.1.1 PATCH2703 and PATCH2780.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	LD	LDPLDJ	Post Timesheets	cp711_ldpldj_003.jar

Multicurrency Leave Reconciliation – Average Functional Rate Enhancement

The Multicurrency Leave functionality in Costpoint now supports the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release includes the following updates to the corresponding screens:

- **Post Leave (LDPLHF)**
The Post Leave screen now populates the new **Average Functional Rate** column in the Manage Beginning Balances (EMPL_LV_BAL) table and in the View Leave History (EMPL_LV_HIST) table.
- **Close Leave Year (LDPLYCLS)**
The Close Leave Year screen now populates the **Average Functional Rate** column in the Manage Beginning Balances (EMPL_LV_BAL) table.
- **True-Up Leave History Table (LDPLVTRU)**
The True-Up Leave History Table now populates the new **Average Functional Rate** column in the Manage Beginning Balances (EMPL_LV_BAL) table and in the View Leave History (EMPL_LV_HIST) table.
- **View Leave History (LDQLHF)**
The new **Average Functional Rate** column is now available in the View Leave History (EMPL_LV_HIST) table.



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications which are released in different dates. This feature will be functional when enhancements to all affected applications are available.

System JAR and Patch Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 SYSTEM JAR 012
- PATCH2703
- PATCH2780

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	LV	LDPLHF	Post Leave	cp711_ldplhf_003.jar
PE	LV	LDPLYCLS	Close Leave Year	cp711_ldplycls_006.jar
PE	LV	LDPLVTRU	True-Up Leave History Table	cp711_ldplvtru_003.jar
PE	LV	LDQLHF	View Leave History	cp711_ldqlhf_002.jar

Multicurrency Leave Reconciliation – Manage Leave Beginning Balances

The Multicurrency Leave functionality in Costpoint is currently being enhanced to support the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release includes the following updates to the Manage Leave Beginning Balances screen:

- The application now uses **Average Functional Rate** instead of **Average Exchange Rate** for calculations.
- A new **Average Functional Rate** column is now available on the Employee Leave Balance (EMPL_LV_BAL) table.



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications that will be released in the future date. This feature will be functional when enhancements to all affected applications are available.

Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH2773.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	LDMLBB	Manage Leave Beginning Balances	cp711_ldmlbb_002.jar

Multicurrency Leave Reconciliation – Manage Leave Beginning Balances

The Multicurrency Leave functionality in Costpoint is currently being enhanced to support the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release include the following updates to the Manage Leave Beginning Balances screen:

- The application now uses **Average Functional Rate** instead of **Average Exchange Rate** for calculations.
- A new Average Functional Rate column is now available on the Employee Leave Balance (EMPL_LV_BAL) table.)



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications that will be released in the future date. This feature will be functional when enhancements to all affected applications are available.

Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH2773

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	LDMLBB	Manage Leave Beginning Balances	cp711_Idmlbb_002.jar

Configure Labor Settings (LDMLABOR)

The **Enable Multi-Currency Functionality** check box has been added on the Timesheet Options tab of the Configure Labor Settings (LDMLABOR) application. When this check box is selected, leave reconciliation will be processed by employee which will be set on the Configure Leave Settings (LDMLEAVE) screen.

Configure Leave Settings (LDMLEAVE)

An enhancement was made to this application to accommodate the following:

- An employee may have different transaction currencies assigned to him at the beginning and end of a leave cycle period. In leave computation, you now have the option specify whether to use either the transaction currency at the beginning or at the end of the leave period cycle.
- A block grant can now be accrued monthly and you have the option to do so at the beginning or end of month.
- Options for the leave reconciliation method have been added which lets you choose either by employee or account.

Set Up Company (SYPCOMP)

The logic of this application has also been modified to accommodate the multicurrency leave feature added on the Configure Leave Settings (LDMLEAVE) screen.

When a new leave settings record is created:

- the **LV_SETTINGS.trn_crncy_dt_mthd** column will be populated with **F**
- the **LV_SETTINGS.mnth_grant_dt_mthd** column will be populated with **F**
- the **LV_SETTINGS.reconcile_mthd** column will be populated with **A**

Manage Leave Beginning Balances (LDMLBB)

This application is used to establish an employee's beginning leave balance and to update it if necessary. With multicurrency leave, this application has been modified with the following:

- The **Transaction Amount** editable field has been added to capture the beginning balance transaction currency amount for the Employee/Leave Type/Leave Year combination.
- The **Deferred Transaction Amount** editable field has been added that can be used to enter beginning balance transaction currency deferred amount for the Employee/Leave Type/Leave Year combination.
- The **Lost Transaction Amount** editable field has been added which can be used to enter the beginning balance transaction currency lost amount.
- A group box was added to specify a leave type/leave code combination to which the leave balances should be transferred and the end date of the leave period to which the transfer should occur.
- The **Calc Func Amt** button has been added which can be used to recalculate the functional amounts.
- A subtask has been added that will show the exchange rate information that is applied to the beginning balances.

Manage Employee Leave (LDMELV)

Transaction amounts are not displayed in the LDMEVL application. When multicurrency is used, the Tracked By method should be in "Hours". In addition, the logic for this application has been updated to conform to the selection made on the Configure Leave Settings (LDMLEAVE) screen.

Manage Employee Salary Information (LDMEHIS) & Manage Employee Information Salary subtask (LDMEINFO)

The logic of these applications was modified to check the currency that can be used for the leave types assigned to an employee.

True-Up Leave History Table to Last Reconciliation (LDPLVTRU)

This new application will help you reconcile leave balances by employee. This one-time use utility ensures that the Employee Leave History table reflects the actual liability as of the Leave Period End Date specified on screen. Deltek recommends that you reconcile leave balances in the same manner as you have always done so directly before running this utility. In this way, you can be sure you are starting off with the correct general ledger balances.

This utility will adjust the functional and transactional amounts in the Employee Leave History table so that the employee's overall leave balance liability will reflect his/her current hourly rate.



This utility can only be used if the Reconciliation Method selected in the Configure Leave Settings (LDMLEAVE) application is **By Employee**.

Reconcile Leave Balances (LDPLVREC)

This application has been modified that will allow the transfer of leave balances if the currency and/or leave posting information changes. This includes the ability to store posting information such as account, organization, and project in the EMPL_LV_HIST table. This helps to correctly reconcile leave balances if an employee's currency changes.

Also, the error report has been modified so that it will tell you if there is no exchange rate for the Transaction Currency/Functional Currency/Rate Group/Rate Date combination.

Manage Leave Periods (LDMLVPD)

Aside from hours of leave, this application has been modified to allow you to accrue days of leave. The functionality to accrue hours of leave will not change, but now you have the ability to convert the number of hours into days when leave information is exported to Deltek Time & Expense. To know how many hours there is to a day of leave, a field was added to capture this value in the Manage Leave Periods (LDMLVPD) application.

Manage Leave Types (LDMLVTP)

This application has been modified so you can specify whether a Leave Type is limited to once currency, a list of currencies, or if no limitation exists. If the **Edit Method** is **One Currency**, You can also specify the Transaction Currency to which the Leave type is limited to. Also, a subtask was added so you can specify the transaction currencies that are allowed for a Leave Type.

Manage Leave Codes (LDMLVTAB)

This application has been modified so that leaves can be accrued on a monthly basis. Leave accrual can take place either at the beginning or end of month which will be based on the selection made in the **Monthly Block-Grant Option - Accrual Date Basis** found in the Configure Leave Settings (LDMLEAVE) application. The employee will accrue the rate specified in the **Accrual Rate** column of the Leave Table Details in the LDMLVTAB screen.

Compute Leave (LDPCLHF)

This application has been modified to populate the fields which pertain to multicurrency such as:

- the Transaction Currency for the employee
- the Transaction Amount
- the Rate Group
- the Exchange Rate data

The computation of the Accrual Amount (Functional Amount) will be based on the values in the fields above.

Also, the ability to compute a monthly block grant leave accrual was added to the Compute Leave application.

Manage Leave Edit Table (LDMLEDT)

The Manage Leave Edit Table application has been modified so that it can populate the fields that pertain to multicurrency. This includes:

- the Transaction Currency for the employee
- the Transaction Amount
- the Rate Group
- the Exchange Rate data

The computation of the Accrual Amount (Functional Amount) will be based on the values in the fields above.

An employee's Transaction Currency may change if he or she moves from one country to another which results to a change in the posting information and Transaction Currency. To address this, the application has been modified so you can transfer the leave liability from the old posting information and transaction currency to the new posting information and transaction currency. To do it correctly, posting information must be tracked. To do this, the following fields have been added to the Manage Leave Edit table:

- Posting accounts
- Projects
- Organizations

Print Leave Edit Report (LDRLEEDIT)

The Print Leave Edit Report application has been modified so that report data can be sorted by Transaction Currency. If you are licensed for Multicurrency and the Multicurrency functionality is enabled in the Configure Labor Settings, the report will include multicurrency information. When it comes to Labor Suppression, the Transaction Amount is treated the same way as the existing Labor Cost.

Post Leave Accruals (LDPLHF)

The Post Leave Accruals application has been modified so that you can post leave for a specific Transaction Currency. Also, if you are licensed for Multicurrency, and if the Multicurrency functionality is enabled in the Configure Labor Settings application, the report will include multicurrency information.

View Employee Leave History (LDQLHF)

The View Employee Leave History screen has been modified and all fields are for display only.

- The **Transaction Currency** field has been added
- The label of the group box **Leave** was changed to **Leave Type and Hours Calculation Basis**.
- The data field label **Year** was changed to **Leave Year**.
- The title of the **Hours and Dollars** group box has been changed to **Hours and Amount**.
- New fields were added:
 - Accrued Transaction Amount
 - Deferred Transaction Amount
 - Lost Transaction Amount
- Group box title was changed from **Description** to **Notes**.
- Field label was changed from **Transaction Description** to **Notes**.

- Added data fields **Transferred From** and **Transferred To** in the **Notes** group box.
- Added a group box entitled **Exchange Rates**.

The following fields are hidden if you are not licensed for Multicurrency or if multicurrency is not set in the Configure Labor Settings screen:

- Rate Group
- Transaction Currency
- Rate Date
- Accrued Transaction Amount
- Deferred Transaction Amount
- Lost Transaction Amount

Manage Timesheets (LDMTIME) / Manage Correcting Timesheets (LDMCTIME) / Import Timesheets (AOPUTLTS) / Import Timesheets from Deltek T&E (LDPUPET)

The validations for these applications have been modified in relation with the Account. The Account is the link in determining whether the timesheet line hours are used leave. Since Accounts may be linked to a Leave Type/Currency combination in the LV_TYPE_CUR table, the validations based on the Account were updated.

Print Employee Leave Report (LDRELV)

This report only includes Leave Types tracked by hours.

Print Leave Accrual Report (LDRLVR)

The Transaction Amount column was added to the report, but will only be printed if you are licensed for Multicurrency and that it is enabled.

Close Leave Year (LDPLYCLS)

The Close Leave Year screen and validations were modified for multicurrency leave functionality.

Create Leave Payout Timesheets (LDPLPTS)

The Create Leave Payout Timesheets screen and the report have been modified to correspond to the multicurrency leave functionality.

Print Employee Leave Statements (LDRSTAT)

The Print Employee Leave Statements screen has been modified with the addition of the check box, **Report Leave to Employees in Days**.

Export Data to Deltek Time & Expense (LDPDTC)

The logic for this application has been modified when leave is exported to Deltek Time & Expense.

If the **Report Leave to Employees in Days** check box is selected for the employee's Leave Cycle on the Manage Leave Periods screen and the leave type is tracked by hours, the Employee/Leave Type combination's hours will be divided by the Leave Cycle's **Hours in Leave**

Day. The result will be rounded off to two decimal places. The resulting number will be used to populate the Employee Leave file.

Post Labor (LDPLDJ)

The logic for this application has been modified such that when used leave is posted to GL_DETL, GL_POST_SUM, EMPL_LV_HIST, and EMPL_LV_BAL, the multicurrency information should be posted as well.

Local Tax Ceiling Support

Manage Local Taxes (PRMLTI)

New fields were added to the screen to allow you to control the frequency of the local tax and to specify the annual ceiling limit:

- **One Time Annually** — Use this field to define the frequency of the local tax as of the effective date. Select this check box if the local tax should be withheld once annually. If this check box is not selected, the local tax calculation occurs every pay period.
- **Annual Ceiling Limit** — Use this field to specify the local tax's annual ceiling limit as of the effective date. When calculating the local tax, the withholding for the payroll year must not exceed the amount in this field.

Manage Payroll Records (PRMPTF)

The calculation of local taxes was updated to determine whether it is a one-time-per-year tax and, if so, shall only calculate the tax if the full amount has not been taken yet during the calendar year. If flagged as a local tax to be taken each pay period, the local tax shall be calculated every pay period.

The ceiling limit assigned to the local tax as of the payroll date shall be applied to the local tax withholding.

Compute Payroll (PRPCPR)

The calculation of local taxes was updated to determine whether it is a one-time-per-year tax and, if so, shall only calculate the tax if the full amount has not been taken yet during the calendar year. If flagged as a local tax to be taken each pay period, the local tax shall be calculated every pay period.

The ceiling limit assigned to the local tax as of the payroll date shall be applied to the local tax withholding.

401K Safe Harbor

Manage Deductions

A new check box, **Base on Additional Deductions**, is now available on the Manage Deductions screen. This new check box allows you to include additional deductions in the contribution calculation. You can specify deductions in the Additional Deductions for Contribution Calculation subtask.

Additional Deductions for Contribution Calculation Subtask

Use this new subtask on the Manage Deductions screen to create a list of additional deductions that you want to include in the contribution calculation. You must select the **Base on Additional Deductions** check box on the main screen to use the list on this subtask.

Multicurrency Employee

Configure Labor Settings (LDMLABOR)

A new checkbox, **Enable Multi-Currency Functionality**, is now available on the Configure Labor Settings screen. You can use this check box to indicate whether multicurrency can be used in the Labor and Leave modules.

Multi-currency Accrued Salary Account Override Subtask

This new subtask on the Configure Labor Settings screen allows you to assign an override Accrued Salaries Account to your supported Transaction Currencies.

Set Up Company (SYPCOMP)

The Set Up Company screen has been updated to populate the LAB_SETTINGS.multicurrency_fl column with **N** when a new Labor Settings record is created.

Manage Employee Salary Information (LDMEHIS)

The ability to assign a currency to an employee and specify a rate group was added. The screen contains the following changes:

- The **HR Info** tab was renamed to **HR Information**.
- The **Ref No/Comments** tab was renamed to **Comments**.
- The **Home Org** field was renamed to **Home Organization**.
- The **FLSA Exempt** check box was changed to **FLSA Classification**. Options are **Exempt** and **Non-Exempt**.
- New fields, **Currency** and **Rate Group**, were added. These fields are available if the **Enable Multi-Currency Functionality** check box was selected in Configure Labor Settings screen.

Manage Employee Information (LDMEINFO)

The ability to assign a currency to an employee and specify a rate group was added. The screen contains the following changes:

- The **HR Info** tab was renamed to **HR Information**.
- The **Ref No/Comments** tab was renamed to **Comments**.
- The **Home Org** field was renamed to **Home Organization**.
- The **FLSA Exempt** check box was changed to **FLSA Classification**. Options are **Exempt** and **Non-Exempt**.
- New fields, **Currency** and **Rate Group**, were added. These fields are available if the **Enable Multi-Currency Functionality** check box was selected in Configure Labor Settings screen.

View Salary Information and History (LDQEHIS)

The following updates were made on the View Salary Information and History screen:

- The **Reference 1**, **Reference 2**, **Time Collection Timesheet Schedule**, and **Overtime State** fields were moved to the **Salary Information** tab
- The **HR Info** tab was renamed to **HR Information**.
- The **Ref No/Comments** tab was renamed to **Comments**.
- The **Home Org** field was renamed to **Home Organization**.
- The **HR Organization** field was renamed to **HR Organization**.
- New fields, **Currency** and **Rate Group**, were added. These fields are available if the **Enable Multi-Currency Functionality** check box was selected in Configure Labor Settings screen.

Manage Employee Import User-Defined Format (AOMSUEBP)

The Manage Employee Import User-Defined Format screen was enhanced to allow you to perform the following:

- Build Record **4** with Project Manufacturing interface fields.
- Build Record **5** with the employee's Currency and Rate Group

Import Employee Data (AOPUTLEL)

The Import Employee Data screen was enhanced to allow you to perform the following:

- Import Record **4** with Project Manufacturing interface fields.
- Import Record **5** with the employee's Currency and Rate Group

In addition to this, the following updates were made on the screen:

- The **Options** group box was renamed to **File Information and Options**.
- The **Comma-Separated** option was renamed to **Comma-Separated (CSV)**.
- The **Truncated Values** drop-down list was renamed to **Truncation Method**.
- The **Indicator to Use When Clearing Fields** group box was replaced with **Deletion Indicator** options.
- The **Rate Type** drop-down list was renamed to **Rate Provided in File**.
- The **Use Standard Hours** check box was renamed to **Use Standard Hours to calculate the Annual Rate**.
- The **Timesheet GLC** field was renamed to **Timesheet Default GLC**.
- The **FLSA Status** drop-down list was renamed to **FLSA Classification**.
- The **Hourly/Salaried** drop-down list was renamed to **Rate Type**.

A new field, **Plant**, was added.

Multicurrency Labor

Manage Pay Types (LDMPAYTP)

The screen now contains a link to the new Transaction Currency Overrides subtask where override factors and override Additional Calculation methods can be specified based on transaction currency.

Transaction Currency Overrides subtask

This new subtask allows you to assign an override Factor rate and an adjustment Amount to transaction currencies.

Manage Timesheets (LDMTIME)

The following were added to the Manage Timesheets screen:

- **Exchange Rates** subtask — Use this subtask to add, edit, and/or view exchange rate information.
- **Trans Amount** field — Enter the labor cost for the transaction currency in which the hours were worked. You can use this field if have a license for Costpoint Multicurrency (MU) and Multicurrency Functionality is enabled in the Configure Labor Settings screen.
- **Calc Func Amt** button — Click this to apply the criteria specified in the Exchange Rates subtask.

Import Timesheets From Deltek Time And Expense (LDPUPET)

The following updates were made to the Import Timesheets from Deltek Time and Expense screen:

- The ability to populate Multicurrency fields was added to the screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values. One Transaction Currency will be applied to a single timesheet.
- The **Fiscal Year**, **Period** and **Subperiod** fields were removed from the Selection Ranges group box.
- Standard validations around multicurrency were added.

Import Timesheets (AOPUTLTS)

The following updates were made to the Import Timesheets from Deltek Time and Expense screen:

- The ability to populate Multicurrency fields was added to the screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values. One Transaction Currency will be applied to a single timesheet.
- The **Fiscal Year**, **Period** and **Subperiod** fields were removed from the Selection Ranges group box.
- Standard validations around multicurrency were added.

Manage Correcting Timesheets (LDMCTIME)

The ability to populate Multicurrency fields was added to Manage Correcting Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

Create Auto-Pay Timesheets (LDPDUMTS)

With Multicurrency Labor, Costpoint now has the ability to generate auto-pay timesheets for all or one specific transaction currency. If you process for only one Transaction Currency, the application will create auto-pay timesheets for employees that use the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Create Auto-Pay Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

Create Reversing Timesheets (LDPREVTS)

With Multicurrency Labor, Costpoint now has the ability to generate reversing timesheets for all or one specific transaction currency. If you process for only one Transaction Currency, the application will create reversing timesheets for employees that use the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Create Reversing Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

Create Retroactive Timesheet Adjustments (LDPRETRO)

With Multicurrency Labor, Costpoint now has the ability to generate retroactive timesheets for all or one specific transaction currency. If you process for only one Transaction Currency, the application will create retroactive timesheets for employees that use the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Create Retroactive Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

Apply Weighted Average Rates to Timesheets (LDPCOST)

With Multicurrency Labor, Costpoint now has the ability to calculate the weighted average rate for all or one specific transaction currency. If you process for only one Transaction Currency, the application will calculate the weighted average rates for employees that use the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Apply Weighted Average Rates to Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

Apply Timesheet Adjustments in Batch Mode (LDPAUTO)

With Multicurrency Labor, Costpoint now has the ability to perform timesheet adjustments for all or one specific transaction currency. If you process for only one Transaction Currency, the application will adjust timesheets that are linked to the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Apply Timesheet Adjustments in Batch Mode screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

When fringe is generated, if an Override Hourly Fringe Amount is assigned to the timesheet's Transaction Currency, that override rate is used calculate the Fringe Transaction Amount. Also, if an Override Account is assigned to the timesheet's Transaction Currency, that account is used to build the wage determination fringe timesheet line.

When Multi-Currency Labor is not enabled, the Standard Variance is the difference between total labor cost at the standard rate and the employee's salary amount. When Multi-Currency Labor is enabled, the Standard Variance is the difference between total transaction amount at the standard rate and the employee's salary amount.

Recast Overtime Premium to Timesheet Lines (LDPROTP)

With Multicurrency Labor, Costpoint now has the ability to perform timesheet adjustments for all or one specific transaction currency. If you process for only one Transaction Currency, the application will adjust timesheets that are linked to the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Recast Overtime Premium to Timesheet Lines screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

When Multi-Currency Labor is not enabled, the Standard Variance is the difference between total labor cost at the standard rate and the employee's salary amount. When Multi-Currency Labor is enabled, the Standard Variance is the difference between total transaction amount at the standard rate and the employee's salary amount.

Allocate Compensated Overtime Across Timesheet Lines (LDPALLOC)

With Multicurrency Labor, Costpoint now has the ability allocate compensated overtime for all or one specific transaction currency. If you process for only one Transaction Currency, the application will adjust timesheets that are linked to the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Recast Overtime Premium to Timesheet Lines screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

Print Timesheet Information Report by Employee (LDRTEDIT)

Multicurrency options for timesheet reporting were added to the Print Timesheet Information Report by Employee screen. For this enhancement, the following changes were added:

- A **Transaction Currency Option** drop-down list and a **Start** field was added Selection Ranges group box
- A **Tran Cur & Amt** was added to the last column of the report

Print Timesheet Information Report by Account (LDRAEDIT)

Multicurrency options for timesheet reporting were added to the Print Timesheet Information Report by Account screen. For this enhancement, the following changes were added:

- Transaction Currency fields (**Option** drop-down list and a **Start** field) were added to the Selection Ranges group box.
- A **Tran Cur & Amt** was added to the last column of the report.

Post Timesheets (LDPLDJ)

The following updates were added to the Post Timesheets screen processing:

- Post multi-currency timesheet information to the appropriate tables
 - Post the Transaction Currency Code and Transaction Currency Amount to the General Ledger Detail table.
 - Continue to post the Labor Cost/Functional Currency Amount to the existing ACT_AMT column in the Labor History (LAB_HS) table.
 - Post the multi-currency timesheet data to the Timesheet History tables.
- Update the labor posting reports to include applicable multi-currency information.
- If the Login Company has an Accrued Salaries Account Override Account for the Transaction Currency Code that's linked to the labor cost, post the labor cost to that override account. Otherwise (if an Accrued Salaries Account Override Account does not exist for the Transaction Currency Code that's linked to the labor cost), then use the Timesheet Posting Accrued Salaries Account from the Login Company's Configure Labor Settings.
- Post used leave to EMPL_LV_HIST and EMPL_LV_ACCRL tables

View Employee Labor Inquiry (LDQLABOR)

The **Dollars** field on the View Employee Labor Inquiry screen was renamed to **Amount**.

View Timesheet History Inquiry (LDQTHF)

The following changes were made on the View Timesheet History Inquiry screen:

- A **Trans Currency** field was added to the timesheet header section
- A **Trans Amount** field was added to the timesheet line section.
- The **Labor Cost** field was renamed to **Labor Cost/Func Amount**
- A new Exchange Rates subtask was added. You can access this subtask if you select the **Enable Multi-Currency Functionality** check box on the Configure Labor Settings screen.

Print Timesheet History Report (LDRTHFR)

The following changes were made on the Print Timesheet History Report screen:

- Transaction Currency fields (**Option** drop-down list and a **Start** field) were added to the Selection Ranges group box of the Print Timesheet History Report.
- The Report has been updated to include multicurrency information

Payroll Tax Interface Features

This section includes summaries of the changes in Costpoint 7.1.1 screens that were made for the Payroll Tax Interface. These changes that are described in this section were included in a previous release.

Create W-2 Table (PRPCW2)

The following changes have been applied to the Create W-2 Table screen:

- W-2s will now be keyed on a combination of Payroll Year / Employee / Taxable Entity / Tax Service Group ID. All tax amounts will now need to be based on this new combination.
- In case there are EMPL_EARNINGS records without a Tax Service Group ID, error messages will be included on error report.
- Employee Medicare Withholding reported on the W-2 is comprised of both the employee's base Medicare Withholding and the Additional Medicare Withholding. When Costpoint generates W-2s, Box 5 of the W-2 will be populated with the sum of the base Medicare and the additional Medicare for the Payroll Year / Employee / Taxable Entity / Tax Service Group ID.

Manage W-2s (PRMW2)

The following changes have been applied to the Manage W-2s screen:

- W-2s will now be keyed on a combination of Payroll Year / Employee / Taxable Entity / Tax Service Group ID.
- A new field, **Tax Service Group ID**, has been added. This field allows you to specify the Tax Service Group ID to which the employee is assigned. You can use this field to group the employee for tax reporting purposes.
- The screen layout has been updated to look similar to the W-2 Form. Tabs on the screen have been removed.

Print W-2s (PRRW2)

The Print W-2 File screen was updated to allow you to generate W-2s keyed on the Tax Service Group ID.

If you select the **Enable Payroll Tax Interface** check box in the Configure Payroll Tax Export Settings screen, this application cannot be used.

Create Federal W-2 File (PRPW2F)

The Create Federal W-2 File screen was updated to allow you to generate W-2s keyed on the Tax Service Group ID.

If you select the **Enable Payroll Tax Interface** check box in the Configure Payroll Tax Export Settings screen, this application cannot be used.

Create State W-2 File (PRPW2S)

The Create State W-2 File was updated to allow you to generate W-2s keyed on the Tax Service Group ID.

If you select the **Enable Payroll Tax Interface** check box in the Configure Payroll Tax Export Settings screen, this application cannot be used.

Print W-2 Summary Report (PRRW2R)

The Print W-2 Summary Report screen was updated to allow you to create a summary report by using a Tax Service Group ID.

Tax Service Group ID and **Taxable Entity ID** were also added to the report header.

Export Payroll Taxes (PRPEXTAX)

The following changes were applied to the Export Payroll Taxes screen.

- A new option added to the File Type options:
 - **W-2** — Select this option to create the W-2 tax file. Any data provided in the Manage W-2s table will be exported along with calculated annual amounts from the Manage Employee Earnings History table
- The **Report and Output File** group box was renamed to **Output File**.
- The **Test file** check box is now in the **Output File** group box.

File Layout Changes

The following list includes the changes to the export file that you can generate on the Export Payroll Taxes screen:

- The **W-2 Box 12** and **W-2 Box 14** records were added.
- The **W-2 Dependent Care Benefits (W-2 Box 10) (#68)** and **W-2 Box 11 Amount (Nonqualified Plans) (#69)** fields were added to all tax records.
- The **Statutory Employee (W-2 Box 13) (#50)** and **Third Party Sick Pay (W-2 Box 13) (#51)** were added to the Group Employee Record.



For more information, please refer to the Appendix: Export Payroll Taxes File Layout section.

Manage Pay Types (LDMPAYTP)

A new check box was added to the Manage Pay Types screen:

- **Federal-non-taxable sick pay wages** — Select this check box if the wages that are associated with this pay type represent federal-non-taxable sick pay wages.

The names of existing fields in Manage Pay Types screen were changed:

Old Field Name	New Field Name
Add Pay Type Amount to Timesheet Line option	Add pay type amount to timesheet line option
Multiply Hours times Pay Type Amount option	Multiply hours times pay type amount option

Old Field Name	New Field Name
Multiply Hours times Pay Type Amount times Factor option	Multiply hours times pay type amount times factor option
Cost Only check box	Cost-only check box
Benefit Reimbursement check box	Benefit reimbursement check box
Reimbursement – Exclude from Gross Earnings check box	Reimbursement-Exclude from gross earnings check box
Leave Without Pay (LWOP) check box	Leave without pay (LWOP) check box
Leave Without Pay (LWOP)-Negative check box	Leave without pay (LWOP)-Negative check box
Pay Type to Use field	Recast Pay Type field
Eligible check box	Eligible for overtime premium recasting check box
Calculate Overtime Premium on this Pay Type check box	Calculate overtime premium on this Pay Type check box
Allocate Overtime Premium to this Pay Type check box	Allocate overtime premium to this Pay Type check box
Include option	Include this Pay Type in determining the weighted average option
Recalculate option	Recalculate this Pay Type option
Don't Include option	Not applicable (do not include or recalculate) option


Manage Deductions (PRMDED)


The following changes have been applied to the Manage Deductions screen:

- The **CTS Information** group box was renamed to **Payroll Tax Interface**.
- A new field was added to the **Payroll Tax Interface** group box:
 - **Tax Service Code** — Enter the tax code which identifies the deduction in your payroll tax service system. This value is included when export the deduction amount to the Payroll Tax Service provider. You must enter a value in this field if you use the deduction to track a state or local tax.

Manage Employee Earnings History (PRMERF)

New fields were added to the Manage Employee Earnings History screen:

- **Tax Service Group ID** — Enter, or click  to select, the Tax Service Group ID to which the employee is assigned as of the check date. Use this field to group the employee for

- tax reporting purposes. When you use , the results depend on the **Tax Service Grouping Method** that is set on the Configure Payroll Tax Export Settings screen.
- A hidden field to store a flag which indicates whether or not the record was included in the periodic tax export (TAX_EXPORT_FL)
 - A hidden field to store a flag which indicates whether or not the referenced record was included in the periodic tax export (REF_TAX_EXPORT_FL)
 - **Medicare Additional Wages** — Enter the Medicare taxable amount which exceeds the IRS threshold for additional Medicare taxation.
 - **Medicare Additional Withholding** — Enter the additional calculated Medicare tax withholding amount.
 - **FUTA Exempt Pay Types** — Enter the total of all earnings amounts that are linked to pay types which are exempt from FUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
 - **FUTA Exempt Deductions** — Enter the total of all deduction amounts that are exempt from FUTA Taxable Wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask.
 - **FUTA Subject Wages** — This field displays wages that are subject to FUTA. This is not necessarily the FUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be FUTA taxable. This field is calculated by subtracting the FUTA Exempt Pay Types amount and the FUTA Exempt Deductions amount from the Gross Amount.
 - **FUTA Excess Wages** — This field displays the portion of wages that are subject to FUTA, but are in excess of the FUTA Wage Limit. This field is calculated by subtracting the FUTA Wage Limit from the FUTA Subject Wages.
 - **FUTA Rate** — This field displays the FUTA Employer Rate on the Manage Federal Taxes screen of the payroll year that equals the payroll year on the check date.
 - **SUTA Exempt Pay Types** — Enter the total of all earnings amounts that are linked to pay types which are exempt from SUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
 - **SUTA Exempt Deductions** — Enter the total of all deduction amounts that are exempt from SUTA taxable wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask of this screen.
 - **SUTA Subject Wages** — This field displays wages which are subject to SUTA. This is not necessarily the SUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be SUTA taxable. This field is calculated by subtracting the SUTA Exempt Pay Types amount and the SUTA Exempt Deductions amount from the Gross Amount.
 - **SUTA Excess Wages** — This field displays the portion of wages which are subject to SUTA, but are in excess of the SUTA Wage Limit. This field is calculated by subtracting the SUTA Wage Limit from the SUTA Subject Wages.

The following changes were applied to existing fields on the Manage Employee Earnings History screen:

- The **Disbursement Code** field was renamed to **Disbursement Type**.

- The **Reference No** field was renamed to **Reference Number**.
- The subtask links were reordered in the following sequence: State Pay Types, Pay Types, State Taxes, Local Taxes, Deductions, Contributions, Worker's Comp, Taxes Withholding Project Distribution, YTD Taxes, Timesheets, Direct Deposit Information, Fringe Detail.

The following fields were removed from the Manage Employee Earnings History screen:

- **FUTA Exempt Wages** field
- **SUTA Exempt Wages** field

The Recalculate feature was updated to recalculate and/or populate the following:

- Medicare Additional Wages
- FUTA Exempt Pay Types
- FUTA Exempt Deductions
- FUTA Subject Wages
- FUTA Excess Wages
- SUTA Exempt Pay Types
- SUTA Exempt Deductions
- SUTA Subject Wages
- SUTA Excess Wages
- FUTA Rate
- Local Exempt Pay Type Amount
- Local Exempt Deduction Amount

The following values are stored when you use Recalculate:

- Social Security Number
- Federal Filing Status
- Federal Exemptions
- Federal Override Amount
- Federal Override Percent
- Federal Additional Amount
- Subject to Soc Sec (Y/N)
- Subject to Medicare (Y/N)
- Subject to FUTA (Y/N)
- Subject to SUTA (Y/N)
- State Filing Status for each State Tax computed
- State Exemptions for each State Tax computed
- State Dependents for each State Tax computed
- State Credits for each State Tax computed
- State Override Amount for each State Tax computed

- State Override Percent for each State Tax computed
- State Additional Amount for each State Tax computed
- Exempt from NE Minimum W/H Rule (Y/N)
- Veteran Exemption (Y/N)
- State Special Deduction (Y/N)
- Local Filing Status for each Local Tax computed
- Local Exemptions for each Local Tax computed
- Local Dependents for each Local Tax computed
- Local Credits for each Local Tax computed
- Local Override Amount for each Local Tax computed
- Local Additional Amount for each Local Tax computed

Local Taxes Subtask

The following fields were added to the Local Taxes subtask of the Manage Employee Earnings screen:

- **Exempt Pay Types** — This field displays the amount for exempt local pay types.
- **Exempt Deductions** — This field displays the amount for local exempt deductions.

Direct Deposit Information Subtask


The **Direct Deposit Info** subtask of the Manage Employee Earnings screen was renamed to **Direct Deposit Information**.

Tax Withholding Project Distribution Subtask

The **Taxes Withheld Project Distribution** subtask of the Manage Employee Earnings screen was renamed to **Tax Withholding Project Distribution**.

Manage Employee Taxes (PRMETAX)


A new field was added to the Taxes tab of the Manage Employee Taxes screen:

- **Tax Service Group ID** — Enter, or click  to select, the Tax Service Group ID to which the employee is assigned. Use this field to group the employee for tax reporting purposes. This field is enabled if you select **Tax Service Group ID** as the **Tax Service Grouping Method** on the Configure Payroll Tax Interface Setting screen.

If you change the value in this field and you need to apply the change to past paychecks, use the Recompute Taxable Wages screen to update the Tax Service Group ID that was assigned to past paychecks.

Manage Employee Information (LDMEINFO)

A new field was added to the Taxes subtask of the Manage Employee Information screen:

- **Tax Service Group ID** — Enter, or click  to select, the Tax Service Group ID to which the employee is assigned. Use this field to group the employee for tax reporting purposes. This field is enabled if you select **Tax Service Group ID** as the **Tax Service Grouping Method** on the Configure Payroll Tax Interface Setting screen.

If you change the value in this field and you need to apply the change to past paychecks, use the Recompute Taxable Wages screen to update the Tax Service Group ID that was assigned to past paychecks.


Manage Federal Taxes (PRMFTI)

New fields were added to the Manage Federal Taxes screen:

- **Medicare Additional Tax Threshold** — Enter the threshold amount that was defined by the U.S. government at which additional Medicare tax shall be withheld from the employee.
- **Medicare Additional Tax Rate** — Enter the additional Medicare rate to be applied when wages exceed the U.S. government -defined threshold.

FUTA Credit Reduction States Subtask

A new field was added to the FUTA Credit Reduction States subtask of the Manage Federal Taxes screen:

- **Tax Service Code** — Enter, or click  to select, the tax code that identifies the FUTA Credit Reduction in your payroll tax service system. This field is enabled and required if you select the Require Tax Codes check box on the Configure Payroll Tax Export Settings screen.



Manage Local Taxes (PRMLTI)

The following changes were applied to the Manage Local Taxes screen:

- The **CTS Information** group box was renamed to **Payroll Tax Interface**.
- A new field was added to Payroll Tax Interface group box:
 - **Tax Service Code** — Enter the tax code which identifies the local tax in your payroll tax service system. This value is included when you export the locality's tax amounts to the Payroll Tax Service provider.

Manage Payroll Records (PRMPTF)

New fields were added to the Manage Payroll Records screen:

- **Tax Service Group ID** — Enter, or click  to select, the Tax Service Group ID to which the employee is assigned as of the check date. Use this field to group the employee for tax reporting purposes. When you use , the results depend on the **Tax Service Grouping Method** that is set on the Configure Payroll Tax Export Settings screen.
- A hidden field to store a flag which indicates whether or not the record was included in the periodic tax export (TAX_EXPORT_FL)
- **Medicare Additional Wages** — Enter the Medicare taxable amount which exceeds the IRS threshold for additional Medicare taxation.
- **Medicare Additional Withholding** — Enter the additional calculated Medicare tax withholding amount.
- **FUTA Exempt Pay Types** — Enter the total of all earnings amounts that are linked to pay types which are exempt from FUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.

- **FUTA Exempt Deductions** — Enter the total of all deduction amounts that are exempt from FUTA Taxable Wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask.
- **FUTA Subject Wages** — This field displays wages that are subject to FUTA. This is not necessarily the FUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be FUTA taxable. This field is calculated by subtracting the FUTA Exempt Pay Types amount and the FUTA Exempt Deductions amount from the Gross Amount.
- **FUTA Excess Wages** — This field displays the portion of wages that are subject to FUTA, but are in excess of the FUTA Wage Limit. This field is calculated by subtracting the FUTA Wage Limit from the FUTA Subject Wages.
- **FUTA Rate** — This field displays the **FUTA Employer Rate** on the Manage Federal Taxes screen of the payroll year that equals the payroll year on the check date.
- **SUTA Exempt Pay Types** — Enter the total of all earnings amounts that are linked to pay types which are exempt from SUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **SUTA Exempt Deductions** — Enter the total of all deduction amounts that are exempt from SUTA taxable wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask of this screen.
- **SUTA Subject Wages** — This field displays wages which are subject to SUTA. This is not necessarily the SUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be SUTA taxable. This field is calculated by subtracting the SUTA Exempt Pay Types amount and the SUTA Exempt Deductions amount from the Gross Amount.
- **SUTA Excess Wages** — This field displays the portion of wages which are subject to SUTA, but are in excess of the SUTA Wage Limit. This field is calculated by subtracting the SUTA Wage Limit from the SUTA Subject Wages.
- Add hidden field to store a flag which indicates whether or not the referenced record was included in the Periodic tax export (REF_TAX_EXPORT_FL)

The following changes were applied to existing fields on the Manage Payroll Records screen:

- The **Type** field was renamed to **Record Type**.
- The **Disbursement Code** field was renamed to **Disbursement Type**.
- The **Reference No** field was renamed to **Reference Number**.

The following fields were removed from the Manage Payroll Records screen:

- **FUTA Exempt Wages** field
- **SUTA Exempt Wages** field

The Recalculate feature was updated to recalculate and/or populate the following:

- Medicare Additional Wages
- Medicare Additional Withholding
- FUTA Exempt Pay Types
- FUTA Exempt Deductions
- FUTA Subject Wages

- FUTA Excess Wages
- SUTA Exempt Pay Types
- SUTA Exempt Deductions
- SUTA Subject Wages
- SUTA Excess Wages
- FUTA Rate
- Local Exempt Pay Type Amount
- Local Exempt Deduction Amount

The following values are stored when you use recalculate:

- Social Security Number
- Federal Filing Status
- Federal Exemptions
- Federal Override Amount
- Federal Override Percent
- Federal Additional Amount
- Subject to Soc Sec (Y/N)
- Subject to Medicare (Y/N)
- Subject to FUTA (Y/N)
- Subject to SUTA (Y/N)
- State Filing Status for each State Tax computed
- State Exemptions for each State Tax computed
- State Dependents for each State Tax computed
- State Credits for each State Tax computed
- State Override Amount for each State Tax computed
- State Override Percent for each State Tax computed
- State Additional Amount for each State Tax computed
- Exempt from NE Minimum W/H Rule (Y/N)
- Veteran Exemption (Y/N)
- State Special Deduction (Y/N)
- Local Filing Status for each Local Tax computed
- Local Exemptions for each Local Tax computed
- Local Dependents for each Local Tax computed
- Local Credits for each Local Tax computed
- Local Override Amount for each Local Tax computed
- Local Additional Amount for each Local Tax computed

Local Taxes Subtask

The following fields were added to the Local Taxes subtask of the Manage Payroll Records screen:

- **Exempt Pay Types** — Enter the amount for exempt local pay types.
- **Exempt Deductions** — Enter amount for local exempt deductions

Direct Deposit Information Subtask

The **Direct Deposit Info** subtask of the Manage Payroll Records screen was renamed to **Direct Deposit Information**.

Tax Withholding Project Distribution Subtask

The **Taxes Withheld Project Distribution** subtask of the Manage Payroll Records screen was renamed to **Tax Withholding Project Distribution**.

Manage State Taxes (PRMSTI)

The Manage State Taxes screen has a new **Payroll Tax Interface** group box with the following fields:

- **Withholding Tax Service Code** — Enter the tax code which identifies the state withholding tax in your payroll tax service system. If you enter a value in this field, it will be included when you export the state's withholding amounts to the payroll tax service provider.
- **SUTA Tax Service Code** — Enter the tax code which identifies the SUTA tax in your payroll tax service system. If you enter a value in this field, it will be included when you export SUTA tax amounts to the payroll tax service provider

The following changes were made to the Manage State Taxes screen:

- The **Posting Accounts** group box label was removed.
- The **Payroll Options** group box label was removed.
- The **Nebraska** group box was label removed.
- The **Include Pay Rates on Checks and Advices** check box was renamed to **Include pay rates on checks and advices**.
- The **Override Low Withholding** checkbox was renamed to **Override low withholding (Nebraska)**.

Configure Payroll Tax Export Settings (PRMEXTAX)

A new screen, Configure Payroll Tax Export Settings, was added to Costpoint. Use this application to establish rules that you use when generating and setting up data for the payroll tax interface. Establish the settings on this screen before you generate a tax file on the Export Payroll Taxes screen.

Void/Replace Posted Checks (PRPAVCK)

The following updates were added to the Void/Replace Posted Checks screen:

- The screen displays a warning message and informs you to contact your tax service provider when you void check from a prior quarter.
- A flag has been added to indicate if the original check date was exported to the tax service provider in a prior quarter.

Compute Payroll (PRPCPR)

When you compute payroll, the screen calculates new tax values:

- Medicare Additional Wages
- Medicare Additional Withholding

When you compute payroll, the screen stores calculated tax values:

- FUTA Exempt Pay Types
- FUTA Exempt Deductions
- FUTA Rate
- SUTA Exempt Pay Types
- SUTA Exempt Deductions
- Local Exempt Pay Type Amount
- Local Exempt Deduction Amount

When you compute payroll, Costpoint stores the following employee values:

- Tax Service Group ID
- Social Security Number
- Federal Filing Status
- Federal Exemptions
- Federal Override Amount
- Federal Override Percent
- Federal Additional Amount
- Subject to Soc Sec (Y/N)
- Subject to Medicare (Y/N)
- Subject to FUTA (Y/N)
- Subject to SUTA (Y/N)
- State Filing Status for each State Tax computed
- State Exemptions for each State Tax computed
- State Dependents for each State Tax computed
- State Credits for each State Tax computed
- State Override Amount for each State Tax computed
- State Override Percent for each State Tax computed
- State Additional Amount for each State Tax computed
- Exempt from NE Minimum W/H Rule (Y/N)
- Veteran Exemption (Y/N)
- State Special Deduction (Y/N)
- Local Filing Status for each Local Tax computed
- Local Exemptions for each Local Tax computed

- Local Dependents for each Local Tax computed
- Local Credits for each Local Tax computed
- Local Override Amount for each Local Tax computed
- Local Additional Amount for each Local Tax computed

Export Payroll Taxes (PRPEXTAX)

A new screen, Export Payroll Taxes, has been added to Costpoint. Use this screen to create a tax file that includes federal, state, and local tax data on a periodic, quarterly, and annual basis. You can use this screen after you establish the settings on the Configure Payroll Tax Export Settings screen.



Please refer to the Appendix: Export Payroll Taxes File Layout section in this document for more information on the sequence of the fields in the tax file.

Post Payroll Journal (PRPPPCLS)

The following updates were added to the Post Payroll Journal screen:

- The Gross to Net by Employee Report now reports the Medicare Additional Amount.
- The Check Register Report now reports the Medicare Additional Amount.
- The advance earned income credit (AEIC) was removed from the reporting.

Recompute Taxable Wages (PRPRCOMP)

A new field was added to the Recompute Taxable Wages screen:

- **Update the Tax Service Group ID** — Select this check box to update the Tax Service Group ID in the selected Employee Earnings records. Tax Service Group IDs will be assigned based on the Tax Service Group ID assigned to the employee on the Manage Employee Taxes screen.

View Employee Earnings (PRQERF)

New fields were added to the View Employee Earnings screen:

- **Tax Service Group ID** — This field displays Tax Service Group ID to which the employee is assigned as of the check date. This field is used to group the employee for tax reporting purposes.
- **Medicare Additional Wages** — This field displays the Medicare taxable amount which exceeds the IRS threshold for additional Medicare taxation.
- **Medicare Additional Withholding** — This field displays the additional calculated Medicare tax withholding amount.
- **FUTA Exempt Pay Types** — This field displays the total of all earnings amounts that are linked to pay types which are exempt from FUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **FUTA Exempt Deductions** — This field displays the total of all deduction amounts that are exempt from FUTA Taxable Wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask.

- **FUTA Rate** — This field displays the FUTA Employer Rate on the Manage Federal Taxes screen of the payroll year that equals the payroll year on the check date.
- **SUTA Exempt Pay Types** — This field displays the total of all earnings amounts that are linked to pay types which are exempt from SUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **SUTA Exempt Deductions** — This field displays the total of all deduction amounts that are exempt from SUTA taxable wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask of this screen.
- A hidden field to store a flag which indicates whether or not the record was included in the periodic tax export (TAX_EXPORT_FL)
- A hidden field to store a flag which indicates whether or not the referenced record was included in the periodic tax export (REF_TAX_EXPORT_FL)

The following changes were applied to existing fields on the View Employee Earnings screen:

- The **Disbursement Code** field was renamed to **Disbursement Type**.
- The subtask links were reordered in the following sequence: State Pay Types, Pay Types, State Taxes, Local Taxes, Deductions, Contributions, Worker's Comp.

Local Taxes Subtask

The following fields were added to the Local Taxes subtask of the View Employee Earnings screen:

- **Exempt Pay Types** — This field displays the amount for exempt local pay types.
- **Exempt Deductions** — This field displays the amount for local exempt deductions.

View Payroll Edit Table (PRQPTF)

New fields were added to the View Payroll Edit Table screen:

- **Tax Service Group ID** — This field displays the Tax Service Group ID to which the employee is assigned as of the check date. This field is used to group the employee for tax reporting purposes.
- **Medicare Additional Wages** — This field displays the Medicare taxable amount which exceeds the IRS threshold for additional Medicare taxation.
- **Medicare Additional Withholding** — This field displays the additional calculated Medicare tax withholding amount.
- **FUTA Exempt Pay Types** — This field displays the total of all earnings amounts that are linked to pay types which are exempt from FUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **FUTA Exempt Deductions** — This field displays the total of all deduction amounts that are exempt from FUTA Taxable Wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask.
- **FUTA Subject Wages** — This field displays wages that are subject to FUTA. This is not necessarily the FUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be FUTA taxable. This field is calculated by

subtracting the FUTA Exempt Pay Types amount and the FUTA Exempt Deductions amount from the Gross Amount.

- **FUTA Excess Wages** — This field displays the portion of wages that are subject to FUTA, but are in excess of the FUTA Wage Limit. This field is calculated by subtracting the FUTA Wage Limit from the FUTA Subject Wages.
- **FUTA Rate** — This field displays the **FUTA Employer Rate** on the Manage Federal Taxes screen of the payroll year that equals the payroll year on the check date.
- **SUTA Exempt Pay Types** — This field displays the total of all earnings amounts that are linked to pay types which are exempt from SUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **SUTA Exempt Deductions** — This field displays the total of all deduction amounts that are exempt from SUTA taxable wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask of this screen.
- A hidden field to store a flag which indicates whether or not the record was included in the periodic tax export (TAX_EXPORT_FL)
- Add hidden field to store a flag which indicates whether or not the referenced record was included in the Periodic tax export (REF_TAX_EXPORT_FL)

The following changes were applied to existing fields on the View Payroll Edit Table screen:

- The **Type** field was renamed to **Record Type**.
- The **Disbursement Code** field was renamed to **Disbursement Type**.

Local Taxes

The following fields were added to the Local Taxes subtask of the View Payroll Edit Table screen:

- **Exempt Pay Types** — This field displays the amount for exempt local pay types.
- **Exempt Deductions** — This field displays the amount for local exempt deductions

Set Up Company (SYPCOMP)

The application has been updated to add a new row to the table PRTAXSVC_SET when a new company is added.

Create Accounts Payable Vouchers (PRPAPVCH)

The application has been updated to add the **Medicare Withholding** and **Additional Medicare Withholding** amounts when a voucher is created to pay the government.

Print Payroll Edit Report (PRRPTF)

You can now generate a Check Summary report on the Print Payroll Edit Report screen. A new drop-down list was added to the screen for this enhancement:

- **Report Format** — From the drop-down list, select the report format to be printed. Two report formats are available, **Check Summary** and **Check Detail**.

Print Employee Earnings Report (PRRERF)

The Employee Summary Report, Check Summary Report, and Check Detail Report were updated to display Medicare Additional Amounts.

Print Quarterly Federal Payroll Tax Report (PRRFDTAX)

The FICA summary section on the report was updated to display separately the calculated amount for the Medicare Employee Withholding - Additional Medicare Amount (effective year 2013).

Print Soc Sec and Med Reconciliation Rpt (PRRFICA)

The following changes have been applied to the Print Soc Sec and Med Reconciliation Rpt screen:

- A new group **Options** group box was added to allow you to specify the report that you want to print. This group box includes the following:
 - **Medicare** — Select this check box for Medicare reporting.
 - **Social Security** — Select this check box for Social Security reporting.
- The **Sort by** group box label has been changed to **Report Options**.
- The **Change Date** label was changed to **Check Dates**.
- The Medicare information and Social Security information was separated into two reports.

View Employee Taxes (PRQETAX)

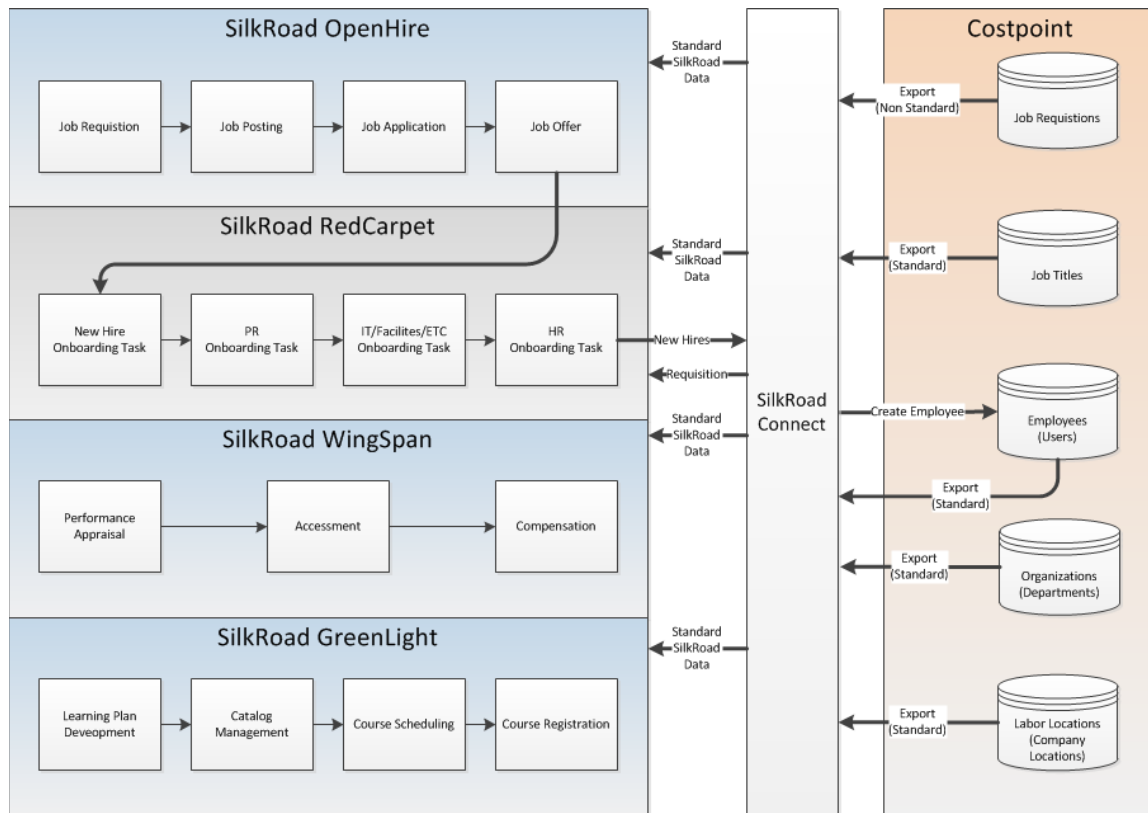
A new field was added on the View Employee Taxes screen:

- **Tax Service Group ID** — This field displays the Tax Service Group ID to which the employee is assigned. This field is used to group the employee for tax reporting purposes.

Costpoint – SilkRoad Integration

This section includes summaries of the new features included for this release.

Costpoint - SilkRoad Integration Overview



Costpoint - SilkRoad Integration allows you to import SilkRoad new hire employee-related information into Costpoint. Costpoint - SilkRoad integration also allows you to export Costpoint employees, position requisitions, detail job titles, organizations/HR organizations, and labor locations to SilkRoad.



The integration process does not support Transfers (internal applicants) or Rehires of previous employees if the same ID was used.

You can perform the import/export process through the Transfer Silk Road Data screen in the Employee domain.

You can run the Costpoint - SilkRoad Integration manually or by scheduling the integration process. The integration uses SilkRoad Connect, a cloud-based integration tool from SilkRoad, which runs on a scheduled basis.

Costpoint to SilkRoad Integration Details

When the integration runs, the standard information that Costpoint exports to SilkRoad includes the following:

- Employee Information (Users)
- Labor Locations (Company Locations)
- Job Titles (Jobs)
- Organization/HR Organization (Departments)
- Job Requisitions (Position Template)

The SilkRoad Connect tool shares the information from Costpoint to SilkRoad products:

- OpenHire
- RedCarpet
- WingSpan
- GreenLight

SilkRoad to Costpoint Integration Details

The integration imports SilkRoad new hire information that is created during the Onboarding process in RedCarpet. A Human Resources (HR) Coordinator will use the out-of-box Onboarding template in SilkRoad to create a new hire record and enter Costpoint employee ID and associate requisition ID. After the creation of record, the transfer of the new information will be initiated based on Red Carpet workflow event. When you import the SilkRoad new hire information to Costpoint, the process creates employee records based on SilkRoad data and the data from Costpoint job requisition.



For more information, please refer to the following topics in the Costpoint Online Help:

- [Costpoint - SilkRoad Integration Processing](#)
- [Costpoint - SilkRoad Integration Connection Settings](#)
- [Scheduling an Integration Process](#)

Costpoint – SilkRoad Integration Implementation

To allow the transfer of information between the Costpoint and SilkRoad systems, you will need to complete the following steps:

1. Install the Costpoint - SilkRoad Integration package.
2. Configure the Web Service Integration in the Costpoint Configuration Utility.



For more information, refer to the “Costpoint – SilkRoad Integration Connection Settings” topic in the Costpoint online help.

3. Create/update the company locations on the Manage Labor Location/Locals screen in Costpoint. On the Manage Labor Location/Locals screen, you will need to:
 - Enter/manage the same labor locations in both SilkRoad and Costpoint.
 - Enter the Labor Location address information and classification
 - Select whether or not the Labor Location is active in SilkRoad
4. Enter the appropriate settings on the Configure Personnel Settings screen in Costpoint. For example, if you do not use the approval process in Costpoint, select the **Auto-Approve Position Requisition** option and enter the **Default Requisition Approver** information.
5. Enter open job requisitions on the Manage Position Requisition Requests screen in Costpoint. You can also set the timesheet default and Project Manufacturing integration details on this screen.
6. Enter the following Visa type codes on the Manage Visa Types screen in Costpoint to match the Visa types in SilkRoad:

Visa Type Code	Visa Type Description
EB-1	Student (academic or language training program)
EB-2	Spouse or child of alien classified F-1
EB-3	Principal resident representative of recognized foreign member government that is a member of an international organization, his staff, and members of immediate family
EB-4	Other representative of recognized foreign member government that is a member of an international organization, and members of immediate family
EB-5	Representative of foreign government not recognized by the United States and not a member of an international organization, and members of immediate family
H-1B	Specialty Occupations, DOD workers, fashion models
H-1C	Registered Nurse Working in a Health Professional Shortage Area
H-2A	Temporary agricultural workers
H-2B	Temporary worker: skilled and unskilled
H-3	Trainee
H-4	Spouse or child of alien classified H-1, H-2, or H-3
INV	
L-1A	Intra-company transferee (Executive, managerial)
L-1B	Intra-company transferee (Specialized knowledge)
L-2	Spouse or minor child of alien classified L-1
O-1	Aliens with extraordinary ability in sciences, arts, education, business, or athletics
O-2	Accompanying alien to O-1
O-3	Spouse or child of O-1 or O-2
SK-1	Victims of a Severe Form of Trafficking in Persons
SK-2	Victim of a severe form of trafficking in persons
SK-3	Spouse of a victim of a severe form of trafficking in persons

Visa Type Code	Visa Type Description
SK-4	Child of victim of a severe form of trafficking in persons

7. If necessary, update the Visa Type codes currently assigned to employees on the HR Data tab of the Manage Employee Information screen in Costpoint.
8. Ensure that you are using the correct Marital Status codes on the HR Data tab in the Manage Employee Information screen.
 - **M** — Married
 - **S** — Single
 - **D** — Divorced
 - **E** — Separated
 - **W** — Widowed
 - **U** — Unknown
9. Verify the ISO-2 and ISO-3 codes are entered for each country in the Manage Countries screen.
10. Configure export to SilkRoad process on the Transfer Silk Road Data screen in Costpoint.
11. Configure Process Server for export to SilkRoad. (Optional)
12. Configure Process Server for import from SilkRoad. (Optional)



For more information on the Costpoint – SilkRoad Integration, please refer to the following topics in the Costpoint online help:

- [Costpoint –SilkRoad Integration Connection Settings](#)
- [Costpoint – SilkRoad Integration Processing](#)
- [Scheduling an Integration Process](#)

Import SilkRoad New Hire Information

A new screen, Transfer Silk Road Data, has been created to allow you to import SilkRoad new hire employee-related information into Costpoint. After you import SilkRoad information to Costpoint, the employee-related data will default in the Manage Employee Information screen when you create a new employee.

Export Costpoint Data to SilkRoad

Costpoint - SilkRoad integration also allows you to export Costpoint employees, position requisitions, detail job titles, organizations/HR organizations, and labor locations to SilkRoad. You can use this option when you have new position requisitions and/or when you add detail job titles, organizations, and labor locations in Costpoint. Use the Transfer Silk Road Data screen to export the new information to SilkRoad.

Add External Detail Job Description and Export to SilkRoad

Costpoint was updated to support External Detail Job Title descriptions with 128 characters.

This update includes the following changes to Costpoint:

- The Manage Detail Job Titles screen now contains the following new fields:
 - External Job Title** — Enter an external job title of up to 128 characters that will be used in SilkRoad.
 - Export to SilkRoad** — Select this check box to include the Detail Job Title Code in the export to SilkRoad.
- The Transfer SilkRoad Data screen was updated to include either the **External Job Title** or the **Detail Job Title Description** field in the export of Job data. If the **External Job Title** field is blank, the application will use the **Detail Job Title Description** in the ExternalJobTitle column.
- The Manage Position Requisition Requests screen displays a warning when you save a pending or approved Position Requisition with a Detail Job Title code that is not flagged for export to SilkRoad.
- The Approve Position Requisition screen displays an error when you try to save a pending Position Requisition with a Detail Job Title code that is not flagged for export to SilkRoad.

Interim and Final Rates

This section summarizes the changes made in relation with the Interim and Final Rates feature.

Manage Accounting Periods (GLMPD)

An **Adjustment Period** check box and with the following options were added to the Manage Accounting Periods screen:

- **Interim** — this type is used for an adjustment period added for an interim rate.
- **Final** — this type is used for an adjustment period added for a final rate.
- **N/A** — this type is used for regular non-adjustment periods.

With this enhancement, you can add an adjustment period.

Manage Subperiods (GLMSUBPD)

Similar with the Manage Accounting Periods application, the **Adjustment Period** check box has also been added to the Manage Subperiods screen along with the **Interim**, **Final**, and **N/A** options. A subperiod is automatically added by Costpoint when an adjustment period is created. Only one subperiod can exist per adjustment period. You cannot edit the **Adjustment Period** check box on the Manage Subperiods screen, but can do so on the Manage Accounting Periods screen. For Adjustment Subperiods, the value selected for the **Adjustment Rate Type**, as well as the Entry/Edit status of journals, is also editable only on the Manage Periods screen.

Manage Journal Entries (GLMJE)

The lookups on the Manage Journal Entries screen were modified so that the adjustment periods are visible and can be selected. You can enter adjusting and reversing journal entries in the adjustment period in order to enter any audit adjustments.

Import Journal Entries (AOPUTLJE)

The lookups on the Import Journal Entries were modified to include adjustment periods. Adjustment journal entries can be entered for adjustment periods.

Adjustment Periods in Lookups

The lookups in the following applications were modified to include adjustment periods and subperiods:

- Print Journal Entry Edit Report (GLRJE)
- Reverse Posted Journal Entry (GLPREVJE)
- Print General Ledger Posting Summary Report (GLRGLSUM)
- Print Trial Balance Report (GLRTBAL)
- Print Project Trial Balance Report (GLRPTBAL)
- Post Journal Entries (GLPJE)

Copy Project History Setup Tables

Database change scripts were made to create history tables for the Interim and Final Rates feature. Users can copy project setup data to these history tables.

Manage Cost Pools (PJMPPOOL)

The **Accounting Period** field on the Pool Rates subtask was modified to include adjustment periods in the pool rate table to allow you to compute interim or final rates for each period and to have the option to manually enter rates.

Manage Allocation Journals (PJMALJNL)

This application has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, and **Subperiod** fields. The lookup for the **Account**, **Organization**, and **Project** fields was modified such that for adjustment periods, records that are not marked as active or do not allow charging are also shown. Validations were also modified in relation with the adjustment periods.

Import Allocation Basis Journals (PJPABJP)

The Import Allocation Basis Journals screen has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, and **Subperiod** fields. For adjustment periods, this application now processes transactions for projects, accounts, and organizations that are not active or do not allow charging. Validations were also modified in relation with the adjustment periods.

Compute/Print Pool Rates (PJPCOMPP)

These are the updates for this application:

- Users can now enter adjustment periods on the main screen and on the Purge Old SIE subtask.
- For cost pools that are automatic service centers and have a basis type of either dollars or hours, the application now uses the HS_PROJ table to validate if the account used is included in the project account group if there exists a record in HS_PROJ for the project for the fiscal year being processed. Otherwise, it uses the PROJ table.

Post Pool Journals (PJPOSTP)

This application has been modified to allow you to post pool journals in adjustment periods. You can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subp**, and **Ending Date** fields. Validations were also modified in relation with the adjustment periods.

The logic of the posting was updated to check the history tables (HS_PROJ and HS_PROJ_BILL_INFO) first for the fiscal year being processed, and to use the regular tables (PROJ_EDIT and PROJ_BILL_INFO) if no data exists in history tables.

Print Allocation Journal Edit Report (PJRALJNL)

This screen has been updated to include adjustment periods in allocation journal edit reports. Validations were also modified in relation with adjustment periods.

Print Service Center Cost Allocation Report (PJRSVCST)

This screen has been updated to include adjustment periods in service center cost allocation reports. Validations were also modified in relation with adjustment periods.

Update General Ledger Beginning Balances (GLPUPBB)

As part of the new feature to support interim/final rate adjustments in a prior year, the Update General Ledger Beginning Balances application was modified to have the ability to include (or exclude) adjustment periods in the General Ledger beginning balances. You can do this through the new **Include Adjustment Periods** check box added on screen.

Configure General Ledger Settings (GLMSETNG)

The GLMSETNG application was modified to have the option to include or exclude adjustment periods when updating the G/L beginning balance for the subsequent year. The said option controls the default for enabling or disabling the **Include Adjustment Periods** check box on the Update General Ledger Beginning Balances (GLPUPBB).

Set Up Company (SYPCOMP)

This application was modified to copy the values of the two new columns (INCL_ADJ_PD_FL, ALLOW_EDIT_ADJ_FL) in the GL_CONFIG and CONS_SETTINGS table when a company is set up. For a new company added to the system, this application populates the new fields (AL_COMBO_BILL_FL, CURR_FY_RETRO_LBL, CURR_FY_LOC_CD, PRIOR_FY_RETRO_LBL, and PRIOR_FY_LOC_CD) in the BILL_SETTINGS table.

This application has been modified to copy the information entered in the following new options on the Configure Project Settings screen:

- **Allow Revenue Posting in Adjustment Periods** check box
- **Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years** check box
- **Update Prior Year History Defaults** group box
 - **Cost Only, No Revenue** option
 - **Both Cost and Revenue** option
 - **No Adjustment Period Data** option
 - **Allow this default to be changed in Update process** check box

Manage Project Account Groups (PJMACGRP)

A new function code, **PY REV**, was added to the Function Code table window to allow you to link a prior year revenue function code to an account where prior year revenue has been re-classed to the current period. This function code can be assigned to only one account in the project account group.

Warning messages related to the new function code were added to the Manage Project Account Groups screen for the following actions:

- You attempt to clear the **Active** check box for an account with a function code of **PY REV**.
- You select an **Account/PY REV** combination and try to select the same, or another, account using **PY REV**.
- You delete an **Account/PY REV** combination in the Selected Project Accounts table window and try to select the same, or another, account using **PY REV**.
- You select an **Account/PY REV** combination where the **Account** is already linked to another function code.
- You attempt to delete a row in the Selected Project Accounts table window.

Assign Account Function Codes (PJPA AFC)

This application was modified to check the Project Account Group (ACCT_GRP_SETUP) table for accounts that are assigned to the function codes (S_ACCT_FUNC_DC), and validate that the PROJ_SUM and PSR_PY_SUM tables contain the correct ACCT_FUNC_NO's. If an account in either PROJ_SUM or PSR_PY_SUM has an S_ACCT_FUNC_DC = 'PY REV' in the ACCT_GRP_SETUP table, Costpoint inserts a '15' in PROJ_SUM.ACCT_FUNC_NO and PSR_PY_SUM.ACCT_FUNC_NO.

Create General Ledger Reports (GLPCRRPT)

Enhancements were made so that the effects of the interim and final rates on financial statements can be seen. One of them is the inclusion of adjustment periods in the Accounting Period lookup in the Create General Ledger Report application. Also, FS_SUM amounts in the adjustment periods are now included when the GL comparative columns table (RPT_FS_COMPARE) is generated.

Create Preliminary Cash Flow Statements (GLPCFLOW)

Adjustment periods have been included in the Accounting Period lookup in the Create Preliminary Cash Flow Statements application. Also, the amounts in FS_SUM, GL_POST_SUM, and GL_DETL in adjustment periods are now included when the cash flow table (FS_LN_CFLOW_ADJ) is generated.

Print Financial Statements (GLRFS)

Adjustment periods have been included in the Accounting Period lookup in the Print Financial Statements application. This enables you to include FS_SUM amounts in the adjustment periods to be reflected in the financial statements.

Print Financial Statement Detail (GLRFSD)

Adjustment periods have been included in the Accounting Period lookup. This makes it possible to include amounts posted in adjustment periods to be shown in the financial statement detail report.

Rebuild Global Settings (SYPSTNG)

This **Consolidations** check box was added on screen and two new columns (INCL_ADJ_PD_FL, ALLOW_EDIT_ADJ_FL) were added to the CONS_SETTINGS table.

Configure Consolidation Settings (COMSETNG)

The following check boxes were added in this application for adjustment periods:

- **Include adjustment periods** — Select this check box to include amounts for adjustment periods when updating Consolidation Beginning Balance for subsequent year.
- **Allow this default to be changed in the Update process** — Select this check box when you want to change the default for the Adjustment Period flag (Yes or No) in the Update Consolidation Beginning Balances process. When this is selected, the **Include Adjustment Periods** check box on the Update Consolidation Beginning Balances screen is enabled.

Update Consolidation Beginning Balances (COPUPBB)

The **Include Adjustment Periods** check box was added on this screen to include amounts in adjustment periods when you update beginning balances.

Consolidations

These following applications were modified to allow the selection and processing of adjustment periods.

- Create Consolidation Entries (COPENTRY)
- Manage Consolidation Transfer History (COMXFRHS)
- Create Project Summary Balances (COPEXPJ)
- Copy Imported Consolidation Data to Permanent Tables (COPUPLD)
- Create Elimination Entries (COPELIM)

Link Consolidation Locations (COMLNKLC)

This application was modified to allow the selection of adjustment periods in the Consolidation Percentage subtask.

Update Project Status Report Tables (PJPUPPSR)

This application has been updated to include adjustment periods in project status reports such that users can determine the effects of interim/final rates (cost, revenue, and profitability) on projects. Users can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields.

A new column, Prior Year Revenue Source Fiscal Year Code (PY_REV_FY_CD), was added to the PSR_FINAL_DATA table. This is the source of the new row, Prior Year Revenue Recognized, printed on project status reports.

Print Project Status Report (PJRPROJ)

Project status reports (PSRs) now include adjustment periods. The following lines were added to PSRs, and are shown only if the **Revenue Information** check box is selected on the Print Project Status Report screen:

- **Prior Year Revenue Recognized** — This shows the prior year revenue for the fiscal year. Two or more of these lines are printed when multiple fiscal years are included in the report.
- **Profit, \$: (Incl PY Rev)** — This amount is derived by subtracting Total Expense from Total Revenue. This line is printed only when there is a Prior Year Revenue Recognized line above it.

Create Project Report Tables (PJPCRRPT)

A new group box, **Revenue Worksheet Report Options**, was added to the Create Project Report Tables screen. It contains the **Include Adjustment Periods for ITD Calculations of Loaded Labor Rate Amounts** check box, which allows you to include labor history hours from adjustment periods when calculating inception-to-date (ITD) revenue for projects that use the Loaded Labor Rate billing formula. This check box is enabled only if you select the **Revenue Worksheet** check box on this screen. It is selected by default if the **Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years** check box is not selected on the Configure Project Settings screen.

This enhancement affects only the calculation of ITD allowable hours (ITD_ALLOW_HRS) and the revenue amount, and not ITD actual hours (ITD_HRS), which always include adjustment period hours.

Print Project Labor Summary Report (PJRLABSM)

The Print Project Labor Summary Report screen has been modified to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. In addition, the application now checks history tables first for any project setup values before looking into regular project tables if no records are found in history tables for the project or fiscal year being processed.

Print Revenue Summary Report (PJRREV)

The following column options were added to the **As Column 2 – As Column 8** drop-down lists. These new options are populated by the Create Project Report Tables application.

- Actual Period Prior Year Revenue Recognized
- Actual Period Profit w/Awd Fee w/PY Rev
- Actual Period Profit w/Prior Year Revenue
- Actual Period Profit w/Prior Yr Rev % of Costs
- Actual Period Profit w/Prior Yr Rev % of Revenue
- Actual Period Profit w/Prior Yr Rev Variance
- Actual Period Revenue w/Award Fee w/Prior Yr Rev
- Actual Period Revenue w/Prior Year Rev
- Actual Period Revenue w/Prior Yr Rev Variance
- Actual Subperiod Prior Year Revenue Recognized
- Actual Subperiod Profit w/Awd Fee w/PY Rev
- Actual Subperiod Profit w/PY Rev % of Costs
- Actual Subperiod Profit w/PY Rev % of Revenue
- Actual Subperiod Profit w/PY Rev Variance

- Actual Subperiod Profit w/PY Revenue
- Actual Subperiod Revenue w/AWD Fee w/PY Rev
- Actual Subperiod Revenue w/PY Rev Variance
- Actual Subperiod Revenue w/Prior Yr Rev
- Actual YTD Prior Year Revenue Recognized
- Actual YTD Profit w/Awd Fee w/PY Rev
- Actual YTD Revenue w/Awd Fee w/Prior Yr Rev
- Actual Year To Date Profit w/PY Rev % of Revenue
- Actual Year To Date Profit w/PY Rev Variance
- Actual Year To Date Revenue w/PY Rev Variance
- Actual Yr To Date Profit w/PY Rev % of Costs
- Actual Yr To Date Profit w/Prior Year Revenue
- Actual Yr To Date Revenue w/Prior Yr Revenue
- Target Period Prior Year Revenue Recognized
- Target Period Profit w/PY Rev % of Costs
- Target Period Profit w/PY Rev % of Revenue
- Target Period Profit w/PY Rev Variance
- Target Period Profit w/Prior Year Revenue
- Target Period Profit with Awd Fee w/Prior Yr Rev
- Target Period Revenue w/Awd Fee w/Prior Yr Rev
- Target Period Revenue w/PY Rev Variance
- Target Period Revenue w/Prior Year Revenue
- Target Subperiod Prior Year Revenue Recognized
- Target Subperiod Profit w/Awd Fee w/PY Rev
- Target Subperiod Profit w/PY Rev % of Costs
- Target Subperiod Profit w/PY Rev % of Revenue
- Target Subperiod Profit w/PY Rev Variance
- Target Subperiod Profit w/PY Revenue
- Target Subperiod Revenue w/Awd Fee w/Prior Yr Rev
- Target Subperiod Revenue w/PY Rev Variance
- Target Subperiod Revenue w/Prior Yr Revenue
- Target YTD Prior Year Revenue Recognized
- Target YTD Profit with Awd Fee w/Prior Yr Rev
- Target YTD Revenue w/Awd Fee w/Prior Yr Rev
- Target Year To Date Profit w/PY Rev % of Costs
- Target Year To Date Profit w/PY Rev % of Revenue

- Target Year To Date Profit w/PY Rev Variance
- Target Year To Date Profit w/PY Revenue
- Target Year To Date Revenue w/PY Rev Variance
- Target Year To Date Revenue w/Prior Year Revenue

Several column options were renamed:

Old Column Option Name	New Column Option Name
Actual Period Revenue	Actual Period Revenue (w/o Prior Year Revenue)
Actual Period Revenue Variance	Actual Period Revenue Variance (w/o PY Revenue)
Actual Subperiod Revenue	Actual Subperiod Revenue (w/o PY Revenue)
Actual Subperiod Revenue Variance	Actual Subperiod Revenue Variance (w/o PY Rev)
Actual Year To Date Revenue Variance	Actual Year To Date Revenue Variance (w/o PY Rev)
Actual Yr To Date Revenue	Actual Yr To Date Revenue (w/o PY Rev)
Target Period Revenue	Target Period Revenue (w/o Prior Year Revenue)
Target Period Revenue Variance	Target Period Revenue Variance (w/o PY Revenue)
Target Subperiod Revenue	Target Subperiod Revenue (w/o PY Revenue)
Target Subperiod Revenue Variance	Target Subperiod Revenue Variance (w/o PY Rev)
Target Year To Date Revenue	Target Year To Date Revenue (w/o PY Rev)
Target Year To Date Revenue Variance	Target Year To Date Revenue Variance (w/o PY Rev)

Print Revenue Worksheet (PJRREVW)

The following are the changes made to the Revenue Worksheet:

- The **Less Hours/Cost Over Ceiling** column label was renamed to **Less Hrs/Cost Over Ceiling or Adjustmt Pd Allowable Hours** to accommodate the new option in calculating ITD revenue. This new label applies only if the **ITD** option is selected on the Print Revenue Worksheet screen and INCL_ADJPDS_ITD_FL = N.

- The **Retroactive Revenue** row label was renamed to **Retroactive Revenue (Current Year)**.
- The **Prior Year Revenue Recognized** row was added, which shows the prior year revenue for the fiscal year. This amount is included in the calculation of **Subtotal Revenue** and **Total Revenue**.

Print T&M Analysis Report (PJRTMA)

The Print T&M Analysis Report screen has been modified to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. In addition, the application now checks history tables first for any project setup values before looking into regular project tables if no records are found in history tables for the project or fiscal year being processed.

Compute Burden Costs (PJPALCST)

Compute Burden Costs has been modified to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. The lookup for the **Projects** field was modified such that for adjustment periods, records that do not allow charging are also shown.

The application now uses the HS_PROJ table in processing if there exists a record in HS_PROJ for the project for the fiscal year being processed. Otherwise, it uses the PROJ or PROJ_EDIT table.

Compute Revenue (PJPCOMPR)

This application has been modified to allow you to include revenue from adjustment periods in revenue calculation. You can now enter adjustment periods in the **Fiscal Year**, **Period**, and **Subpd** fields.

Compute Revenue now also gives you an option to include prior year amounts from adjustment periods not previously recognized. A new group box, **Prior Year Revenue**, was added with the following fields:

- **Include Adjustment Period Revenue from Prior Fiscal Years** — Select this check box to include adjustment period revenue from prior fiscal years in the revenue calculation. This check box is enabled only if the **Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years** check box is selected on the Configure Project Settings screen. When you select this check box, the **Fiscal Year** field and **Multiple Fiscal Years** check box become enabled.
- **Fiscal Year** — Use this field to enter a single prior fiscal year.
- **Multiple Fiscal Years** — Select this check box to include multiple prior fiscal years in the revenue calculation, and then go to the new subtask, Prior Revenue Fiscal Years, to specify the fiscal years.
- **Rate Type** — Use this drop-down list to select the rate type you would like to use for calculating revenue. Valid options are **Actual** and **Target** rates.

The logic of the computation was updated such that the application checks history tables first for any project setup values before looking into regular project tables if no records are found in history tables for the project or fiscal year being processed. The new history tables taken into consideration include the following:

- HS_PROJ
- HS_PROJ_MOD
- HS_CEIL_DIR_COST

- HS_CEIL_DIR_HRS
- HS_EMPL_CEIL
- HS_VEND_CEIL
- HS_OVRIDE_FEE_ON_DIR
- HS_OVRIDE_MLT_ON_DIR
- HS_PROJ_REV_SETUP
- HS_PROJ_BILL_INFO

Post Revenue (PJPOSTR)

This application has been updated to allow you to post revenue in adjustment periods. You can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields, but only if the **Allow Revenue Posting in Adjustment Periods** check box is selected on the Configure Project Settings screen. Otherwise, Costpoint displays an error message.

Post Revenue now also allows you to post prior year revenue in the current regular accounting period. The logic was modified such that during posting, the application trues up the prior year revenue to the G/L PY REV account/org/project on a fiscal-year-to-date basis. It sums all SUB_TOT_TGT_AMT/SUB_TOT_ACT_AMT amounts (where ACCT_FUNC_NO = 15) by project/org from the PROJ_SUM table for all periods/subperiods up to and including the current posting period/subperiod for the current fiscal year. It then compares that total to what has already been posted to the PY REV account/org/project in the current fiscal year, and posts the difference.

Manage Multi-Job Allocation Cost History (PJMMJCHS)

Manage Multi-Job Allocation Cost History has been updated to allow you to enter adjustment periods in the **Fiscal Year** and **Period** fields. For adjustment periods, this application now also allows projects that are inactive or do not allow charging.

Manage Multi-Job Allocation Labor History (PJMMJLHS)

Manage Multi-Job Allocation Labor History has been updated to allow you to enter adjustment periods in the **Fiscal Year** and **Period** fields. For adjustment periods, this application now also allows projects that are inactive or do not allow charging.

Create Multi-Job Allocation Entries (PJPMJALC)

This application has been modified to allow you to use adjustment periods for multi-job allocation entries.

Period and Subperiod Lookups

The lookups in the applications were modified to filter adjustment periods and subperiods when selecting values in the **Period** and **Subperiod** fields. Some applications such as the Manage Accounts Payable Vouchers (APMVCHR) will not allow the use of adjustment periods, while others like the Manage Journal Entries (GLMJE) will show adjustment periods.

Period and Subperiod End Dates

The validation for period and subperiod end dates was modified to pick up the correct end date.

Update Beginning Bank Statement Balances (GLPTOOL1)

This application was modified to exclude adjustment periods. The lookups for the fiscal year, period, and subperiod will not include adjustments periods. When you enter the last regular or non-adjustment period and there are succeeding adjustment periods for that year, the application defaults to the first period in the next fiscal year.

Exchange Rates by Period

Costpoint has been modified to enable the use of exchange rates by period when you enter journal entries within an adjustment period. In this way, the correct exchange rate can be used without having to set up daily exchange rates.

Manage Fixed Assets Accounting Periods (FAMSFYPD)

This application has been modified to prevent the creation of fixed assets accounting periods that have already been set up as adjustment periods.

Update FA FY/Pd Information from GL FY/Pd Information (FAPFYPD)

This application has been modified to exclude all adjustment periods when copying fiscal year and accounting period data that are existing in the General Ledger.

Manage PY Non-Project Comparative Balances (GLMBEGFY)

This application has been modified to prevent the use of adjustment periods when entering non-project period balances for prior fiscal years.

Manage Prior Year Project Comparative Balances (GLMPJBFY)

This application has been modified so that adjustment periods cannot be used when entering project period balances for prior fiscal years.

Manage Project User Flow (PJMBASIC)

An enhancement was made to disable the entry of an adjustment period as the effective period on the Organization History subtask of Manage Project User Flow. If you manually enter an adjustment period in the **Effective Fiscal Year**, **Effective Period**, and **Effective Subperiod** fields, an error message will appear.

Process Organization Changes (PJPCHORG)

This application has also been modified to prevent the entry of an adjustment period as the effective period. An error message will appear if you attempt to manually enter an adjustment period in the **Fiscal Year**, **Period**, and **Subpd** fields.

Create Cost of Goods Sold Entries (PJPCOGS)

The Create Cost of Goods Sold Entries screen has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. It now uses the HS_PROJ table if there exists a record in that table for the fiscal year being processed.

The logic has also been modified to include current year revenue within the selected fiscal year, including revenue within the adjustment periods, when the application is processed in a fiscal year that contains adjustment periods. Prior year revenue (ACCT_FUNC_NO = 15) is excluded from the calculation when the calculation method is **Percent of Current Year Revenue**.

Create Cost Transfer Journal Entries (PJPCSTR)

This application has been updated to allow you to create cost transfer journal entries for adjustment periods. The **Fiscal Year**, **Period**, and **Subpd** fields now include adjustment periods.

System logic has also been modified to accommodate adjustment periods. If there are existing records in history tables HS_PROJ_REV_SETUP and HS_PROJ, Costpoint uses the information on these tables in the logic; otherwise, Costpoint uses the regular tables PROJ and PROJ_REV_SETUP.

Manage Project Labor History (PJMPYLAB)

This application has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, and **Subperiod** fields.

Rebuild Labor History (PJPUPLAB)

The following are the enhancements for Rebuild Labor History:

- The application has been updated to include adjustment periods in the **Fiscal Year/Period** and **Subperiod** fields. Validations for these fields were modified in relation with the adjustment periods.
- Rebuild Labor History now uses the HS_PROJ table if there exists a record in HS_PROJ for the project for the fiscal year being processed, and that the project allows charging.
- The logic was updated such that when the voucher's EFFECT_BILL_DT field is null, the application retrieves the adjustment period end date and updates the records with it.

Update Prior Year History (PJPUPPY)

The **Adjustment Period Data to Include** group box was added to give you options on whether to include the adjustment period data when you run the Update Prior Year History application. The default for this group box is set on the Configure Project Settings screen, and can be changed only if the **Allow this default to be changed in Update process** check box is selected on that screen. The options are:

- **Cost Only, No Revenue** — Select this to sum all costs based on targeted or actual costs from all periods in the fiscal year (including adjustment periods) and sum revenue based on regular periods only (excluding adjustment periods).
- **Both Cost and Revenue** — Select this to sum all costs and revenue based on targeted or actual costs from all periods in the fiscal year, including adjustment periods.
- **No Adjustment Period Data** — Select this to sum all costs and revenue based on targeted or actual costs from only the regular periods in the fiscal year, that is, excluding any adjustment period.

The **Retention of Project Setup Data** group box was added with the following check boxes:

- **Copy Project Setup Data to History Tables** — Select this to copy project setup data to history tables for the fiscal year selected.
- **Overwrite Existing Records** — Select this to overwrite existing project setup data history records for the fiscal year selected.

In addition, the Update Prior Year History now populates the new history table HS_PROJ_REV_PROJ.

View Project Ledger Activity (PJQPROJL)

This application has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, and **Subperiod** fields.

Reverse Posted Pool and Revenue Journals (PJPPREV)

The Reverse Posted Pool and Revenue Journals application has been modified to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. For adjustment periods, this application now also allows projects, organizations, and accounts that are inactive or do not allow charging.

Redistribute Revenue (PJPBREAL)

These are the updates for the Redistribute Revenue application:

- Users can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subperiod**, and **End Date** fields.
- The lookup for the **Project Start** and **End** fields and the validation for **Project = One** were modified to check the HS_PROJ_REV_SETUP table first if there exists a record in this table for the fiscal year being processed. Otherwise, they use the PROJ_REV_SETUP table.
- The application now uses history tables HS_PROJ_REV_SETUP, HS_PROJ, and HS_PROJ_REV_PROJ in processing if there exists a record in these tables for the fiscal year being processed. Otherwise, it uses the regular tables.
- Prior year revenue adjustments (ACCT_FUNC_NO = 15) are excluded from redistribution calculations.

Redistribute Revenue by Project (PJPREALL)

These are the updates made for the Redistribute Revenue by Project application:

- Users can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields.
- The lookup for the **Project Start** field and the validation for **Project = One** were modified to check the HS_PROJ table first if there exists a record in this table for the fiscal year being processed. Otherwise, they use the PROJ or PROJ_EDIT table.
- A line validation was added to check for a valid project ID when **Project = One**.
- Prior year revenue adjustments (ACCT_FUNC_NO = 15) are excluded from redistribution calculations.

Load Labor Rates (PJPLDRAT)

This application has been updated to allow you to load labor rates in the adjustment period, which will enable you to compute revenue for time and materials contracts on any labor transactions or labor rate changes within the adjustment period. You can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields.

Manage Closed Billing Detail (BLMCLOSE)

This application has been modified to allow you to check system-generated consolidated standard/retroactive bills (that is, COMBO_RETRO_RT_FL = 'Y' in the BILL_EDIT_DETL table). However, you cannot make changes to those bills on this screen.

When you create new records in Manage Closed Billing Detail, the application populates the new columns in the BILLING_DETL_HIST table with BILL_FM_RETRO_NO = 1, BILL_FM_RETRO_LBL = "", and COMBO_RETRO_RT_FL = 'N'.

Manage Standard Bills (BLMGBILL)

Two new fields were added to this screen:

- **Invoice Type** — This displays the bill's invoice type, which can be any of the following:
 - **ST** — Nonconsolidated standard bill
 - **RT** — Nonconsolidated retroactive bill
 - **CR** — Consolidated standard/retroactive bill
 - **VS** — Reversing standard bill
 - **VR** — Reversing retroactive bill
 - **VC** — Reversing consolidated standard/retroactive bill
- **Retro Line Description** — If you selected the **Allow Consolidated Standard/Retroactive Bills** check box on the Configure Billing Settings screen, this field displays the label you specified on the **Labels for Print Standard Bills** group box for the bill. Otherwise, this column is blank.

A new information message was also added to Manage Standard Bills to warn users that for retroactive bill lines, changes to the pool number, amount to bill, and/or pool rate may cause discrepancies in data or grouping of data in Indirect Rate Changes Retroactive Billing Schedule.

Configure Billing Settings (BLMSETNG)

A new group box, **Consolidated Standard/Retro Billing Options**, was added to the Configure Billing Settings application. It contains the following:

- **Allow Consolidated Standard/Retroactive Bills** — Select this check box to allow consolidated standard and retroactive bills. If you do not select this check box, then the new options to calculate retroactive bills with the standard bills will not be enabled and will not show on the Calculate Standard Bills screen.
- **Labels for Print Standard Bills** — Use this group box to specify the labels for retroactive and current bills that will print on the invoice. This group box is enabled only if you select the **Allow Consolidated Standard/Retroactive Bills** check box. You indicate the labels that will print on the invoice in the **Text for Current FY True-Up** and **Text for Prior FY True-Up** fields. To select the position of the fiscal year code relative to the text you specified in these fields, use the **Position of Fiscal Year Code** drop-down list. The valid options are **First** and **Last**.

Calculate Standard Bills (BLPGBILL)

This application has been updated to enable calculation of retroactive bills and have them combined with standard bills. A new group box, **Consolidated Standard/Retro Billing Options**, was added to the screen with the following group boxes:

- **Select Retroactive Bill Calculation Type** — The default selection is **None**. Select the **Indirect costs** option to calculate retroactive bills that apply provisional indirect cost rates to direct cost amounts.
- **Indirect Costs Retroactive Billing Options** — This group box is enabled only if you select the **Indirect costs** option. The options under this group box include:

- **Include Current Fiscal Year** — Select this check box to include bills from the current fiscal year in the billing calculations. The **Fiscal Year** field defaults to the fiscal year entered in the **Fiscal Year** field in the **Accounting Period** group box. You specify the period to use for rates in the **Period For Rates** field.
- **Include One Prior Fiscal Year** — Select this check box to include bills from a prior fiscal year in the billing calculations, and then enter the fiscal year and period for rates in fields adjacent to this check box.
- **Include Multiple Prior Fiscal Years (see 'Retro Billing Indirect Costs Fiscal Years' subtask)** — Select this check box to include bills from multiple prior fiscal years in the billing calculations. You specify the fiscal years to include in the new subtask, Retro Billing Indirect Costs Fiscal Years.



When the **Current Period Rates** option is selected on the Corporate Settings subtask of Configure Project Settings, additional two fields are shown in the **Indirect Costs Retroactive Billing Options** group box and on the Retro Billing Indirect Costs Fiscal Years subtask. These are the **Period From** and **Period To** fields, where you specify the starting and ending fiscal year periods to be included in the billing calculations.

Post Standard Bills (BLPGEN)

This application has been modified to update the new columns (BILL_FM_RETRO_NO, BILL_FM_RETRO_LBL, and COMBO_RETRO_RT_FL) in the BILLING_DETL_HIST table when the user posts bills.

Reverse Previous Bills (BLPREVB)

This screen now populates the new columns (BILL_FM_RETRO_NO, BILL_FM_RETRO_LBL, and COMBO_RETRO_RT_FL) in the BILL_EDIT_DETL table when the user reverses previous bills.

Update Billing Currency Amounts (BLPUPCUR)

This application now updates the new column, S_BILL_TYPE, in the BILL_INVC_HDR_HS table. It also populates the new columns in the BILLING_DETL_HIST table, namely, BILL_FM_RETRO_NO, BILL_FM_RETRO_LBL, COMBO_RETRO_RT_FL, and POOL_BASE_AMT.

Print Standard Bills (BLRMBIL)

When you calculate indirect rate costs for consolidated standard and retroactive bills, the current and retroactive amounts are now included when printing invoices through the Print Standard Bills screen. The labels for the current standard bill and the retroactive bill rows follow the labels entered in the **Labels for Print Standard Bills** group box on the Configure Billing Settings screen. If you change these labels, you must recalculate the bill to reflect the new labels on the invoice.

Print Indirect Rate Retroactive Billing Schedule (BLRIRBIL)

A new application has been made to print a schedule of the billing amounts by fiscal year, for the retroactive portion of the Consolidated bill. Retroactive billing occurs when there is change to the final billing indirect amounts and/or fee amounts as a result of the indirect rate changes.

Update Project Transfer History Tables (PJPUPTHT)

This screen now updates the new column, S_BILL_TYPE, in the BILL_INVC_HDR_HS table. It also populates the new columns in the BILLING_DETL_HIST table, namely, BILL_FM_RETRO_NO, BILL_FM_RETRO_LBL, COMBO_RETRO_RT_FL, and POOL_BASE_AMT.

Calculate Retroactive Bills (BLPRBIL)

The Calculate Retroactive Bills screen has been modified to compute retroactive bills when the project's billing currency is not the same as the functional currency. The application now also updates BILL_EDIT_INVC_HDR.S_BILL_TYPE with a value of "RT" for a regular retroactive bill.

Manage Modifications (PJMMOD)

This application has been modified to prevent the entry of adjustment periods as the award fee period on the Award Fee subtask. An error message will display if the adjustment period is entered.

Manage Revenue Information (PJMREV)

This application has been modified too to avoid the entry of adjustment periods as the award fee period on the Award Fee subtask, or assign them as the period for recording revenue adjustment amount on the Revenue Adjustments subtask. An error message will appear if an adjustment period is entered on these subtasks.

Configure Project Settings (PJMSETNG)

New check boxes were added to allow you to control revenue posting in adjustment period:

- **Allow Revenue Posting in Adjustment Periods** — Select this to allow revenue posting in adjustment periods. If you do not select this check box, you will not be able to post revenue in adjustment periods, but the journal will still be printed.
- **Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years** — Select this to allow computation and posting of prior year adjustment period revenue in a subsequent fiscal year.

A new group box, **Update Prior Year History Defaults**, was also added to give you options on whether to include the adjustment period data when you run the Update Prior Year History application. The options are:

- **Cost Only, No Revenue** option — Select this to sum all costs based on targeted or actual costs from all periods in the fiscal year (including adjustment periods) and sum revenue based on regular periods only (excluding adjustment periods).
- **Both Cost and Revenue** option — Select this to sum all costs and revenue based on targeted or actual costs from all periods in the fiscal year, including adjustment periods.
- **No Adjustment Period Data** option — Select this to sum all costs and revenue based on targeted or actual costs from only the regular periods in the fiscal year, that is, excluding any adjustment period.
- **Allow this default to be changed in Update process** check box — Select this to allow the default value to be overridden on the Update Prior Year History screen.

Edit Unbilled Reason Codes (BLMEUBRC)

This application has been modified to include the prior year recognized amount in the **Total** and **Running Total** fields, for both **Actual** and **Target** amounts. In addition, the table window on the

screen now displays information on the new unbilled reason code, **PYREV**, if selected for the project.

Manage Unbilled Reason Codes (BLMUBRC)

A new unbilled reason code, **PYREV**, was added to the Manage Unbilled Reason Codes screen. Costpoint assigns this reason code to an unbilled amount if a prior year revenue from adjustment periods has been used on the project.

Create Unbilled Analysis Report Tables (BLPUNBIL)

This application has been updated to include adjustment periods and prior year revenue amounts in unbilled analysis report tables. The following changes have been made to Create Unbilled Analysis Report Tables:

- The **Ending Subperiod** fields (**Fiscal Year**, **Period**, and **Subperiod**) were modified to allow entry of adjustment periods.
- The application now uses information from the history tables (HS_PROJ and HS_PROJ_BILL_INFO) for the project and fiscal year being processed. If these tables are not populated, the application uses the regular tables (PROJ, PROJ_EDIT, and PROJ_BILL_INFO).
- A new column, ITD_PY_REV_REC_AMT, was added to the Report Project Unbilled Receivables (RPT_PROJ_UNBILLED) table for the prior year revenue recognized amount. Its corresponding value is equal to the sum of PROJ_SUM amounts (where ACCT_FUNC_NO = 15) for a given year and PSR_PY_SUM amounts (where ACCT_FUNC_NO = 15) for the previous years.
- The records for the new unbilled reason code, **PYREV**, are now included when populating the Print Unbilled Analysis Report (RPT_UNBILLED_RSN) table.

Print Unbilled Analysis Report (BLRUNBIL)

The Print Unbilled Analysis Report application has been modified to include adjustment periods and prior year revenue amounts in unbilled analysis reports. Here are the enhancements made to this application:

- The **Accounting Period** fields (**Fiscal Year**, **Period**, **Subpd**, and **Ending Date**) were updated to allow entry of adjustment periods.
- The application now checks history tables first before looking into regular tables if no records are found in history tables for the project or fiscal year being processed.
- The Unbilled Reason Code Report now displays records for the new reason code, **PYREV**.
- A new column, **ITD Revenue**, was added to the Unbilled Receivables Analysis Summary Report. It includes prior year revenue recognized amounts.
- The Unbilled Receivables Report Analysis Detail Report was modified to include a new column, **Prior Year Revenue From Adj Pd**, which displays prior year revenue recognized amounts. In addition, the calculation of **Miscellaneous** column amounts was changed to also subtract amounts under **Prior Year Revenue From Adj Pd**.

Print YTD Comparative Financial Statements (GLRFSYTD)

This is a new application which can be used to generate Year-To-Date (YTD) comparative balance sheet or income statement for a particular fiscal year.

The report allows you to compare YTD values for two different periods (regular accounting period or an adjustment period) in the same fiscal year with a Net Difference column.

The Net Difference formula is:

Net Difference = Second Accounting Period value - First Accounting Period value

Costpoint to Cobra Integration

Cobra Web Service

The latest Costpoint to Cobra Integration allows you to run the integration using Web services included in the Cobra installation. Previously, the integration was only possible through the use of CostpointCobra.exe API. After you install the required hot fixes and complete the setup for this feature, you can enable the use the Cobra Web Service on extractions that you create on the Manage Cobra Extraction Parameters screen in Costpoint.

Please refer to the *Delttek Costpoint to Cobra Integration 2.0 Technical Guide* for more information on enabling this feature.

Integration Using Capture Management Web Services

Transfer GovWin Capture Management Data

New with this release, you can now leverage existing Capture Management web services to transfer information from Costpoint to GovWin Capture Management. You must have at least Costpoint 7.0.1 and GovWin Capture Management version 7.3 to use this method.

This method of integration will enable you to export data using the new Transfer GovWin Capture Management Data screen in Costpoint. It requires no hardware or software to deploy and support for integration between Costpoint and Capture Management. It eliminates the need for a direct database connection between Costpoint and Capture Management and provides you with the ability to schedule exports from Costpoint to Capture Management as desired.

Expanded Key Fields in Project Master from 20 Characters to 30

The applications listed below were updated to allow the **Prime Contract No**, **Subcontractor No**, and **Purchase Order No** fields to have values of thirty (30) characters in length. If your organization does not use these fields or utilize values longer than previously allowed 20 characters, no action is needed on your side other than to ensure that your employees continue to enter less than 20 characters in the said fields.

The enhancement was made in compliance with the requirement of the Defense Contract Management Agency (DCMA) that government contracting financial systems should support larger contract and purchase order numbers.

The following Costpoint 7.1.1 screens are affected by this update. The list includes the required jar version for each application.

- Approve Projects (PJMQPJAP) - cp711_pjmqpjap_001.jar
- Approve Purchase Requisition Lines (PPMRQAPL) - cp711_ppmrqapl_002.jar
- Approve Sales Orders (OEMAPPSO) - cp711_oemappso_001.jar
- Calculate Progress Payment Bills (BLPPROGP) - cp711_blpprogp_002.jar
- Calculate Standard Bills (BLPGBILL) - cp711_blpgbill_001.jar

- Compute Billing Value of Cost Incurred (PJPGOAL) - cp711_pjpgoal_002.jar
- Copy Imported Consolidation Data to Permanent Tables (COPUPLD) - cp711_copupld_001.jar
- Create CSSR Report Tables (PJPCSSR) - cp711_pjpcssr_001.jar
- Create EDI Files (BLPEDI) - cp711_blpedi_001.jar
- Create EDI Invoice File (OEPEDIIN) - cp711_oepediin_001.jar
- Create NASA 533 Report Tables (PJP533PR) - cp711_pjp533pr_003.jar
- Create Project Summary Balances (COPEXPJ) - cp711_copexpj_001.jar
- Create Projects (PJMOWBS) - cp711_pjmowbs_001.jar
- Create RFID Print File (OEPRFID) - cp711_oeprfid_001.jar
- Create WAWF Billing Files (BLPWAWF) - cp711_blpwawf_001.jar
- Create WAWF Files (OEPWAWF) - cp711_oepwawf_001.jar
- Export Project Manufacturing Data (LDPEXPM) - cp711_ldpexpm_002.jar.
- Import Consolidation Data (COPIMPT) - cp711_copimpt_002.jar
- Import Manual Bills (BLPUMB) - cp711_blpumb_001.jar
- Import Project Master Data (PJPPREP) - cp711_pjpprep_003.jar
- Import Project Master Data (PJPQPREP) - cp711_pjpqprep_001.jar
- Import Sales Order (AOPSOPP) - cp711_aopsopp_001.jar
- Manage Change Orders (PJMBUDCO) - cp711_pjmbudco_001.jar
- Manage Closed Progress Billing Detail (BLMPCLOS) - cp711_blmpclos_001.jar
- Manage Customer Product Bills (BLMCPBIL) - cp711_blmcpbil_001.jar
- Manage Manual Bills (BLMMNBIL) - cp711_blmmnbil_001.jar
- Manage Milestone Percent Complete Bills (BLMMPCB) - cp711_blmpcb_002.jar
- Manage NASA 533 Project Information (PJM533PJ) - cp711_pjm533pj_001.jar
- Manage Progress Payment Bills (BLMPROGP) - cp711_blmprogp_003.jar
- Manage Project Master Data (PJMQPROJ) - cp711_pjmproj_001.jar
- Manage Project Product Bills (BLMPJPRD) - cp711_blmpjprd_001.jar
- Manage Project Templates (PJMQTPLT) - cp711_pjmqtplt_001.jar
- Manage Project User Flow (PJMBASIC) - cp711_pjmbasic_003.jar
- Manage Quality Control Inspections (RCMINSP) - cp711_rcminsp_003.jar
- Manage Standard Bills (BLMGBILL) - cp711_blmgbill_002.jar
- Mass Add Project Master Data (PJPMADD) - cp711_pjpmadd_001.jar
- Post Customer Product Bills (BLPCUSPD) - cp711_blpcuspd_001.jar
- Post Manual Bills (BLPMANB) - cp711_blpmanb_001.jar
- Post Milestone Percent Complete Bills (BLPMPCB) - cp711_blmpcb_004.jar
- Post Progress Payment Bills (BLPPRO) - cp711_blppro_001.jar
- Post Project Product Bills (BLPPROJB) - cp711_blpprojb_001.jar

- Post Standard Bills (BLPGEN) - cp711_blpgen_001.jar
- Print ACRN Billing Edit Report (BLRACRN) - cp711_blracrn_001.jar
- Print Cost Schedule Status Report (PJRCSSR) - cp711_pjrcssr_001.jar
- Print Customer Product Bills (BLRCPROD) - cp711_blrcprod_001.jar
- Print DD250 Invoices (OER250I) - cp711_oer250i_001.jar
- Print DD250 Packing Slips (OER250PS) - cp711_oer250ps_001.jar
- Print Earned Value Report (BPRPJEV) - cp711_bprpjev_001.jar
- Print Estimate To Complete Report (BPRPJETC) - cp711_bprpjetc_001.jar
- Print Form 1034 (BLR1034) - cp711_blr1034_002.jar
- Print Invoices (OERINVC) - cp711_oerinvc_002.jar
- Print Labor Estimate To Complete Report (BPRLBETC) - cp711_bprlbetc_001.jar
- Print Milestone Percent Complete Bills (BLRMPCB) - cp711_blrmpcb_001.jar
- Print NASA 533 Report (PJR533RP) - cp711_pjr533rp_001.jar
- Print Packing Slips (OERPCKSL) - cp711_oerpcksl_002.jar
- Print Project Non-Labor Detail Report (PJRNLDR) - cp711_pjrnldr_001.jar
- Print Progress Payment Bills (BLRPBIL) - cp711_blrpbil_002.jar
- Print Project Budget Detail Report (BPRPJSUB) - cp711_bprpjsub_001.jar
- Print Project Budget Summary Report (BPRPJBUD) - cp711_bprpjbud_001.jar
- Print Project Labor Summary Report (PJRLABSM) - cp711_pjrlabsm_001.jar
- Print Project Master Report (PJRBSIC) - cp711_pjrbsic_001.jar
- Print Project Product Bills (BLRPJPRD) - cp711_blrpjprd_001.jar
- Print Project Setup Report (PJRSETUP) - cp711_pjrsetup_001.jar
- Print Project Status Report (PJRPROJ) - cp711_pjrproj_002.jar
- Print Purchase Order Change Orders (PORPCO) - cp711_porpcos_002.jar
- Print Purchase Orders (PORPPO) - cp711_porppo_005.jar
- Print Purchase Order Activity Report (PORACTV) - cp711_poractv_002.jar
- Print Receipt Traveler (RCRTRVLR) - cp711_rcrtrvlr_002.jar
- Print Sales Order Acknowledgements (OERACKN) - cp711_oerackn_002.jar
- Purge Report Table Data (SYPPURGR) - cp711_syppurgr_002.jar
- Reverse Previous Bills (BLPREVB) - cp711_blprevb_001.jar
- Update Billing Currency Amounts (BLPUPCUR) - cp711_blpupcur_001.jar
- Update Project Status Report Tables (PJPUPPSR) - cp711_pjpuppsr_001.jar
- Update Project Transfer History Tables (PJPUPHT) - cp711_pjpupht_001.jar
- Update Subcontract Purchase Order Status (POMSCST) - cp711_pomscst_001.jar
- Update Tax Report Tables (GLPTUPD) - cp711_glptupd_001.jar
- View Engineering Change Notice Status (ECQECNST) - cp711_ecqecnst_001.jar

- View Standard Billing History (BLQSTDHS) - cp711_blqstdhs_001.jar

Additionally, the following Costpoint 7.1.1 Patches and jar file are required for this update:

- cp711_sys_005.jar
- PATCH2577
- PATCH2599

PATCH2599 is only used in Print NASA 533 Report (PJR533RP) and Create NASA 533 Report Tables (PJP533PR) applications.

Revenue Standard Enhancement Patch

PATCH2822 is released in preparation for the future revenue standard enhancements.

Regulatory Enhancements

Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase I

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Currently, Costpoint applications are being enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates will be released in multiple phases. In Phase I, the following Costpoint applications were updated:

- Manage Employee Salary Information (LDMEHIS)
- View Salary Information and History (PRQEHIS)
- Manage Employee Import User-Defined Format (AOMSUEBP)
- Import Employee Data (AOPUTLEL)
- Manage Federal Taxes (PRMFTI)
- Manage Benefit Years by Taxable Entity (HBMBENYR)

Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase II

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Currently, Costpoint applications are being enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates will be released in multiple phases. Phase I enhancements were released in **Costpoint 7.1.1 SYSTEM JAR 009**.

In this Phase II release, the following Costpoint applications were updated:

- **Manage Pay Types (LDMPAYTP)**

A new check box, **Exclude from ACA Full-Time Equivalent Analysis**, is now available on the Manage Pay Types screen. This allows you to indicate if hours associated with a pay type should be excluded when determining if a non-full-time employee's hours worked make the employee eligible for full-time equivalent status under Affordable Care Act rules. The Analyze Full-Time Equivalent Eligibility screen will use this check box to determine if the pay type's hours from the timesheet should be included when comparing the employee's hours worked to the average monthly hours threshold.

- **Manage Benefit Plans (HBMBPSET)**

The following changes were applied to the Manage Benefit Plans screen to support the Affordable Care Act

- Added a new check box, **Employer-Sponsored Self-Insured Health Plan**, which allows you to indicate if the benefit plan offered by the employer is self-insured. In addition, this check box also determines if Section 6055 will be accomplished in Form 1095-C.
- Added a new check box, **Provides Minimal Essential Coverage**, which allows you to indicate if the Benefit Plan/Coverage Option combination offers minimum essential coverage to the employee and, where applicable, his/her spouse and dependents. This value will be used in the Affordable Care Act reporting of form 1095-c. Please see U.S. government regulations for a definition of "minimum essential coverage".
- Added a new check box, **Provides Minimal Value**, which allows you to indicate if the Benefit Plan/Coverage Option combination provides the minimum value to the employee and, where applicable, his/her spouse and dependents. This value will be used in the Affordable Care Act reporting of form 1095-c. Please see U.S. government regulations for a definition of "minimum value".
- A new group box, **1095-C Reporting**, is now available in the Coverage Options subtask on the Manage Benefit Plans screen which contains the following two fields:
 - **Apply Override** - Select this check box if the Employee Premium Amount specified in the Amounts/Tables group box is not the amount that employee ultimately paid due to an offset done through Payroll. An example of this is the Health and Welfare fringe benefit requirement for the covered Service Contract Act (SCA) employees. If this checkbox is selected, you must enter the monthly premium amount ultimately paid by the employee in the Override Employee Amount data field.
 - **Override Employee Amount** - If the monthly Employee Amount is not the amount that employee ultimately paid due to an offset done through Payroll, then enter the monthly premium amount ultimately paid by the employee. This is the amount that will be used for Affordable Care Act 1095-C reporting. It will only be used for 1095-C reporting and will not be used to deduct the premium from the employee.
- Reformatted the screen and realigned fields to accommodate new controls.
- Changed check box label from **Dependents Required** to **Dependent(s) Eligible and Required**.
- Changed check box label from **Dependents Eligible** to **Dependent Type**.
- **Manage Employee Life Events (HBMEQEV)**
 - Added an **Override Coverage Start Date** field. Use this field to enter the override start date for the employee's benefit coverage. This field should only be populated if the employee's coverage start date is not equal to the life event date.

- Added an **Override Coverage End Date** field. Use this field to enter the override end date for this employee's benefit coverage. This field should only be populated if the employee's coverage end date is not equal to the plan year end date.
- Added **Full-Time Equivalent Employee** check box. If this check box displays as selected, this indicates that the employee is not flagged as a full-time employee in the Manage Employee Salary Information screen, but due to the number of hours worked in the Measurement Period, should be considered as a full-time equivalent employee when determining benefit plan eligibility. You can either select this check box manually or it could be populated when you run the Analyze Full-Time Equivalent Eligibility utility.
- **Analyze Full-Time Equivalent Eligibility (HBPFE)**
The Analyze Full-Time Equivalent Eligibility screen is a new utility in Costpoint that uses the employee's hours worked during the appropriate Measurement (look-back) period to determine whether the employee's hours during that time make him/her a full-time equivalent employee.
- **Manage Full-Time Equivalent Eligibility (HBMFE)**
The new Manage Full-Time Equivalent Eligibility screen allows you to maintain and update records that were processed on the Analyze Full-Time Equivalent Eligibility screen. You could also manually enter full-time equivalent eligibility records on this screen.

Patch Requirements

The enhancements in this release requires Costpoint 7.1.1 PATCH2714, PATCH2721, PATCH2724, PATCH2730, PATCH2733, PATCH2735, PATCH7071, and PATCH7073.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Application Name	Application JAR
PE	Manage Pay Types (LDMPAYTP)	cp711_ldmpaytp_001.jar
PE	Manage Benefit Plans (HBMBPSET)	cp711_hbmbpset_002.jar
PE	Manage Employee Life Events (HBMEQEV)	cp711_hbmeqev_001.jar
PE	Analyze Full-Time Equivalent Eligibility (HBPFE)	cp711_hbpfe_001.jar
PE	Manage Full-Time Equivalent Eligibility (HBMFE)	cp711_hbmfe_001.jar

Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase III

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Currently, Costpoint applications are being enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates will be released in multiple phases. The following Affordable Care Act enhancements were previously released in the corresponding Costpoint 7.1.1 releases:

Phase	Release Name	Affected Applications
Affordable Care Act Phase	Costpoint 7.1.1 SYSTEM JAR 009	<ul style="list-style-type: none"> Manage Employee Salary Information (LDMEHIS) View Salary Information and History (PRQEHIS) Manage Employee Import User-Defined Format (AOMSUEBP) Import Employee Data (AOPUTLEL) Manage Federal Taxes (PRMFTI) Manage Benefit Years by Taxable Entity (HBMBENYR)
Affordable Care Act Phase II	Costpoint 7.1.1 PATCH7073	<ul style="list-style-type: none"> Manage Pay Types (LDMPAYTP) Manage Benefit Plans (HBMBPSET) Manage Employee Life Events (HBMEQEV) Analyze Full-Time Equivalent Eligibility (HBPFTFTE) Manage Full-Time Equivalent Eligibility (HBMFTE)

Phase III Enhancements – HBPOPTOF and HBMOPTOF

This initial release of Affordable Care Act Phase III enhancements includes the following two new applications. The majority of the other Phase III applications will be released in November 2015 as planned.

Store Employee Benefit Options Offered (HBPOPTOF)

A new screen, Store Employee Benefit Options Offered, is now available in Costpoint to allow you to store all employee and dependent benefit options offered to employees within specified taxable entity and date parameters. For Affordable Care Act tracking, this application should be run on a scheduled basis using a Job Queue. The screen process stores benefit options for any employees where the effective date is within the enrollment dates of the Life Event or Open Enrollment.

Manage Employee Benefit Options Offered (HBMOPTOF)

A new screen, Store Employee Benefit Options Offered, is now available in Costpoint to allow you to view and maintain the benefit offers of coverage for each full-time, ongoing full-time equivalent, and initial full-time equivalent employee with an Employee Life Event. This screen stores the records created when you run the Store Employee Benefit Options Offered screen. The information on this screen will be used for IRS Form 1095-C reporting.



This enhancement includes new Costpoint screens. You must run **Rebuild User Menus** from the Costpoint 7.1.1 DB Wizard utility in order for new Affordable Care Act applications to be listed in the Costpoint menu. For more information on this process, please refer to the *Delttek Costpoint 7.1.1 DB Wizard Utility* guide.

Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH2738.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBPOPTOF	Store Employee Benefit Options Offered	cp711_hbpoptof_001.jar
PE	HB	HBMOPTOF	Manage Employee Benefit Options Offered	cp711_hbmoptof_001.jar

Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase III – 1094-C and 1095-C Bundle

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

New Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. The following table provides information about the Costpoint 7.1.1 Affordable Care Act releases and the corresponding applications that are included in each release:

Phase	Release Name	Affected Applications
Affordable Care Act Phase I	Costpoint 7.1.1 SYSTEM JAR 009	<ul style="list-style-type: none"> Manage Employee Salary Information (LDMEHIS) View Salary Information and History (PRQEHIS)

Phase	Release Name	Affected Applications
		<ul style="list-style-type: none"> Manage Employee Import User-Defined Format (AOMSUEBP) Import Employee Data (AOPUTLEL) Manage Federal Taxes (PRMFTI) Manage Benefit Years by Taxable Entity (HMBENYR)
Affordable Care Act Phase II	Costpoint 7.1.1 PATCH7073	<ul style="list-style-type: none"> Manage Pay Types (LDMPAYTP) Manage Benefit Plans (HBMBPSET) Manage Employee Life Events (HBMEQEV) Analyze Full-Time Equivalent Eligibility (HBPSTE) Manage Full-Time Equivalent Eligibility (HBMFTE)
Affordable Care Act Phase III – HBPOPTOF and HBMOPTOF	Costpoint 7.1.1 PATCH2760	<ul style="list-style-type: none"> Store Employee Benefit Options Offered (HBPOPTOF) Manage Employee Benefit Options Offered (HBMOPTOF)
Affordable Care Act Phase III – ESS Bundle	Costpoint 7.1.1 PATCH2784	<ul style="list-style-type: none"> Manage Employee Benefit Elections (HBMEBELC) Activate Pending ESS Benefit Elections (AOPESSUE) Manage ESS Company Settings (AOMESSCS) Update Benefit Option/Election Tables (AOPESSDB)

Phase III Enhancements – 1095-C and 1094C

The Affordable Care Act Phase III enhancements are separated into multiple releases. Please refer to the preceding table for the details of each phase/enhancement. This particular release, Phase III 1094-C and 1095-C bundle, includes the following applications:

- **Create 1094-C and 1095-C Data (HBP109XC)**

This new screen allows you to generate 1094-C and 1095C records. You must to generate all the 1095-C data for each employee first before generating the 1095-C data for the company. The 1094-C report provides information on how many 1095c reports are being submitted.

- **Manage 1095-C Data (HBM1095C)**

This new screen allows you to review the 1095-C data created after you generate 1095-C records through the Create 1094-C and 1095-C Data screen. You can also enter and change 1095-C information on this screen.

Thoroughly review the data on this screen before you generate 1094-C information on the Create 1094-C and 1095-C Data screen or create the 1095-C reports on the Print 1095-Cs screen and/or Create 1095-C Electronic File screen.

- **Manage 1094-C Data (HBM1094C)**

This new screen allows you to review the 1094C data created after you generate 1094-C records through the Create 1094-C and 1095-C Data screen. You can also enter and change 1094-C information on this screen.

Thoroughly review the data on this screen before you create the 1094-C reports on the Print 1094-Cs screen and Create 1094-C Electronic File screen.

- **Print 1094-Cs (HBR1094C)**

This new screen allows you to print 1094-C reports for taxable entities as part of the IRS reporting requirements for Applicable Large Employers (ALE).

- **Print 1095-Cs (HBR1095C)**

This new screen allows you to print 1095-Cs that will be provided to the IRS and to full-time employees which is required under the IRS Affordable Care Act.



This enhancement includes new Costpoint screens. You must run **Rebuild User Menus** from the Costpoint 7.1.1 DB Wizard utility in order for new Affordable Care Act applications to be listed in the Costpoint menu. For more information on this process, please refer to the *Delttek Costpoint 7.1.1 DB Wizard Utility* guide.

Patch Requirements

The enhancements in this release require the following Costpoint 7.1.1 patches:

- PATCH2766
- PATCH2775
- PATCH2779
- PATCH2789
- PATCH2791
- PATCH2797
- PATCH2801

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBP109XC	Create 1094-C and 1095-C Data	cp711_hbp109xc_001.jar
PE	HB	HBM1095C	Manage 1095-C Data	cp711_hbm1095c_001.jar
PE	HB	HBM1094C	Manage 1094-C Data	cp711_hbm1094c_001.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBR1094C	Print 1094-Cs	cp711_hbp1094c_001.jar
PE	HB	HBR1095C	Print 1095-Cs	cp711_hbp1095c_001.jar

Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase III – ESS Bundle

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094–C (a transmittal) and Form 1095–C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094–C and 1095–C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

New Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. The following table provides information about the Costpoint 7.1.1 Affordable Care Act releases and the corresponding applications that are included in each release:

Phase	Release Name	Affected Applications
Affordable Care Act Phase I	Costpoint 7.1.1 SYSTEM JAR 009	<ul style="list-style-type: none"> Manage Employee Salary Information (LDMEHIS) View Salary Information and History (PRQEHIS) Manage Employee Import User-Defined Format (AOMSUEBP) Import Employee Data (AOPUTLEL) Manage Federal Taxes (PRMFTI) Manage Benefit Years by Taxable Entity (HBMBENYR)
Affordable Care Act Phase II	Costpoint 7.1.1 PATCH7073	<ul style="list-style-type: none"> Manage Pay Types (LDMPAYTP) Manage Benefit Plans (HBMBPSET) Manage Employee Life Events (HBMEQEV) Analyze Full-Time Equivalent Eligibility (HBPFTFTE) Manage Full-Time Equivalent Eligibility (HBMFTE)

Phase	Release Name	Affected Applications
Affordable Care Act Phase III – HBPOPTOF and HBMOPTOF	Costpoint 7.1.1 PATCH2760	<ul style="list-style-type: none"> Store Employee Benefit Options Offered (HBPOPTOF) Manage Employee Benefit Options Offered (HBMOPTOF)
Affordable Care Act Phase III – 1095-C and 1094-C Bundle	Costpoint 7.1.1 PATCH2801	<ul style="list-style-type: none"> Create 1094-C and 1095-C Data (HBP109XC) Manage 1095-C Data (HBM1095C) Manage 1094-C Data (HBM1094C) Print 1095-Cs (HBR1095C) Print 1094-Cs (HBR1094C)

Phase III Enhancements – ESS Bundle

The Affordable Care Act Phase III enhancements are separated into multiple releases. Please refer to the preceding table for the details of each phase/enhancement. This particular release, Phase III ESS Bundle, includes the following applications:

- Manage Employee Benefit Elections (HBMEBELC)

The Manage Employee Benefit Elections screen now allows you to add benefit coverage information if you do not have a year's worth of information. This is required to complete the 1095-C reporting. Updates to the screen include the following:

 - Changed existing Benefit Package label to Current Benefit Package
 - Added Benefit Package field to the Benefit Elections Table
 - Added Enrollment Type drop-down list to the Benefit Elections Table
 - Added Life Event field to the Benefit Elections Table
 - Added new Taxable Entity field to the Benefit Elections Table result set
 - Reformatted screen to accommodate new data field and updated label
 - Added a validation which checks that the Benefit Package in the Benefit Election Detail record is equal to the Current Benefit Package if the End Date is blank (NULL); or the End Date is not blank (NULL) and is greater than the system date
- Activate Pending ESS Benefit Elections (AOPESSUE)

The Activate Pending ESS Benefit Elections process now has the ability to gather benefit options offered.
- Manage ESS Company Settings (AOMESSCS)

A new field, Benefit Year, is now available on the screen. In this field, enter the benefit year that will be used in the Benefit Enrollment screens in ESS.
- Update Benefit Option/Election Tables (AOPESSDB)

The screen now processes employees similar to full-time employees if they are in the full-time equivalent table, flagged as **Full-Time Equivalent** with a benefit enrollment method

of OE (Open Enrollment). These full-equivalent employees will be stored in the HB_EMPL_OPENENROLL table.



This enhancement includes new Costpoint screens. You must run **Rebuild User Menus** from the Costpoint 7.0.1 DB Wizard utility in order for new Affordable Care Act applications to be listed in the Costpoint menu. For more information on this process, please refer to the *Delte Costpoint 7.0.1 DB Wizard Utility* guide.

Known Issues

This section contains summaries of issues that exist in the applications that are included in this release. These issues will be resolved in future releases.

- Activate Pending ESS Benefit Elections (AOPESSUE)

Defect 561080

Description: The Employee Benefit Election Report displays a dependent benefit plan twice if the coverage is ending.

Customers Impacted: This defect affects Costpoint Employee Self-Service users.

Workaround Before Fix: None.

Additional Notes: None.

Defect 561337

Description: A system error occurs if you process an employee that has multiple benefit offer records within the same benefit year.

Customers Impacted: This defect affects Costpoint Employee Self-Service users.

Workaround Before Fix: None.

Additional Notes: None.

Defect 561074

Description: If the employee's new Benefit Package is not equal to his/her old Benefit Package, but the elected Benefit Plan is the same, rather than generating a new Employee Benefit Election record with the new Benefit Package, the application is extending the End Date for the old Benefit Package/Benefit Plan election.

Customers Impacted: This defect affects Costpoint Employee Self-Serve users.

Workaround Before Fix: None.

Additional Notes: None.

Defect 563479

Description: Coverage options offered dates reflect the dates from the Benefit Plan setup dates, rather than the Benefit Plan Year dates. If the two are the same, then this would not be an issue for your company.

Customers Impacted: This defect affects Costpoint Employee Self-Serve users.

Workaround Before Fix: None.

Additional Notes: None.

Defect 564131

Description: When activating ESS elections and storing benefit options offered, the **Full-Time Equivalent** flags of **Open Enrollment Elections** are being set to **N** even though the employee was a full-time equivalent employee. In addition, the **Full-Time Equivalent** flags of **Elections Based on Life Events** are always set to **Y** for regular employees.

Customers Impacted: This defect affects Costpoint Employee-Self Service users.

Workaround Before Fix: None.

Additional Notes: None.

Defect 565994

Description: The Employee Benefit Election Report displays current spouse elections twice with different coverage end dates.

Customers Impacted: This defect affects Costpoint Employee Self-Serve users.

Workaround Before Fix: None.

Additional Notes: None

- **Manage Employee Benefit Elections (HBMEBELC)**

Defect 560975

Description: When manually entering Employee Benefit Election records for more than one employee, the Taxable Entity in the Benefit Elections child table defaults to the prior employee's Taxable Entity.

Customers Impacted: This defect affects Costpoint Employee users.

Workaround Before Fix: Manually correct the Taxable Entity if it is incorrect.

Additional Notes: None.

- **Manage ESS Life Benefit Elections (AOMESSBL)**

Defect 564840

Description: You cannot save record where the Coverage End Date is greater than the **Current Plan Year - Plan Year End Date** from the Manage ESS Company Settings screen. This issue occurs if the election has dependents.

Customers Impacted: This defect affects Costpoint Employee Self-Service users with employee elections needed to be updated or approved through this application.

Workaround Before Fix: Approval can be made through Approve ESS Benefit Elections By Plan.

Additional Notes: None.

- **Manage ESS Open Enrollment Elections (AOMESSBE)**

Defect 565001

Description: The application uses the incorrect benefit plan for **Spouse Life Insurance** and **Spouse AD & D Insurance** benefit plan type when the previous and default benefit package are different.

Customers Impacted: This defect affects Costpoint Employee Self-Serve users.

Workaround Before Fix: None.

Additional Notes: None.

- **Update Benefit Options/Elections Table (AOPESSDB)**

Defect 557404

Description: Open enrollment benefit options are being generated for Full-Time Equivalent (FTE) employees with an Enrollment Method of **Life Event**. These employees should receive benefit options through the Deltek Employee Self Service Life Event benefit enrollment process and not through the open enrollment process.

Customers Impacted: This defect affects Costpoint Benefits and Deltek Employee Self Service users.

Workaround Before Fix: None.

Additional Notes: None.

Patch Requirements

The enhancements in this release require the following Costpoint 7.1.1 patches:

- PATCH2672
- PATCH2749
- PATCH2751
- PATCH2772
- PATCH2784
- PATCH2815

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBMEBELC	Manage Employee Benefit Elections	cp711_hbmebelc_002.jar
PE	HB	AOPESSUE	Activate Pending ESS Benefit Elections	cp711_aopessue_001.jar
PE	HB	AOMESSCS	Manage ESS Company Settings	cp711_aomesscs_003.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	AOPESSDB	Update Benefit Option/Election Tables	cp711_aopessdb_003.jar

Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage –Print Test Pattern Bundle

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094–C (a transmittal) and Form 1095–C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094–C and 1095–C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

New Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. The following table provides information about the Costpoint 7.1.1 Affordable Care Act releases and the corresponding applications that are included in each release:

Phase	Release Name	Affected Applications
Affordable Care Act Phase I	Costpoint 7.1.1 SYSTEM JAR 009	<ul style="list-style-type: none"> Manage Employee Salary Information (LDMEHIS) View Salary Information and History (PRQEHIS) Manage Employee Import User-Defined Format (AOMSUEBP) Import Employee Data (AOPUTLEL) Manage Federal Taxes (PRMFTI) Manage Benefit Years by Taxable Entity (HBMBENYR)
Affordable Care Act Phase II	Costpoint 7.1.1 PATCH7073	<ul style="list-style-type: none"> Manage Pay Types (LDMPAYTP) Manage Benefit Plans (HBMBPSET) Manage Employee Life Events (HBMEQEV) Analyze Full-Time Equivalent Eligibility (HBPFTE) Manage Full-Time Equivalent Eligibility (HBMFTE)
Affordable Care Act Phase III – HBPOPTOF and HBMOPTOF	Costpoint 7.1.1 PATCH2760	<ul style="list-style-type: none"> Store Employee Benefit Options Offered (HBPOPTOF) Manage Employee Benefit Options Offered (HBMOPTOF)

Phase	Release Name	Affected Applications
Affordable Care Act Phase III – 1095-C and 1094-C Bundle	Costpoint 7.1.1 PATCH2801	<ul style="list-style-type: none"> Create 1094-C and 1095-C Data (HBP109XC) Manage 1095-C Data (HBM1095C) Manage 1094-C Data (HBM1094C) Print 1095-Cs (HBR1095C) Print 1094-Cs (HBR1094C)

Phase IV Enhancements – Print Test Pattern Bundle

The Affordable Care Act Phase IV enhancements are separated into multiple releases. This particular release includes enhancements to the following applications:

- Print 1094-Cs (HBR1094C)
A new check box, **Print Test Pattern**, is now available on Print 1094-Cs screen to allow you to print a test pattern which you can use to ensure proper alignment of the 1094-C information.
- Print 1095-Cs (HBR1095C)
A new check box, **Print Test Pattern**, is now available on the Print 1095-Cs screen to allow you to print a test pattern which you can use to ensure proper alignment of the 1095-C information.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBR1094C	Print 1094-Cs	cp711_hbr1094c_002.jar
PE	HB	HBR1095C	Print 1095-Cs	cp711_hbr1095c_002.jar

Affordable Care Act – Create 1094-C and 1095-C Electronic File

As part of Affordable Care Act (ACA), the Internal Revenue System (IRS) has issued ACA reporting requirements for employers. Section 6056 of the Internal Revenue Code requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Multiple Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. This particular release includes the following updates:

Create 1094-C and 1095-C Data (HBP109XC)

The application now prevents the updating of 1095-C/1094-C records that were already accepted by the IRS.

Create 1094-C and 1095-C Electronic File (HBP1094C)

If you have 250 or more Full-Time Equivalent (FTE) employees, use this new screen to create 1094-C and 1095-C electronic files for submission to the IRS.

Manage 1094-C Data (HBM1094C)

The following fields were added:

- **File Accepted** — This check box displays as selected when you process this record on the Create 1094-C and 1095-C Electronic File screen using the **Confirm Records as Accepted by the IRS** processing option. The record is disabled and is no longer editable if this check box is selected.
- **Record ID** — This field displays the XML record ID which is the unique identifying number that designates the 1095-C record's location in the XML file submitted to the IRS.
- **Generation ID** — This field displays the data file generation key created when an electronic file is generated for 1094-C and 1095-C transmission. This ID is used when you process the record on the Create 1094-C and 1095-C Electronic File screen using the **Confirm Records as Accepted by the IRS** processing option.

Patch Requirements

These enhancements require Costpoint 7.1.1 PATC2821, PATCH2839, and PATCH2923.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBM1094C	Manage 1094-C Data	cp711_hbm1094c_004.jar
PE	HB	HBM1095C	Manage 1095-C Data	cp711_hbm1095c_003.jar
PE	HB	HBP1094C	Create 1094-C and 1095-C Electronic File	cp711_hbp1094c_001.jar
PE	HB	HBP109XC	Create 1094-C and 1095-C Data	cp711_hbp109xc_005.jar

Idaho (April 2013 Tax Table Update)

Idaho single and married tax tables are updated.

Group Term Life Insurance (September 2012)

Costpoint has been updated so that an employee's excess life deduction amount is reduced by the amount the employee contributes toward the insurance.

Deductions

The following screens and utilities are updated to comply with the enhancement to exclude employee payment from the cost of Group-Term Life Insurance:

- Manage Deductions (PRMDED)
- Manage Employee Deductions (PRMEDED)
- Update Excess Life Deductions (PRPSEXLI)

Manage Deductions Screen

Added a new type in the Deduction Type drop-down list:

- **Employee Group-Term Life Ins** — Select this deduction type to track the amount paid toward the cost of group-term life insurance. Track either the employee's cost (deduction), the employer's cost (contribution), or both (deduction and contribution).

Added a validation to prevent the assignment of a Computation Method other than "FIXAMT" to an Employee Group-Term Life Ins deduction.

Manage Employee Deductions

Added a validation to prevent the assignment of a Computation Method other than "FIXAMT" to an Employee Group-Term Life Ins deduction.

Update Excess Life Deductions

This application has been updated so that the calculated excess life deduction amount is reduced by the amount the employee pays toward the cost of group-term life insurance.

Federal Electronic File Update (Federal Mag Media) (2013 Calendar Year End)

These are the changes in federal magnetic media, effective January 1, 2014.

Specifications for Filing Forms W-2 Electronically (EFW2)

Record Changes

- **Section 4.6 RE Record** — Employer Record: The following fields have been added:
 - Employer Contact Name (positions 222–248)
 - Employer Contact Phone Number (positions 249–263)
 - Employer Contact Phone Extension (positions 264–268)
 - Employer Contact Fax Number (positions 269–278)
 - Employer Contact E-Mail/Internet (positions 279–318)

Other Changes

- **Section 4.2.2 – Examples of Incorrectly Formed E-Mail Address:** The first condition “Must not be blank” has been removed.
- **Section 4.5 RA Record – Submitter Record**
 - Positions 423–437: The wording of the **Contact Phone Number** field has been modified to allow entry of numeric values only, and an example has been provided.
 - Positions 446–485: New specifications and a rule to the first bullet (Must not be blank) have been added to the **Contact E-Mail/Internet** field. The “Note” at the bottom of the field has also been modified to clarify the importance of completing the **Contact E-Mail/Internet** field.
- **Section 4.6 RE Record – Employer Record**
 - Positions 31–39: The **Other EIN** is now applicable to all tax jurisdiction codes.
 - Positions 249–278: The wording of the **Employer Contact Phone Number**, **Employer Contact Phone Extension**, and **Employer Contact Fax Number** fields has been modified to allow entry of numeric values only, and examples have been provided.
 - Positions 279–318: The first bullet “Must not be blank” and the “Note” at the bottom of the **Employer Contact E-Mail/Internet** field have been removed.
- **Section 7.3 Data Requirements:** Data requirements for submitting files have changed. Social Security prefers delimited files. This does not apply to Electronic Data Transfer (EDT) filers.

Minnesota (August 2013 Tax Table Update)

Minnesota added a fourth withholding amount of 9.85%, applicable to:

- Filing status of Single, with income more than \$152,200
- Filing status of Married, with income more than \$256,250

North Dakota (August 2013 Tax Table Update)

North Dakota has updated its tax withholding, as follows:

- Income tax rates for single and married statuses are updated.
- Supplemental tax decreased from 2.82% to 2.28%.

California (September 2013 SUTA Update)

The XML file has been updated to conform to the latest DE 9C Data Element Rules wherein the number of data elements has decreased from **75** to **31** as the optional fields have been removed.

1099-MISC Form (2013 Calendar Year End)

The following fields on the standard 1099-MISC form have been realigned:

- Recipient’s Name
- Street Address
- City, State, and Zip

Washington (September 2013 SUTA Update)

Costpoint 7.1 now supports SUTA Electronic Filing for Washington State.

The SUTA Electronic Filing update for Washington State is **not** supported in Costpoint versions that are lower than 7.0.1.

FUTA Credit Reduction (2013 Calendar Year End)

The following states are FUTA credit reduction states for 2013. The corresponding 2013 FUTA Credit Reduction percentage has been also supplied for each state.

State - 2013 Credit Reduction Percentage

- Arkansas - 0.9 %
- California - 0.9 %
- Connecticut - 0.9 %
- Georgia - 0.9 %
- Kentucky - 0.9 %
- Missouri - 0.9 %
- New York - 0.9 %
- North Carolina - 0.9 %
- Ohio - 0.9 %
- Rhode Island - 0.9 %
- Wisconsin - 0.9 %
- Delaware - 0.6 %
- Indiana - 1.2%
- U.S. Virgin Islands - 1.2%

FUTA Credit Reduction amounts are reported on the Federal 940 form.

Ohio (September 2013 Tax Table Update)

The Ohio tax table (Table V: Annual Payroll Period) for Both filing status was updated. The source for the latest annual percentage method table can be found in the following tax publication of Ohio: http://www.tax.ohio.gov/Portals/0/employer_withholding/2013-2014%20tables/WTH_PercentageMethod_FS_2013_080813.pdf.

State Electronic Filing (2013 Calendar Year End)

These are the changes due to EFW2 updates:

The following fields are added to the RE Record:

- Employer Contact Name (RE Record POS 222–248)
 - Employer Contact Phone Number (RE Record POS 249–263)
 - Employer Contact Phone Extension (RE Record POS 264–268)

- Employer Contact Fax Number (RE Record POS 269–278)
- Employer Contact E-Mail/Internet (RE Record POS 279–318)
- New specifications have been added to the Contact E-Mail/Internet (RA Record POS 446–485) field.
- The Other EIN (RE Record POS 31–39) is now applicable to all tax jurisdiction codes. Data requirements for submitting files have changed. Social Security prefers delimited files. This does not apply EDT filers.

The following is a list of states using standard EFW2 for RA and RE records:

- Arkansas
- Arizona
- Colorado
- Connecticut
- District of Columbia
- Delaware
- Georgia
- Idaho
- Illinois
- Indiana
- Kansas
- Kentucky
- Louisiana
- Maryland (RA only)
- Maine
- Michigan
- Minnesota
- Missouri
- Mississippi
- Montana
- North Carolina
- North Dakota
- Nebraska
- New Jersey
- New Mexico
- Ohio
- Oregon
- Pennsylvania (RA only)
- Puerto Rico

- Rhode Island
- South Carolina
- Utah
- Virginia
- Vermont
- Wisconsin
- West Virginia

Delaware (2013 Calendar Year End)

Effective Jan. 1, 2014, the income tax rate for earnings of more than \$60,000 decreases from 6.75 percent to **6.6 percent**.

Unemployment Taxable Wage Base (2013 Calendar Year End)

The following updates are effective January 1, 2014.

Colorado

The SUTA Taxable Wage Base increases from \$11,300 to **\$11,700**.

Illinois

The SUTA Taxable Wage Base increases from \$12,900 to **\$12,960**.

Iowa

The SUTA Taxable Wage Base increases from \$26,000 to **\$26,800**.

Montana

The SUTA Taxable Wage Base increases from \$27,900 to **\$29,000**.

Nevada

The SUTA Taxable Wage Base increases from \$26,900 to **\$27,400**.

New Jersey

The SUTA Taxable Wage Base increases from \$30,900 to **\$31,500**.

New York

The SUTA Taxable Wage Base increases from \$8,500 to **\$10,300**.

Oklahoma

The SUTA Taxable Wage Base decreases from \$20,100 to **\$18,700**.

South Dakota

The SUTA Taxable Wage Base increases from \$13,000 to **\$14,000**.

Washington

The SUTA Taxable Wage Base increases from \$39,800 to **\$41,300**.

Maryland (2013 Calendar Year End)

The **Central Registration Number** required in RE Record POS 222 – 229 has been rescinded. The Social Security Administration has added five new fields in the RE Record, resulting in the overlapping of information.

New Jersey (2013 Calendar Year End)

Test/Production Indicator is now reported in RS Record POS 5 – 9.

Idaho (2013 Calendar Year End)

Effective January 1, 2014, existing split-monthly filers will change to a semimonthly filing frequency, paying income tax withholding twice a month. Existing split-monthly filers (filing cycle = B) are no longer required to include payments made from January 1, 2014 to January 15, 2014 with the RV Record. Instead, payments made from January 1, 2013 to January 15, 2013 will be reported in RV Record Positions 65-75 (the amount for this period was included in your 2012 submission).

We updated Costpoint RS Record Positions 248-267 and RV Record Positions 16-24 and 54-97 to accommodate this change.

Record/Position	CYE 2013	Current
RS 248-267	Field Title: Idaho Withholding Account Number Description: Right justify and zero fill	Field Title: State Account/Permit Number. Description: Numeric right justify and fill with blanks
RV 16-24	Field Title: Idaho Withholding Account Number	Field Title: State Account/Permit Number
RV 54-64	Field Title: Withholding Payments Made During the Year Description: Payments made from 1/1/13 - 12/31/13 (Filing cycle = M, Q, Y) Payments made from 1/16/13 – 12/31/13 (Filing cycle = B) Right justify and zero fill. Omit decimal points.	Field Title: Total withholding payments made during the year Description: Right justify and zero fill, no decimals.
RV 65-75	Field Title: Split-Monthly Withholding Payments Made During the Year Description: Payments made from 1/1/13 – 1/15/13 (Filing cycle = B)	Field Title: Split monthly filer (filing cycle B) 1/01/13 - 1/15/13 payments

Record/Position	CYE 2013	Current
	Right justify and zero fill. Omit decimal points.	Description: Right justify and zero fill. Leave blank if not filing cycle=B, no decimals.
RV 76-86	Field Title: Total Split-Monthly Withholding Payments Made During the Year Description: Payments made from 1/1/13 – 12/31/13 (Filing cycle = B) Right justify and zero fill. Omit decimal points.	Field Title: Calendar year payments if filing cycle =B (1/1/12 – 12/31/12) Description: Right justify and zero fill. Leave blank if not filing cycle=B, no decimals.
RV 87-97	Field Title: Remaining tax due or refund Description: Total of positions “43-53” minus “54-64” (Filing cycle = M, Q, Y) Total of positions “43-53” minus positions “76-86” (Filing cycle = B) Right justify and zero fill. Omit decimal points.	Field Title: Remaining tax due or refund Description: Total of positions 43-53 minus positions 54-64 or 43-53 minus 76-86 if filing cycle=B.

California (2013 Calendar Year End)

- The annual standard deduction for **Single** and **Married** filing status increases from \$3,841 to **\$3,906**.
- The Personal Tax Credit Table was updated.
- The Tax calculation was updated to reflect the new income exemption amount.

Maryland (2013 Calendar Year End)

Local income tax withholding rates for 2014 changes in Caroline, Carroll, and Charles counties. The following are the changes:

- Caroline County's rate increases from 2.63 percent to 2.73 percent.
- Carroll County's rate decreases from 3.05 percent to 3.04 percent.
- Charles County's rate increases from 2.90 percent to 3.03 percent.

Even though Carroll County's rate has decreased to 3.04, tax table bracket remains the same at **3.05**.

Unemployment Taxable Wage Base (2013 Calendar Year End)

The following updates are effective January 1, 2014.

Delaware

- The SUTA Taxable Wage Base increases from \$10,500 to \$18,500.

Kentucky

- The SUTA Taxable Wage Base increases from \$9,300 to \$9,600.
The standard deduction increases for 2014 from \$2,360 to \$2,400.

Pennsylvania

- The SUTA Taxable Wage Base increases from \$8,500 to \$8,750.

FUTA Credit Reduction (2013 Calendar Year End)

The following states are FUTA credit reduction states for 2013. The corresponding 2013 FUTA Credit Reduction percentage has been also supplied for each state.

State - 2013 Credit Reduction Percentage

- Arkansas - 0.9 %
- California - 0.9 %
- Connecticut - 0.9 %
- Georgia - 0.9 %
- Kentucky - 0.9 %
- Missouri - 0.9 %
- New York - 0.9 %
- North Carolina - 0.9 %
- Ohio - 0.9 %
- Rhode Island - 0.9 %
- Wisconsin - 0.9 %
- Delaware - 0.6 %
- Indiana - 1.2%
- U.S. Virgin Islands - 1.2%

FUTA Credit Reduction amounts are reported on the Federal 940 form.

W-2 Enhanced Functionality (2013 Calendar Year End)

Costpoint's W-2 functionality has been enhanced to sum print W-2s for unique Employee/Payroll Year/Taxable Entity combinations. This update affects the following screens:

Create W-2 Table (PRPCW2)

- A report was added to identify employees with multiple W-2s for a unique Payroll Year and Taxable Entity (due to a change in the employee's Tax Service Group ID within the payroll year).

- The screen now displays warning message that warns users of any instances of Employees with multiple W-2s for the same Payroll Year and Taxable Entity (due to a change in the employee's Tax Service Group ID within the payroll year).

These changes do not impact clients who are not using Costpoint's Payroll Tax Interface.

Manage W-2s (PRMW2)

The application was updated to allow Tax Interface users to manually add W-2s for a different Tax Service Group ID. The application will display errors when there is another W-2 for the same Employee/Payroll Year/Taxable Entity combination, if the following information is different:

- Box 14 Line 1 label
- Box 14 Line 2 label
- Box 14 Line 3 label
- Void flag selection
- State Notes
- Locality Notes

This change does not impact clients who are not using Costpoint's Payroll Tax Interface.

Print W-2s (PRRW2)

The application was updated to allow Tax Interface users to print W-2s, but only using Employee ID, Payroll Year, and Taxable Entity as a key, not Tax Service Group ID. Only one W-2 will print for employees that have multiple W-2s for the same Payroll Year and Taxable Entities, but differing Tax Service Group IDs.

This change does not impact clients who are not using Costpoint's Payroll Tax Interface.

Federal Mag Media (2013 Calendar Year End)

The validations in the Manage Tax File Data screen (PRMMAG) have been updated to comply with the changes from version 3 of 2013 EFW2 document (Social Security Administration Publication No. 42-007, EFW2 Tax Year 2013 v.3).

W2 USERRA Updates (2013 Calendar Year End)

Costpoint has added the ability to report USERRA make-up amounts for 2012. On the Manage W-2s screen, Box 12 now contains the following additional lookup codes for USERRA 2012 make up options:

- **D 12** — USERRA 2012 make up elective deferrals to a section 401(k) cash or deferred arrangement
- **E 12** — USERRA 2012 make up elective deferrals to a section 403(b) salary reduction agreement
- **F 12** — USERRA 2012 make up elective deferrals to a section 408(k)(6) salary reduction agreement
- **G 12** — USERRA 2012 make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred comp plan
- **H 12** — USERRA 2012 make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan

- **S 12** — USERRA 2012 make up employee salary reduction contributions under a section 408(p) SIMPLE
- **Y 12** — USERRA 2012 make up deferrals under section 409A nonqualified deferred compensation plan
- **AA 12** — USERRA 2012 make up designated Roth contributions to a section 401(k) plan
- **BB 12** — USERRA 2012 make up designated Roth contributions under a section 403(b) salary reduction agreement
- **EE 12** — USERRA 2012 make up designated Roth contributions under a section 457(b) plan

Federal Social Security and Pension Plan Amounts

The following are the changes to federal tax for 2014:

- Social Security Limit increased from \$113,700.00 to **\$117,000.00**.
- 401 (k) Wage Limit increased from \$255,000.00 to **\$260,000.00**.

Rhode Island (2013 Calendar Year End)

The SUTA taxable wage base increases from \$20,200 to **\$20,600**,

Massachusetts W-2 Electronic Filing (January 2014 W2 Update)

The Massachusetts Department of Revenue (DOR) has based this Tax Year 2013 W-2 Handbook on the Social Security Administration (SSA) Specifications for Filing Forms W-2 Electronically - EFW2 (formally MMREF).

To accommodate this change, the following fields were added to RE Record in Costpoint:

- Tax Jurisdiction Code (Position **220**)
- Third Party Sick Pay Indicator (Position **221**)
- Employer Contact Name (Positions **222-248**)
- Employer Contact Phone Number (Positions **249-263**)
- Employer Contact Phone Extension (Positions **264-268**)
- Employer Contact Fax Number (Positions **269-278**)
- Employer Contact E-Mail/Internet (Positions **279-318**)

FUTA Credit Reduction (2013 Calendar Year End)

The following states are FUTA credit reduction states for 2013. The corresponding 2013 FUTA Credit Reduction percentage has been also supplied for each state.

State - 2013 Credit Reduction Percentage

- Arkansas - 0.9 %
- California - 0.9 %
- Connecticut - 0.9 %
- Georgia - 0.9 %
- Kentucky - 0.9 %

- Missouri - 0.9 %
- New York - 0.9 %
- North Carolina - 0.9 %
- Ohio - 0.9 %
- Rhode Island - 0.9 %
- Wisconsin - 0.9 %
- Delaware - 0.6 %
- Indiana - 1.2%
- U.S. Virgin Islands - 1.2%

FUTA Credit Reduction amounts are reported on the Federal 940 form.

Unemployment Taxable Wage Base (2013 Calendar Year End)

The following updates are effective January 1, 2014.

New Mexico

- The SUTA taxable wage base increases from \$22,900 to **\$23,400**.

North Carolina

- The SUTA taxable wage base increases from \$20,900 to **\$21,400**.

Oregon

- The SUTA taxable wage base increases from \$34,100 to **\$35,000**.

Utah

- The SUTA taxable wage base increases from \$30,300 to **\$30,800**.

North Carolina (2013 Calendar Year End)

Effective January 1, 2014, the income tax rate decreased to a **flat 5.8 percent**. The flat rate replaces a three-bracket structure that had rates of 6, 7, and 7.75 percent.

Kansas (2013 Calendar Year End)

The withholding rates for employees with Married or Single filing status decreases from 3 percent to **2.7 percent** and from 4.9 percent to **4.8 percent**.

- **Filing Status:** Married

For Taxable Income Over	Base Tax	Percent of Excess
0.00	0.00	0.00%
6,000.00	0.00	2.70%
36,000.00	810.00	4.80%

- **Filing Status:** Single

For Taxable Income Over	Base Tax	Percent of Excess
0.00	0.00	0.00%
3,000.00	0.00	2.70%
18,000.00	405.00	4.80%

Minnesota (2013 Calendar Year End)

- The withholding allowance increases from \$3,900 to **\$3,950**.
- Single and Married withholding tables were updated.

Connecticut (2013 Calendar Year End)

The following withholding calculation method tables were updated:

- Table A – Personal Exemptions Filing Status F
- Table E – Personal Tax Credits Filing Status F

The Manage State Tax Allowances and Credits (PRMSTAC) screen was updated to accommodate this change.

Maine (December 2013 Tax Table Update)

The 2014 withholding tables and supplement were updated:

- Withholding Table
- Withholding Allowance Amount
- Nonresident Alien Adjustment Amount

Kentucky (December 2013 Tax Table Update)

The following are 2014 Kentucky income tax withholding updates:

- The unemployment taxable wage base increases from \$9,300 to **\$9,600**.
- The standard deduction increases from \$2,360 to **\$2,400**.
- Tax Credit is **\$10**.

Federal Withholding Tax (December 2013 Tax Table Update)

The following are updates to federal taxes for 2014:

- The amount of one withholding allowance increases from \$3,900 to **\$3,950**.
- The Married and Single percentage method tables were updated.
- The Nonresident Alien Additional Amount increases from \$2,200 to **\$2,250**.

New York (December 2013 Calendar Year End)

The following are the updates to income tax withholding tables for New York State and the city of Yonkers:

- The standard deduction for **Single** filing status increases from \$7,150 to **\$7,250**.

- The standard deduction for **Married** filing status increases from \$7,650 to **\$7,750**.
- The Single annual tax rate schedule table was updated.
- The Married annual tax rate schedule table was updated.

Wyoming (December 2013 Tax Table Update)

The unemployment taxable wage base increases from \$23,800 to **\$24,500**.

Unemployment Taxable Wage Base (December 2013 Tax Table Update)

The following updates are effective January 1, 2014:

Alaska

- The unemployment taxable wage base increases from \$36,900 to **\$37,400**.

Hawaii

- The unemployment taxable wage base increases from \$39,600 to **\$40,400**.

Idaho

- The unemployment taxable wage base increases from \$34,800 to **\$35,200**.

New Mexico (December 2013 Tax Table Update)

- The one allowance amount increases from \$3,900 to **\$3,950**.
- Tables for percentage method of withholding were updated for **Single** and **Married** filing statuses.

North Dakota (December 2013 Tax Table Update)

The unemployment taxable wage base increases from \$31,800 to **\$33,600**.

Rhode Island (January 2014 Tax Table Update)

The following are the updates to income tax withholding tables for Rhode Island:

- The annual tax tables for all filing status were updated.
- The threshold for **0.00** allowance increases from \$202,950.00 to **\$211,300.00**.

Missouri (January 2014 Tax Table Update)

The standard deduction increases for all filing statuses:

- Single: **\$6,200** (from 6,100 in 2013)
- Married and Spouse Works: **\$6,200** (from 6,100 in 2013)
- Married and Spouse Does Not Work: **\$12,400** (from 12,200 in 2013)
- Head of Household: **\$9,100** (from 8,950 in 2013)

Oklahoma (January 2014 Tax Table Update)

The Married and Single tax tables were updated.

Massachusetts (January 2014 Tax Table Update)

The following are the updates to income tax withholding tables for Massachusetts:

- The withholding rate decreases from 5.25% to 5.20%.
- The head of household tax value amount decreases from \$126.00 to \$124.80.
- The blind tax value amount decreases from \$115.50 to \$114.40.
- The supplemental tax rate decreases from 5.25% to 5.20%.

Vermont (January 2014 Tax Table Update)

The following are the updates to income tax withholding tables for Vermont:

- The Single and Married percentage method withholding tables were updated.
- The amount of one withholding allowance increased from \$3,900 to **\$3,950**.
- The supplemental tax is at **24.0%** of the federal withholding.

North Dakota (January 2014 Tax Table Updates)

The following are the updates to income tax withholding tables for North Dakota:

- The Single and Married percentage method withholding tables were updated.
- The amount of one withholding allowance increases from \$3,900 to **\$3,950**.

Oregon (January 2014 Tax Table Update)

The following are the updates to income tax withholding tables for Oregon:

- The federal tax adjustment amount increases from \$6, 250 to **\$6,350** for employees with annual wages up to **\$50,000**.
- The federal tax adjustment phase out amounts changed for employees with annual wages **\$50,000 or greater**.
- The tax table changed for employees with annual wages up to **\$50,000**.
- The tax table changed for employees with annual wages **\$50,000 or greater**.
- The allowance amount increases from \$188 to **\$191**.
- The standard deduction amount increases from \$2,080 to **\$2,115** for employees filing **Single** with less than 3 allowances.
- The standard deduction amount increases from \$4,160 to **\$4,230** for employees filing **Single** with more than 3 allowances.
- The standard deduction amount increases from \$4,160 to **\$4,230** for employees with **Married** filing status.
- Personal exemptions are eliminated for those who earn at least \$100,000 and file as **Single** or **Married** separately, and for those who file married jointly or head of household and earn at least **\$200,000**.

Puerto Rico (January 2014 Tax Table Updates)

The following are the updates to income tax withholding tables for Puerto Rico:

- The allowance amount for the special deduction table was updated.
- The withholding table was updated.

Michigan (January 2014 Tax Table Update)

The personal exemption amount for 2014 is \$4,000 and was released by the Department of Treasury in the Michigan Income Tax Withholding Guide.

Illinois (January 2014 Tax Table Update)

The personal exemption amount increases from \$2,100 to **\$2,125**.

Mississippi W-2 Electronic Filing (February 2014 W2 Update)

Updated the RS record based on the latest Mississippi RS specification.

For more information, please refer to the *Procedures and Specifications for Filing Wage and Tax Information Electronically* publication on the Mississippi Department of Revenue Web site (<http://www.dor.ms.gov/docs/WithholdingProceduresandSpecifications2013.pdf>).

Pennsylvania (March 2014 SUTA Update)

The following field was updated for Pennsylvania SUTA Electronic Filing:

Record S

Employee Last Name — Positions 11 – 30. Enter employee last name. If the name has a suffix (for example, JR, SR, II), enter a dash (no space) after the last name then the suffix.

For more information, please refer to the *File Layouts and Formats for Electronic Reporting of Pennsylvania Quarterly Unemployment Compensation Wage and Tax Data* on the Pennsylvania State Web site: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=754310&mode=2>.

Wisconsin Tax Withholding (February 2014 Tax Table Update)

Costpoint was updated to support the following changes to Wisconsin Tax Tables effective April 1, 2014:

- Single and Married percentage method withholding tables were updated.

For more information, please refer to the Wisconsin Withholding Tax Guide on the Wisconsin Department of Revenue Web site (<http://www.revenue.wi.gov/pubs/pb166.pdf>).

VEVRAA Final Rule Updates (March 2014)

The following screens were updated for this enhancement:

- **Manage Employee Information (LDMEINFO)** — The Other Protected Veteran check box was renamed to Active Duty Warfare or Campaign Badge Veteran (Other Protected Vet).
- **Manage Employee Import User-Defined Format (AOMSUEBP)** — Costpoint was updated to use the Active Duty Warfare or Campaign Badge Veteran (Other Protected Vet) military classification. Previously, Costpoint used Other Protected Veteran classification. The Other Protected Veteran field description was changed to Active Duty Warfare or Campaign Badge Veteran for Record 4.

- **Import Employee Data (AOPUTLEL)** — The Other Protected Veteran field description was changed to Active Duty Warfare or Campaign Badge Veteran for Code 4 - Field 15 (Input File Layout).
- **View Employee Information (PRQEINFO)** — The Other Protected Veteran field was renamed to Active Duty Warfare or Campaign Badge Veteran (Other Protected Vet).

Modification of the “Use-or-Lose” Rule for Health FSAs (May 2014)

Effective in plan year 2014, employers that offer health flexible spending arrangements (FSA) programs will have the option of allowing participants to roll over up to \$500 of unused funds at the end of the plan year.

For more information on this modification, please refer to the following references:

<http://www.irs.gov/pub/irs-drop/n-13-71.pdf>

<http://www.treasury.gov/press-center/press-releases/Documents/103113FSA%20Fact%20Sheet.pdf>

The following screens in Costpoint were updated for this change:

- Manage Medical Care FSA Plan Year (HBMMCSET)
- Manage Employee Medical Care FSA Elections (HBMMFSA)
- Manage Medical Care FSA History (HBMEDPHS)
- Manage Medical Care Reimbursement (HBMRMEDR)
- Print Employee FSA Report (HBREFSA)

Enhanced Tax Report and Additional Sorting Options (August 2014)

The Export Payroll Taxes screen was updated to provide additional subtotal information, sort options, and an option to include/exclude employee detail information in the report. The following are the details of the screen enhancements:

- Added a new **Report** group box with the following sorting fields. The available options in each sort field will depend on the **File Type** and other sort options selected.
 - 1st Sort field
 - 2nd Sort field
 - 3rd Sort field
- Added an **Include Employee Detail** check box in the **Report** group box. This allows you to include/exclude employee detail information in the report.
 - If the check box is **not** selected, the report only includes check date subtotals (for periodic reporting only), Tax Service Tax Code subtotals, Tax Type subtotals, and grand totals. Each separate tax amount will not be provided.
 - If the check box is selected, the report includes detail, check date subtotals (for periodic reporting only), Tax Service Tax Code subtotals, Tax Type subtotals, and grand totals.
- Added a **Payroll Year** range type field which displays **One**.
- Renamed the **Report and Output File** group box to **Output File**.
- Removed the **State Data** group box and moved its contents to the **Output File** group box.

- Updated the Export Payroll Taxes Report format to include more subtotal information.
- Reformatted existing group boxes and fields on the screen to accommodate the enhancements for this release.

Wake Island Support (August 2014 Tax Table Update)

Costpoint was updated to support Wake Island payroll calculation.

Kentucky SUTA Electronic Filing (June 2014 SUTA Update)

The electronic filing specification for Kentucky was updated to include the following fields in total record:

- **Surcharge Rate** – This is the rate specified in the **Surcharge Rate** field that was added to the Create Quarterly SUTA Tax File (PRPSMM) screen. This field is in the **T** record, position **145 - 148**.
- **Surcharge Due** – The total of taxable wages multiplied by the surcharge rate. This field is in the **T** record, position **149 - 159**.

For this update, a new **Surcharge Rate** field was added to the Create Quarterly SUTA Tax File screen. The value for this rate will be found on the quarterly wage and tax report or reminder notice sent in lieu of a report. Employers with taxable wages will be assessed a surcharge of 0.22% for 2014.

Oregon SUTA Electronic Filing (September 2014 SUTA Update)

Costpoint was enhanced to support SUTA electronic filing for the state of Oregon. The Create Quarterly SUTA Tax File screen was updated for this enhancement.

Idaho Tax Withholding (July 2014 Tax Table Update)

Idaho tax withholding tables were updated. The annual withholding allowance increased to \$3,950. Please see the following for details: http://tax.idaho.gov/pubs/EPB00006_06-24-2014.pdf.

Ohio Tax Withholding (July 2014 TTU)

Percentage-method withholding tables, effective July 1, 2014, were released by the Department of Taxation. The table reflects a 1 percent reduction in withholding rates. See http://www.tax.ohio.gov/Portals/0/employer_withholding/July%201,%202014%20Tables/WITH_PercentageMethod_062014.pdf for details.

An optional computer method was also released. See http://www.tax.ohio.gov/Portals/0/employer_withholding/July%201,%202014%20Tables/WITH_OptionalComputerFormula_062014.pdf for details.

Yonkers Tax Withholding (July 2014 Tax Table Update)

Effective August 1, 2014, new income tax withholding tables for the city of Yonkers, New York must be implemented. For more information, see http://www.tax.ny.gov/pdf/publications/withholding/nys50_t_y.pdf.

The following updates affect Costpoint users:

- Multiplier in Yonkers resident tax withholding calculation increased from 15% to **19.2%**. This update was applied to Costpoint and will take effect on August 1, 2014.
- Supplemental tax rate for Yonkers resident increased from 1.443% to **1.84704%**. Costpoint supports only up to four decimal places in the **Supplemental Tax Rate** field on

the Manage Local Taxes screen. For Yonkers residents, you will need to enter either **1.8470** or **1.8471** as the supplemental tax rate. Dropping the last digit of the Yonkers supplemental tax rate will result in tax taken being short \$0.40 on a \$1,000,000 bonus. If you decide to round up the supplement tax rate to **1.8471**, tax taken will be over \$0.60 on a \$1,000,000 bonus.

Illinois SUTA Electronic Filing (August 2014 SUTA Update)

Starting July 2014, aside from quarterly files, the state of Illinois requires eight additional electronic monthly wage report for employers with 25 or more employees. The files must be in a comma-separated (.csv) plain ASCII text format that contain employer and employee data. For more information, see http://home.delttek.com/sites/EPMO/PP/Integration/Regulatory/PRDs%20and%20Government%20Publications/Payroll_SUTA%20Electronic%20Filing/Illinois/TaxNet_Implement_Illinois.pdf. A new screen, Create Monthly SUTA Tax File, was created in Costpoint to support this update.

TaxNet recommends inclusion of Month, year, and sequence number within the file name of the monthly wage report to assist in tracking submissions. The proper file naming convention is ILUIMonthlyWageMMYYYY_NN.csv, where:

- **MM** — 2-digit month
- **YYYY** — 4-digit year
- **NN** — 2-digit file sequence (when needed)

Example File Name: ILUIMonthlyWage012013_01.csv

The file name is case insensitive.

Georgia SUTA Electronic Filing (September 2014 SUTA Update)

The name of the **Total Gross Wages** field (Record S, Positions 69-77) on the electronic file changed to **Total Reportable Gross Wages**.

Pennsylvania SUTA Electronic Filing (September 2014 SUTA Update)

As of June 2014, the **Employee First Name** field (Record S, Positions 31-42) must not contain any spaces. For Pennsylvania, if an employee first name has multiple segments, Costpoint will insert hyphens in Record S, Positions 31-42 in the generated file.

Alaska SUTA Electronic Filing (June 2014 SUTA Update)

The Alaska Occupational and Geographic Codes were updated. This update affects the following Costpoint screens:

- Manage Employee Taxes (PRMETAX)
- Manage Employee Information (LDMEINFO)

State Electronic Filing (January 2015)

Idaho State Electronic Filing

Costpoint RS and RV Records were updated to accommodate the following changes:

- Effective January 1, 2014, existing split-monthly filers changed to a semimonthly filing frequency. All split-monthly specific fields in the RV record have been changed to filler.
- Effective December 15, 2014, online services will be hosted by our Taxpayer Access Point (TAP). Use TAP for filing electronic Form 967s, W-2s, and 1099s.

▪ **RV Record Changes:**

Record Position	Tax Year 2014	Tax Year 2013
RV 54-64 Withholding Payments Made During the Year	Payments made from 1/1/14 – 12/31/14 Right justify and zero fill. Omit decimal points.	Payments made from 1/1/13 – 12/31/13 (Filing cycle = M, Q, Y) Payments made from 1/16/13 – 12/31/13 (Filing cycle = B) Right justify and zero fill. Omit decimal points.
RV 65-86 Filler	Zero Fill	RV 65-75 Payments made from 1/1/13 – 1/15/13 (Filing cycle = B) Right justify and zero fill. Omit decimal points. RV 76-86 Payments made from 1/1/13 – 12/31/13 (Filing cycle = B) Right justify and zero fill. Omit decimal points.
RV 87-97 Remaining Tax Due or Refund	Total of positions “43-53” minus “54-64” Right justify and zero fill. Omit decimal points.	Total of positions “43-53” minus “54-64” (Filing cycle = M, Q, Y) Total of positions “43-53” minus positions “76-86” (Filing cycle = B) Right justify and zero fill. Omit decimal points.



Please note the following:

- Idaho follows the Social Security Administration’s publication 42-007 for EFW2 layout specifications. (This includes the RS record)
- Idaho specifications are in addition to Social Security Administration publication 42-007.
- For more information, refer to http://tax.idaho.gov/pubs/EPB00668_11-12-2014.pdf

Maryland State Electronic Filing

Costpoint RV Record was updated to accommodate the following changes to Maryland electronic filing:

Record/Position	Tax year 2014	Tax Year 2013
RV 197-208 MW508-Employer Amount Tax Due from Line 4	Required. Subtract line 3c and 3d from line 3. If amount is zero or greater enter here otherwise, go to line 5. Right justify and zero fill.	Required. Subtract line 3a and 3b from line 3. If amount is zero or greater enter here otherwise, go to line 5. Right justify and zero fill.
RV 209-220 MW508-Employer Overpayment from Line 5	Required. If line 3 minus lines 3c & 3d is less than zero, enter the difference here as a positive number. Right justify and zero fill.	Required. If line 3 minus lines 3a & 3b is less than zero, enter the difference here as a positive number. Right justify and zero fill.
RV 331 MW508- Employer Partial File (Will you be submitting additional W-2's?)	Required: Enter "Y" for Yes, "N" for No (For Partial Filers)	Required. MD does not use this field. Fill with blanks.
RV 332 MW508- Employer Partial File (Will you be submitting additional 1099's?)	Required: Enter "Y" for Yes, "N" for No For Partial Filers)	Required. MD does not use this field. Fill with blanks.
RV 333-338 NAICS Code	Business Code. North American Industry Classification System	Required. MD does not use this field. Fill with blanks.

A new field, **NAICS Code**, was added to the Create State W-2 File screen. Use this field to manually enter the NAICS code of the employer. The value will be reported in the RV Record, position 333-338.

Federal Withholding Taxes (January 2015 Tax Table Update)

The following are updates to Federal taxes for 2015:

- The amount of one withholding allowance increases from \$3,950 to **\$4,000**.
- The Married and Single percentage method tables have changed.
- The Nonresident Alien Adjustment amount increases from \$2,250.00 to **\$2,300.00**.

State Tax Updates (January 2015 Tax Table Update)

The following are state tax changes effective January 1, 2015:

Alaska

The unemployment taxable wage base increases from \$37,400 to **\$38,700**.

Connecticut

The withholding method was released by the Department of Revenue Services. The following are the changes:

- Updated Personal Exemptions (Table A) for Filing Status F
- Updated Personal Tax Credits (Table E) for Filing Status F

For more information, refer to the Connecticut Withholding Calculation Rules:
<http://www.ct.gov/drs/lib/drs/forms/2015withholding/tpg-211.pdf>

Colorado

The following are updates to Colorado tax withholding:

- The annual allowance amount has increased to **\$4,000**.
- Withholding tables for Single and Married were updated.

For more information, refer to: <https://www.colorado.gov/pacific/sites/default/files/DR1098.pdf>.

Hawaii

The unemployment taxable wage base increases from \$40,400 to **\$40,900**.

Idaho

The unemployment taxable wage base increases from \$35,200 to **\$36,000**.

Illinois

The following are updates to Illinois Income tax withholding tables:

- Tax rate decreases from 5% to **3.75%**.
- Exemption amount increases from \$2,125 to **\$2,150**.

For more information, refer to: <http://tax.illinois.gov/taxforms/Withholding/IL-700-T.pdf>.

Indiana

The following are updates to Indiana tax withholding:

- The state income tax withholding rate decreases from 0.34 to **0.33**.
- Tax rates also changed for Adams, Elkhart, Jennings, Knox, Marion, Parke Randolph, and Wabash counties.

For more information, refer to: <http://www.in.gov/dor/reference/files/dn01.pdf>.

Kansas

The Married and Single percentage method tables have changed.

For more information, refer to: <https://www.kdor.org/developers/forms/non-scan/whtaxrates2015.pdf>.

Kentucky

The unemployment taxable wage base increases from \$9,600 to **\$9,900**.

Massachusetts

The following are updates to income tax withholding tables of the State of Massachusetts:

- The withholding rate decreases from 5.20% to **5.15%**.
- The head of household tax value amount decreases from 124.80 to **123.60**.
- The blindness tax value amount decreases from 114.40 to **113.30**.

- The supplemental tax rate decreases from 5.20% to **5.15%**.

For more information, refer to: <http://www.mass.gov/dor/docs/dor/forms/wage-rpt/pdfs/circ-m-current.pdf>.

Minnesota

The following are updates to the income tax withholding tables of the State of Minnesota:

- The withholding allowance increases from 3,950 to **4,000**.
- The withholding tables for Single and Married have been updated.

For more information, refer to the computer withholding formula:
http://www.revenue.state.mn.us/Forms_and_Instructions/wh_formula_15.pdf.

Missouri

The standard deduction increases for all filing statuses. The following are the details of the update:

- **Single** — \$6,300 (from \$6,200 in 2014)
- **Married and Spouse Works** — \$6,300 (from \$6,200 in 2014)
- **Married and Spouse Does Not Work** — \$12,600 (from \$12,400 in 2014)
- **Head of Household** — \$9,250 (from \$9,100 in 2014)

For more information, refer to: http://dor.mo.gov/forms/4282_2015.pdf.

New Mexico

The following are updates to New Mexico tax withholding:

- The annual exemption amount increases from \$3,950 to **\$4,000**.
- The amount of one withholding allowance increases from \$3,950 to **\$4,000**.
- The annual withholding tables for **Head of Household**, **Single**, and **Married** were updated.

New York

The following are updates to the income tax withholding tables of New York State and city of Yonkers:

- The unemployment taxable wage base increases from \$10,300 to **\$10,500**.
- The Single Deduction Allowance Amount increases from \$7,250 to **\$7,350**.
- The Married Deduction Allowance Amount increases from \$7,750 to **\$7,850**.
- The Married and Single annual tax rate schedule table have changed.
- Adjustment for difference between federal and New York exemption allowances increases from \$2,900 to **\$2,950**.
- The supplemental rate for Yonkers Resident decreases from 1.84704% to **1.61135%**.

For more information, please refer to the following:

- http://www.tax.ny.gov/pdf/publications/withholding/nys50_t_nys.pdf
- http://www.tax.ny.gov/pdf/publications/withholding/nys50_t_y.pdf

North Carolina

The following are updates to North Carolina tax withholding:

- The withholding rate decreases from 5.8 percent to **5.75 percent**. For more information, refer to http://www.dornc.com/downloads/nc30_2015.pdf.
- The unemployment taxable wage base increases from \$21,400 to **\$21,700**.

North Dakota

The following are updates to North Dakota tax withholding:

- The annual withholding tables for **Single** and **Married** were updated.
- The amount of one withholding allowance increases from 3,950 to **4,000**.

For more information, refer to:

<http://www.nd.gov/tax/indwithhold/pubs/withholdingbooklet2015.pdf?20141219141307>.

The unemployment taxable wage base increases from \$33,600 to **\$35,600**.

Oklahoma

The following are updates to Oklahoma tax withholding:

- The annual withholding tables for **Single** and **Married** were updated.
- The unemployment limit decreases from \$18,700 to **\$17,000**.

For more information, <http://www.tax.ok.gov/publicat/2015%20Withholding%20Tables.pdf>.

Oregon

The following are updates to Oregon tax withholding:

- For an employee with annual wages up to \$50,000, the federal tax adjustment amount increases from \$6,350 to **\$6,450**.
- The tax table changes for an employee with annual wages up to **\$50,000**.
- The allowance amount increases from \$191 to **\$194**.
- For an employee filing **Single** with less than 3 allowances, the standard deduction amount increases from \$2,115 to **\$2,145**.
- For an employee filing **Single** with more than 3 allowances, the standard deduction amount increases from \$4,230 to **\$4,295**.
- For an employee filing **Married**, the standard deduction amount increases from \$4,230 to **\$4,295**.



Please note that the following two special programming changes will be released with the January SYSTEM JAR 034 for Costpoint 7.0.1 and SYSTEM JAR 004 for Costpoint 7.1.1

- The federal tax adjustment phase out amounts changed for an employee with annual wages **\$50,000** or greater.
- The tax table changed for an employee with annual wages **\$50,000** or greater.

For more information, refer to:

http://www.oregon.gov/dor/BUS/docs/withholding-tax-formulas_206-436_2015.pdf.

Pennsylvania

The unemployment taxable wage base increases from \$8,750 to be **\$9,000**.

Rhode Island

The following are updates to Rhode Island tax withholding:

- The annual withholding table for all filing statuses was updated.
- The threshold for **0.00** allowance amount increases from \$211,300.00 to **\$214,700.00**.

For more information, refer to:

<http://www.tax.state.ri.us/forms/2015/Withholding/2015%20Withholding%20Booklet.pdf>.

South Carolina

The taxable wage base increases from \$12,000 to **\$14,000**.

South Dakota

The taxable wage base increases from \$14,000 to **\$15,000**.

Utah

The unemployment taxable wage base increases from \$30,800 to **\$31,300**.

Vermont

The annual withholding allowance increases from \$3,950 to **\$4,000**.

For more information, refer to <http://www.state.vt.us/tax/pdf.word.excel/business/2015-Withholding-Instructions-Charts-Tables.pdf>.

Washington

The unemployment taxable wage base increases from \$41,300 to **\$42,100**.

Wyoming

The unemployment taxable wage base increases from \$24,500 to **\$24,700**.

Federal and State Electronic Filing (EFW2) (February 2015)

If **Location Address (RA 274-295)** is not available, it will be populated with **Delivery Address (RA 296-317)**. This affects all states using the standard EFW2 RA record.

For more information, please refer to:

<http://www.socialsecurity.gov/employer/efw/14efw2.pdf#zoom=100>

District of Columbia Income Tax Withholding Allowance and Withholding Tables (February 2015 Tax Table Update)

The following are updates to District of Columbia Income Tax Withholding:

- The One withholding allowance increases from \$1,675 to **\$1,775**.
- Percentage withholding method was revised

For more information, please refer to:

http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/FR-230_012215_v4.pdf

Oregon Tax Withholding (February 2015 Tax Table Update)

Special programming changes were applied to Costpoint to accommodate the following updates to Oregon tax withholding:

- The federal tax adjustment phase out amounts changed for an employee with annual wages \$50,000 or greater.
- The tax table changed for an employee with annual wages \$50,000 or greater

Please note that the following data changes are included in a separate Costpoint Regulatory January 2015 release and **not** in a SYSTEM JAR release.

- For an employee with annual wages up to \$50,000, the federal tax adjustment amount increases from \$6,350 to **\$6,450**
- The tax table changes for an employee with annual wages up to \$50,000.
- The allowance amount increases from \$191 to **\$194**.
- For an employee filing Single with less than 3 allowances, the standard deduction amount increases from \$2,115 to **\$2,145**.
- For an employee filing Single with more than 3 allowances, the standard deduction amount increases from \$4,230 to **\$4,295**.
- For an employee filing Married, the standard deduction amount increases from \$4,230 to **\$4,295**.

Louisiana SUTA Electronic Filing (March 2015 SUTA Update)

Louisiana specifications were modified in accordance with the Social Security Administration's guidelines in an effort to minimize required data. For more information, please refer to: <http://www.laworks.net/Downloads/UI/WageUploadInstructions.pdf>.

Federal Tax Withholding (January 2016)

The following are updates to the Federal tax withholding tables for 2016:

- The amount of one withholding allowance increases from \$4,000 to **\$4,050**.
- The Married and Single percentage method withholding tables have been updated.
- The Nonresident Alien Adjustment amount decreases from \$2,300.00 to **\$2,250.00**.
- The Federal Poverty Level database column will be added to the FED_TAX_INFO table if it doesn't already exist.
- The Safe Harbor Affordability Rate database column will be added to the FED_TAX_INFO table if it doesn't already exist.

Patch Requirements

The enhancements in this release require the Costpoint 7.1.1 PATCH2843.

State Tax Updates (January 2016)

The following are state tax updates effective January 1, 2016:

District of Columbia The annual withholding table for all filing statuses were updated.

Massachusetts

- The withholding rate decreases from 5.15% to **5.1%**.
- The head of household tax value amount decreases from \$123.60 to **\$122.40**.
- The blindness tax value amount decreases from \$113.30 to **\$112.20**.
- The supplemental tax rate decreases from 5.15% to **5.1%**.

Maryland The tax rate decreases in Anne Arundel County from 2.56% to **2.5%**.

- The tax rate increases in Worcester County from 1.25% to **1.75%**.
- The tax rate increases for nonresidents from 1.25% to **1.75%**.

Michigan

- The standard taxable wage base is **\$9,000**.

Missouri The Head of Household standard deduction increases from \$9,250 to **\$9,300**.

Rhode Island The annual withholding table for all filing statuses was updated.

- The threshold for 0.00 allowance amount increases from \$214,700 to **\$215,800**.

Vermont

- The amount of one withholding allowance increases from \$4,000 to **\$4,050**.
- The percentage method withholding tables were updated.

Patch Requirements

The enhancements in this release require the Costpoint 7.1.1 PATCH2845.

State Tax Updates (February 2016 SUTA)

The following SUTA wage base updates are effective January 1, 2016:

New Jersey

The unemployment-taxable wage base increases from \$32,000 to \$32,600.

New York

The unemployment-taxable wage base increases from \$10,500 to \$10,700.

Pennsylvania

The unemployment-taxable wage base increases from \$9,000 to **\$9,500**.

Tennessee

The unemployment-taxable wage base decreases from \$9,000 to **\$8,000**.

Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH2880.

Accounting Domain Enhancements

Manage Currency ISO Codes

The Manage Currency ISO Code (MUMCRNCY) application is now available which you can use to initialize and edit ISO currency codes in Costpoint. In this application, you can tag which currencies are obsolete and enter the ones that have replaced them.

Currencies that have been tagged as obsolete can still be used in Costpoint. The obsolete tag is only an indicator and for information purposes only.

Patch Requirements

This enhancement requires Costpoint 7.1.1 PATCH2889 and PATCH7087.

Control Flag for Database

Options were added on the Configure General Ledger Settings (GLMSETNG) screen where you can designate a particular database as the production system versus alternate databases in applying dual computations for the Revenue Standard feature.

PATCH2897 is required for this enhancement.

Subcontractor Management Changes for Manage Purchase Order Vouchers (POMPOVCH)

An enhancement was made to the Manage Purchase Order Vouchers screen where fields were added and reorganized in support of the Subcontractor Management feature

Manage Alternate Fiscal Year Mapping (GLMALTFY)

A new application called, Manage Alternate Fiscal Year Mapping has been created to store alternate fiscal years and periods that you can map to accounting fiscal years. Beginning balances for the alternate fiscal years can be entered in functional and transactional currency by account, organization, and project. The data you enter in this application is for storage purposes only and is not used in any Costpoint processing or reporting. However, the information can be used for reference in custom reporting.

Manage Company Bank Accounts (Non-US Banks) (CMMCOBKI)

A new application called Manage Company Bank Accounts (Non-US Banks) or CMMCOBKI has been created to store information about non-US banks in Costpoint. This is useful if you like to track information about non-US banks such as the SWIFT Code, IBAN Code and Non-US Bank Account number.



You cannot create EFT files for non-US banks directly in Costpoint. Third-party tools are needed to create EFT files for non-US banks.

Manage Intermediary Banks (CMMIB)

A new application called Manage Intermediary Banks (CMMIB) has been created to store details about intermediary banks. An intermediary bank is the one you need as a “go-between” for transferring funds from one bank to another in a different country.

Bank Abbreviation Lookup

The **Bank Abbrv** field lookup for some applications has been modified to display both US and non-US banks. This change was applied to the following applications:

- Manage Cash Accounts (APMCASH)
- Print EFT Pre-Transfer Edit Report (APREFTPR)
- Manage Transfer Accounts (ARMTRACT)
- The Default Accts subtask in Manage Customers (ARMCUST)
- Manage Check History (APMCKHST)
- Select Vouchers for Payment (APPSELVR)
- Print Cash Requirements Report (APRCASH)
- Configure Acct Receivable Settings (ARMSETNG)
- Update Open Acct Payable Exchange Rates (APPRATE)
- Print/Void Check (APRCK)
- Manage Bank Statement Information (GLMSTMT)
- Print Bank Statement Report (GLRSTMT)
- Print Bank Reconciliation Summary Report (GLRBKSUM)
- Accept Bank Transactions (GLMACPT)
- Process Bank Transaction Acceptances (GLPBATCH)
- Create Bank Transaction History (GLPBKTRN)
- Purge Bank Transaction History (GLPBKPRG)
- Adjust Currency Balances (GLPMCBAJ)
- Update Beginning Bank Statement Balances (GLPTOOL1)
- Update Cash Accounts (GLPUACCT)
- View Bank Reconciliation Summary (GLQBKINQ)
- Print Bank Reconciliation Detail Reports (GLRBKREC)

Create/Delete Intercompany Receivables (GLPINTER)

This application has been modified to allow companies to post intercompany receivable entries in the maximum open subperiod of the selected period where the Intercompany Receivables journal has a **Status** of **Open**. Prior to this feature, intercompany receivable entries always posted to Subperiod 1 of the selected period. To turn on this new feature, a new check box has been added on the Configure General Ledger Settings screen.



The Create/Delete Intercompany Receivables application will create the Intercompany Receivable entry for the entire period regardless of whether you are posting to the first or maximum subperiod.

The **Subperiod** field displays **1** when you select a **Fiscal Year** and **Period** to signify that posting will be done to the first subperiod.

However, if the **Use Maximum Open Subperiod** check box on the Configure General Ledger Settings screen is selected, and then you select a **Fiscal Year** and **Period**, this field displays the

maximum subperiod that has an ICR journal status of **Open**. If there is no subperiod that has an open ICR journal status, the **Subperiod** field is blank.

Post Intercompany Receivables (GLPPTER)

The Post Intercompany Receivables application has been modified to allow you to override the default functionality of using Subperiod 1 as the posting subperiod. The **Subperiod** and **Subperiod End Date** fields were added on screen.

Configure General Ledger Settings (GLMSETNG)

This application has been modified to override the default functionality of using Subperiod 1 as the posting subperiod for Intercompany Receivables and to accommodate the use of maximum **Open** subperiod. A new check box **Use Maximum Open Subperiod**, was added to facilitate this. It is used to create and post ICR entries as follows:

- Validate that there is an open subperiod for the selected period and that it is open for creation of ICR entries in the Create/Delete Intercompany Receivables (GLPINTER) application; and
- Determine which subperiod to use for posting the ICR entry in the Post Intercompany Receivables (GLPPTER) application.

The GL_CONFIG table was modified to include the new field OVERRIDE_SUBPD_FL for the override checkbox.

Manage Vendors (APMVEND)

A new subtask has been added to the Manage Vendors screen to store Electronic Funds Transfer (EFT) information for vendors and their banks outside the United States.



This enhancement was made to store EFT information only. Third-party tools are needed to create EFT files for non-US banks.

Also, new fields were added to the Manage Vendors application as part of the Subcontractor Management Feature. PATCH2694, PATCH 2727, and PATCH2753 are required for this update.

Manage Company Bank Accounts (US Banks) (GLMCOBNK)

This application has been modified and the following fields were added:

- IBAN Code
- SWIFT Code
- Non-US Bank Account
- Bank Reference
- Originator ID Code

These fields were added to store additional bank information that can be used for recording deposit and payment transactions against a bank account. The information is useful for bank reconciliations.

A subtask, Approved Intermediary Banks, was also added to the Manage Company Bank Accounts (US Banks) screen. Use this subtask to link Intermediary banks to company bank accounts.

Import Vendors (AOPUTLVU)

The Import Vendors application was modified to accommodate the following fields in the input file for vendor address record (record type 'A'):

- Intermediary Bank ID
- SWIFT Code
- Non-US EFT Active flag
- Non-US Bank ID

Manage Bank Statement Information (GLMSTMT)

This application has been modified to accommodate bank statements for both US and non-US banks. In the **Bank Abbr** field, you can now select an abbreviation of a non-US bank. Other than a US Bank Account ID, the **Account** field can also display the following fields that correspond to the selected bank abbreviation:

- Non-US Bank Account ID
- IBAN Code
- SWIFT Code

Costpoint will search and display the values for the said fields in the same order as they are listed above.

Print Bank Statement Report (GLRSTMT)

The Print Bank Statement Report application has been modified to accommodate both US and non-US banks.

Import Journal Entries (AOPUTLJE)

This application has been modified:

- Allow you to have up to 99,999 rows in a single journal entry.
- Allow multiple users to run the Validate Input File process to read the input file, create temporary tables, validate records, and print the Error report.
- It is now multicurrency enabled. That means that each journal entry within the import file can have different a different transaction currency. The input file can contain the currency code, rate date and optional rate override in the **M** record which is required for multicurrency records. The rate group must be specified on the input screen for the import file. A new database table (AOPUTLJE_INP_MU) was added that will hold this exchange rate information for multicurrency processing.



Importing of journal entries is still a single-user function.

Import Cash Receipts (AOPUTLCR)

Enhancements were made to the Import Cash Receipts application as follows:

- When you match a partial invoice and you select the **Match Invoice on Non-zero Numeric Portion** check box, the application also matches the balance due.

- When you match a partial invoice and you select the **Match Invoice on Non-zero Numeric Portion** check box, the application only removes the leading variable character and leading special characters from the invoice ID.
- When you match records on the file, the application only matches records in accounts receivable where the balance is not equal to zero.
- You can now enter up to 40 characters in the **Customer Alias** field.

Manage Cash Receipts (ARMCR)

The **Bank Account Amount** and **Bank Account Currency** fields were added on the Manage Cash Receipts screen so that you enter the exact bank account currency amount received on the cash account line. This enables you to track the actual cash account currency amount for a bank cash account transaction, when the bank account currency does not match either the functional or cash receipt transaction currency. The currency amount that you enter will flow through bank reconciliation so as to avoid discrepancies, which also helps in the correct recording of multicurrency amounts.

Multi-user Feature in Preprocessor Applications

Several preprocessor applications were modified to allow multiple users to validate input files simultaneously during the import process. Every so often you need to go through the validation step more than once until all errors in the input files are corrected. In the past, this validation step has been a bottleneck in the overall import process because only one user could perform this step, preventing others from validating their input files. Once an input file is validated, it can be submitted to the job server where the rest of the import process does not require user interaction. You receive an e-mail notification when the process is complete.

This multi-user feature was applied to the following preprocessor applications:

- Import Journal Entries (AOPUTLJE)
- Import Accounts Payable Vouchers (AOPUTLAP)
- Import TE Expenses/Advances (AOPUTLTE)
- Import TE Expense Commitments (APPTECMT)
- Import Accounts Payable Multicurrency Vouchers (AOPUTLAM)
- Import Vendors (AOPUTLVU)

Manage Purchase Order Vouchers (POMPOVCH)

The logic for the Manage Purchase Order Vouchers application has been modified based on the selected **Exchange Rate Source** value in the Configure Purchase Order Voucher Settings (POMAPSET) application.

When the **Exchange Rate Source** is **Purchase Order**:

- All exchange rate information from the purchase order is loaded.
- All fields in the exchange rate screen can be changed except for Transaction Currency.
- Exchange rates can be updated and the modified information saved in the corresponding **Voucher Header** fields.

When the **Exchange Rate Source** is **Invoice Date**:

- **Transaction Currency** and **Rate Group** will default from the Purchase Order
- The default **Pay Currency** is linked to the PO vendor.

- The default rate date is the Invoice Date. Automatically load exchange rates based on the **Invoice Date** and above criteria using the standard functionality.
- All fields can be changed except for **Transaction Currency**.
- Exchange rates can be updated and the modified information saved in the corresponding **Voucher Header** fields.

When the **Exchange Rate Source** is **Current Date**:

- The default **Transaction Currency** and **Rate Group** will come from the PO
- The default **Pay Currency** is linked to the PO Vendor
- The default **Rate Date** is the Current Date. Automatically load exchange rates based on the Current Date and on the criteria mentioned above.
- All fields can be changed except for **Transaction Currency**. Standard validation is done as applicable.
- Exchange rates can be updated and the modified information saved in the corresponding **Voucher Header** fields.

In addition, the logic for manually creating PO Vouchers has been modified to include validations based on the voucher approval set on the Configure Purchase Order Voucher Settings (POMAPSET) screen. In the POMAPSET application, you can set vouchers to be automatically approved.

Also, a new column, Receipt Line has been added to display the corresponding receipt line that is associated with the PO line on the voucher line.

Configure Purchase Order Voucher Settings (POMAPSET)

The Configure Purchase Order Voucher Settings application has been modified to allow the selection of **Source** for exchange rates. You can select one of the following:

- Purchase Order
- Invoice Date
- Current Date

This application has also been modified to allow automatic approval of vouchers even if they have not been accepted. The **Voucher Approvals Upon Receipt** check box has been added on screen.

Create PO Vouchers from POs/Receipts (POPPOVCH)

The logic for the Create PO Vouchers from POs/Receipts application has been modified based on the selected **Exchange Rate Source** value in the Configure Purchase Order Voucher Settings (POMAPSET) application.

When the **Exchange Rate Source** is **Purchase Order**:

- All exchange rate source information loads from the purchase order.

When the **Exchange Rate Source** is **Invoice Date**:

- The default **Transaction Currency** and **Rate Group** will come from the PO.
- The default **Pay Currency** is linked to the PO vendor.
- The default **Rate Date** is the invoice date. Exchange rates are automatically loaded based on the invoice date and on the criteria above using standard functionality.

When the **Exchange Rate Source** is **Current Date**:

- The default **Transaction Currency** and **Rate Group** will come from the PO.
- The default **Pay Currency** is linked to the PO vendor.
- The default **Rate Date** is the current date. The exchange rates are automatically loaded based on the current date and the above criteria using standard functionality.

The logic of this application for the approval of vouchers was modified based upon Configure Purchase Order Voucher Settings (POMAPSET) application settings. When receipts are received, you can set the Purchase Order Voucher Settings screen to automatically approve.

Import Purchase Order Vouchers (AOPPOVCH)

The logic for the Import Purchase Order Vouchers application has been modified based on the **Exchange Rate Source** selected on the Configure Purchase Order Voucher Settings (POMAPSET) application.

When the **Exchange Rate Source** is **Purchase Order**:

- All exchange rate information comes from the Purchase Order.

When the **Exchange Rate Source** is **Invoice Date**:

- The default Transaction Currency and Rate Group come from the PO.
- The default **Pay Currency** is linked to the **PO Vendor**.
- The default Rate Date is the invoice date from the input file. Exchange rates are automatically loaded based on the invoice date and above criteria using standard functionality.

When the **Exchange Rate Source** is **Current Date**:

- The default **Transaction Currency** and **Rate Group** come from the PO.
- The default Pay Currency is linked to the PO Vendor.
- The default **Rate Date** is the current date. Exchange rates are automatically loaded based on the current date and the criteria above using standard functionality.

The logic of this application for creating PO vouchers has been modified to include validations based upon the voucher approval that is set in the Configure Purchase Order Voucher Settings (POMAPSET) application. Use the POMAPSET application to set vouchers to be automatically approved.

View Account Activity (GLQAACTI)

A notification message was added when no records match the entered query criteria.

Accept Bank Transactions (GLMACPT)

The **Clear Voided Checks** check box was added on this screen. When it is selected, the table window will display bank transactions history for voided checks. In this way, you can clear void checks when uploading bank statements.

Manage Currencies (GLMCURR)

The Currency table was synced with known currencies such as the South Sudanese Pound (SSP).

Manage Banks (Non-US) (CMMBNKNU)

The Manage Banks (Non-US) is a new application where you can set up Non-US bank information for your company or companies.

You can use the non-US bank information set up on this screen to verify non-US bank IDs when you set up bank accounts in Cash Management or set up Vendor EFT information in Accounts Payable.

The NON_US_BANKS table has been created to store information from this application.

Manage Banks (US) (GLMBANK)

This GLMBANK application has been renamed as **Manage Banks (US)**.

Multicurrency Amount Fields The following applications have been modified to allow you to enter multicurrency amounts. New subtasks were created for:

- Manage Non-Project Beginning Balances (GLMBEGIN)
- Manage Project Beginning Balances (GLMPJBEG)

The Update General Ledger Beginning Balances (GLPUPBB) application has also been modified to allow you to roll forward GL balances for multicurrency amounts.

Projects Domain Enhancements

New Revenue Formulas Validation

Validation is added to the Import Project Master Data application to recognize the two new revenue formulas based on the funded value amount.

Subcontractor Management Patches

An enhancement was made in preparation of the Create Subcontractor Invoices screen which is part of the Subcontractor Management feature. The update also applies to the Post Vouchers application.

PATCH2770 and PATCH7076 are required for this enhancement.

Configure Subcontractor Management Settings Patches

A new screen, Configure Subcontractor Management Settings, was added to the Projects domain in preparation of the Subcontractor Management feature.

This update requires PATCH2728 and PATCH2762.

Other changes were also made to this screen where PATCH2831 and PATCH2847 are required.



This screen will only be available when the Subcontractor Management feature is released.

Print Cost Pool Rates Report (PJRPLIS)

This screen has been updated to include adjustment periods in cost pool rates reports.

Change Period Report Parameters (PJPPARMS)

You can now enter adjustment periods on the Change Period Report Parameters screen. When you run this application for an adjustment period, it updates the period on parameters for applications that are allowed to use adjustment periods.

Import Manual Bills (BLPUMB)

The Import Manual Bills screen has been added to Costpoint to allow users to import manual bills from comma-separated value (CSV) files into Costpoint's Billing module. The manual bills to be uploaded must be in the company's functional currency. In addition, 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.

Load Multicurrency Transaction Amounts (BLPLMTRN)

As part of the enhancement of multicurrency billing, a new application called Load Multicurrency Transaction Amounts has been created to allow you to load multicurrency transaction amounts from source tables into your Open Billing Detail file. You can use this utility for projects that have a billing currency different from the functional currency.

When you run this application, Costpoint populates the transactional currency and amount fields on the Manage Open Billing Detail screen using the transactional amount and currency from your General Ledger Detail file. Costpoint also loads data from the source tables to populate the fields on the Exchange Rates subtask of Manage Open Billing Detail.

Adjust Open Billing Detail Records (BLPAOBD)

The Adjust Open Billing Detail Records application has been modified to not retrieve records from the OPEN_BILLING_DETL table where there are different functional and transactional currencies.

Assign Account Function Codes (PJPA AFC)

This application has been updated to allow you to assign function codes to accounts for a specific project or range of projects. You can select **All**, **One**, **Range**, **From Beginning**, or **To End** in the **Option** drop-down list for the range of projects to which you want to assign the function code.

When you run this utility, Costpoint updates only the accounts that are in the project range you specified, and have the selected account group code.

Calculate ACRN Bills (BLPACRN)

The Calculate ACRN Bills application has been modified to recognize **Earliest Expiring Funds** as a calculation method. If this method is selected, Costpoint uses the same functionality that is applied in the FIFO calculation process.

Other enhancements to this application include the ability to link changes in funding modifications to Accounting Classification Reference Numbers (ACRNs), and the ability to track changes made to ACRN lines in an ACRN Change History table.

Calculate Retroactive Bills (BLPRBIL)

This application was updated to use the ceilings set up on the new Billing Currency Contract Values tab of the Manage Project Billing Information screen for foreign currency invoices.

Calculate Standard Bills (BLPGBILL)

The following are the enhancements for Calculate Standard Bills:

- Transactional amounts that are recorded in billing currency may now pass through to a foreign currency invoice for standard bills. Calculate Standard Bills captures the transactional amounts entered on the Manage Open Billing Detail screen and populates the new fields in the BILL_EDIT_DETL table.
- The application now recognizes the billing currency contract and funded values as well as ceiling flags set on the new Billing Currency Contract Values tab of the Manage Project Billing Information screen. For foreign currency invoices, if you set ceilings on the funded amounts on the Billing Currency Contract Values tab, Costpoint uses these ceilings for billing calculations. Costpoint applies the ceiling for total, cost, and fee amounts if it finds a code of **B** in the respective ceiling fields. If you do not set ceilings on this tab, the application will use any ceilings set on the Manage Total Ceilings screen.
- Calculate Standard Bills has been updated to read the currency code specified in the new field **Currency** on the Schedule subtask of either the Manage Project Billing Information or Manage Project User Flow screen, and to pass through the scheduled billing amount if it is in billing currency or translate the scheduled billing amount if it is not in billing currency. The application also inserts the scheduled billing amount and the currency code into the transactional currency fields in the BILL_EDIT_DETL table.
- This application been updated to use, and translate to billing or functional currency, the unit price and unit price currency code from the CLIN Price Schedule record when calculating units bills:
 - If the price is in billing currency, the application uses CLIN_PRICE_SCH.TRN_UNIT_PRICE_AMT to populate BILL_EDIT_DETL.MU_UNIT_PRICE_AMT. It then uses UNITS_USAGE_DT to get the exchange rate, and applies this exchange rate to get UNIT_PRICE_AMT in functional currency.
 - If the price is in functional currency and billing is in a different currency, the application uses CLIN_PRICE_SCH.UNIT_PRICE_AMT to populate BILL_EDIT_DETL.UNIT_PRICE_AMT, and then calculates translation to get MU_UNIT_PRICE_AMT in billing currency.
 - The amounts are calculated in the currency of the pricing, and then translated to get the correct functional or billing currency amount for the units.

Configure Billing Settings (BLMSETNG)

The Configure Billing Settings application has been modified to provide options for showing the ACRN warning messages and for tracking ACRN changes. A new group box, **ACRN Options**, is added to screen. In addition to the **Enable ACRN Billing** option, the group box contains the following new check boxes:

- **ACRN Warnings With Modifications Changes** — Select this check box to show ACRN warning messages on the Manage Modifications screen and on the Mods subtask of the Manage Project User Flow screen when you enter new funding modifications or change existing funding modifications.
- **Track ACRN Change History** — Select this check box to track the changes made to ACRN billing details.

Import Project Master Data (PJPPREP)

The Import Project Master Data application has been updated to accommodate the new fields in various CSV input files. The following is a list of the new fields added to the input files:

- PROJ.csv
 - ACRN Warnings With Modifications Changes
 - ACRN Warnings With Modifications Changes - Allow Edit
- PROJ_BILL_INFO.csv
 - Value Info - Total Amount
 - Value Info - Fee Amount
 - Value Info - Cost Amount
 - Funding Info - Cost Ceil
 - Funding Info - Fee Ceil
 - Funding Info - Total Ceil
 - Funding Info - Total Amount
 - Funding Info - Fee Amount
 - Funding Info - Cost Amount
 - Retainage - Maximum Amount (Billing Currency)
- CEIL_DIR_CST.csv
 - Billing Currency Ceiling Amount
- OVERRIDE_FEE_ON_DIR.csv
 - Billing Currency Fee on Hours
- PROJ_CUST_SETUP.csv
 - Remittance Bank
 - Intermediary Bank

Manage ACRN Bills (BLMMAB)

A number of enhancements have been made to the Manage ACRN Bills application:

- A new calculation method, **Earliest Expiring Funds**, was added and can be selected on the Manage ACRN Bills screen. You select this option to allocate ACRN amounts based on the expiration date of the funds. Costpoint uses the FIFO calculation process when this option is selected since the allocation amounts will be the same as FIFO after the sequence numbers are reordered from the earliest to the latest expiration date.
- A new group box called **ACRN Project Totals** was added. It contains the **Total Project Funding**, **Total ACRN Value**, **Current ACRN Value**, **Previous ACRN Value**, and **Remaining ACRN Value** fields. The **Current ACRN Value** field was previously the **Allocation Amount** field.
- In the Project ACRN Details table window, several column headers have been renamed:

Old Column Header Name	New Column Header Name
Line Item	SLIN/Line Item
ACRN Value	Total ACRN Value
Previous ACRN Allocation Amount	Previous ACRN Allocation Value
Current ACRN Allocation Amount	Current ACRN Allocation Value
Total ACRN Allocation Amount	Total ACRN Allocation Value
Remaining ACRN Value	Remaining ACRN Allocation Value

- New fields were added to the Project ACRN Details table window:
 - **Seq No Change** — Use this field to enter a sequence number to reorder the records in the table window. You can edit this field unless the calculation method is **Earliest Expiring Funds**.
 - **Expiration Date** — Use this field to enter an expiration date for the ACRN or Line Item. This field will resequence existing lines based on the expiration date when the record is saved if the calculation formula is **Earliest Expiring Funds**.
 - **Override** — This check box is automatically selected when you make changes to a line in the table window and save the record. After the invoice is posted, this check box will be cleared.
 - **User** — If you make changes to a line in the table window, this field is populated with your user ID and remains populated until the invoice is posted.
 - **Change History** — If you make changes to a line in the table window, this check box is automatically selected when you save the record.



The **Override** and **Change History** check boxes and the **User** field are enabled only when the **Track ACRN Change History** option is selected on the Configure Billing Settings screen.

- A new subtask, ACRN Change History, was added to the Manage ACRN Bills screen. This subtask shows a historical record of the changes made to Project ACRN Details lines. It is available and automatically populated if the **Track ACRN Change History** check box is selected on the Configure Billing Settings screen.
- The Query function includes more fields from the Project ACRN Details window to allow users to quickly access specific records based on the fields in this table window. You can now use the Query function to find records by **ACRN, Active, Change History, Current ACRN Allocation Value, Expiration Date, Previous ACRN Allocation Value, Remaining ACRN Allocation Value, SLIN/Line Item, Seq No, Total ACRN Value, and User**. You can also sort records based on the same fields referenced in the Query function.

Manage CLIN Information (PJMCLIN)

This application now allows you to bill units based on the billing currency unit price schedule for the Contract Line Item Number (CLIN), instead of translating the unit price from functional currency when calculating foreign currency invoices using standard bills.

To accommodate this change, the **Currency** field on the Manage CLIN Information screen has been modified. You can now select the billing currency in this field instead of only the functional currency, which is the field's default value.

Previously, you could select multiple CLINs for the same item, but with a different currency for each item. The current functionality is that the currency you select must be the same for all CLINs within the project; otherwise, Costpoint displays an error message.

Manage Closed Billing Detail (BLMCLOSE)

New fields were added to the Manage Closed Billing Detail screen to allow you to view posted records or enter billed transactions in transactional currency. The **Cost** group box now contains the **Transactional** column with the following new fields:

- Currency
- Transaction Amt
- Write Off Amt
- Amt Prev Billed
- Amount Billed

For system-generated records, the **Transactional** fields cannot be edited. For user-entered records, if your company's functional currency is different from the transactional currency, you can edit the **Transactional** fields only if the **Transaction Type** is either **Cost** or **Hours**.

A new subtask, Exchange Rates, was added to the Manage Closed Billing Detail screen. You can use this subtask to add, edit, and/or view exchange rate information. You can also use this subtask to change the transactional currency code set on the Manage Closed Billing Detail screen. For system-generated records, the fields in this subtask are not editable. The fields become editable for user-entered records only and if the **Transaction Type** entered on the Manage Closed Billing Detail screen is either **Cost** or **Hours**.

The **Recalculate** button was added to the screen to recalculate the cost functional and transactional amounts when the exchange rate has changed.



The **Transactional** column fields and the **Recalculate** button are available only if the user is licensed for multicurrency.

Manage Cost Fee Overrides (PJMCSTFE)

Two new fields were added to the Manage Cost Fee Overrides screen:

- **Billing Currency Fee on Hours** — Enter the fee override in this field if you are using a **Cost Incurred Plus Fee on Hours (CPFH)** billing or revenue formula. You can edit this field if the billing currency code entered on the Manage Project Billing Information screen is different from your company's functional currency, and if either **Billing** or **All** is selected for the **Apply to R/B/A** field on the Manage Cost Fee Overrides screen.
- **Billing Currency** — This field displays the code for the currency used to bill the project. Costpoint retrieves this currency code from the Manage Project Billing Information screen.

These new fields are available only if you are licensed for multicurrency.

The **Fee on Hours** field has been renamed to **Functional Currency Fee on Hours** to differentiate it from the new field **Billing Currency Fee on Hours**.

Manage Direct Cost Ceilings (PJMCEIL)

Two new fields were added to the Manage Direct Cost Ceilings screen:

- **Billing Currency Ceiling Amount** — Use this field to enter the ceiling amount in billing currency. You can edit this field if the billing currency code entered on the Manage Project Billing Information screen is different from your company's functional currency, and if either **Billing** or **All** is selected for the **Apply to R/B/A** field on the Manage Direct Cost Ceilings screen.
- **Billing Currency** — This field displays the code for the currency used to bill the project. Costpoint retrieves this currency code from the Manage Project Billing Information screen.

These new fields are available only if you are licensed for multicurrency.

The **Ceiling Amount** field has been renamed to **Functional Currency Ceiling Amount** to differentiate it from the new field **Billing Currency Ceiling Amount**.

Manage Modifications (PJMMOD)

A new subtask, ACRN, was added to the Manage Modifications screen. The application now allows you to directly access and use the Manage ACRN Bills screen through the new subtask link. You can access this subtask only if the **Enable ACRN Billing** check box is selected on the Configure Billing Settings screen. Use this subtask to specify the project ACRN requirement, formula, level at which the billing is calculated, and ACRN amounts.

Two warning messages were also added to the Manage Modifications application. These messages may appear when you add or edit modifications on the Manage Modifications screen, but only if the **ACRN Warnings With Modifications Changes** check box is selected on the Configure Billing Settings screen.

Manage Open Billing Detail (BLMOPEN)

New fields were added to the Manage Open Billing Detail screen to allow transactional currency amounts to be viewed, put on hold, or written off. Users can also now enter new records in transactional currency.

The **Cost** group box now has the **Transactional** column with the following new fields:

- Currency
- Transaction Amount
- Amount on Hold
- Write-Off Amount
- Amount Prev Billed
- Amount to Bill

You have the ability to enter the transactional currency amount and code in this column if your company's functional currency is different from the transactional currency, and if the **Use Transactional Currency Billing** check box is selected on the Manage Project Billing Information screen:

- For system-generated records, the **Transactional** fields are populated by the Load Multicurrency Transaction Amounts utility and only the transactional **Amount on Hold** and **Write-Off Amount** fields are editable.
- For user-entered records, all **Transactional** fields are editable except for the **Amount to Bill**.

A new subtask, Exchange Rates, was added to the Manage Open Billing Detail screen. You can use this subtask to add, edit, and/or view exchange rate information. You can also use this subtask to change the transactional currency code set on the Manage Open Billing Detail screen. For system-generated records, the fields in this subtask are not editable and are populated by the Load Multicurrency Transaction Amounts utility.

The **Recalculate** button was added to the screen to recalculate the cost functional and transactional amounts when the exchange rate has changed.



The **Transactional** column fields and the **Recalculate** button are available only if the user is licensed for multicurrency.

The **CLIN** field on the Units tab of Manage Open Billing Detail has been updated to accept values in billing or functional currency only.

Manage Project Billing Information (BLMINFO)

The following enhancements were made to the Manage Project Billing Information application:

- You may now use the **Use Transactional Currency Billing** check box on the Other Info tab for all relevant billing formulas. Previously, this check box was available only if the billing formula was **Loaded Labor Rate** or **Loaded Labor Rates plus Cost Incurred on Non-Labor (T&M)**.
- A new field, **Maximum Amount (Billing Currency)**, was also added. You can use this field to enter the maximum amount or ceiling, in billing currency, of the retainage that can be withheld. This field can be edited if the billing currency is not the same as the company's functional currency.
- A new tab, Billing Currency Contract Values, was added to the screen to store the billing currency contract and funded values, as well as ceiling flags for funded amounts. On this tab, you can add the cost of the project, the fee, and the total of the cost and fee. However, you can only place ceilings on the funded values of the project and designate whether each of the ceilings is in effect for billing or not.
- You can now set up scheduled billing amounts in billing currency for foreign currency invoices that use standard bills. A new field, **Currency**, was added to the Schedule subtask of the Manage Project Billing Information screen. Use it to indicate the currency of the scheduled amount for the invoice. When the scheduled bill amount is in billing currency, no translation is applied when the bill is computed.
- Two new fields, **Remittance Bank** and **Intermediary Bank**, were added. You can use these fields to specify the company bank account to which you remit payment, and the intermediary bank ID for the selected company bank.

Manage Project User Flow (PJMBASIC)

The following changes have been made to the Manage Project User Flow Application:

- On the Basic Info tab, a new group box, **ACRN Options**, was added to allow users to control the ACRN warning settings for a project through the following check boxes:
 - **ACRN Warnings With Modifications Changes** — This check box defaults to the setting of the **ACRN Warnings With Modifications Changes** check box on the Configure Billing Settings screen. Leave this check box selected if you want to display ACRN warning messages when there are changes to funding modifications for the project.

- **Allow Edit** — Select this check box to allow edits of the ACRN warning option at the project's lower-level tasks.
- A new subtask, ACRN, was also added to the Manage Project User Flow screen. The application now allows you to directly access and use the Manage ACRN Bills screen through the new subtask link. You can access this subtask only if the **Enable ACRN Billing** check box is selected on the Configure Billing Settings screen. Use this subtask to specify the project ACRN requirement, formula, level at which the billing is calculated, and ACRN amounts.
- Two new warning messages have been incorporated into the application. These messages may appear when you add or edit modifications on the Mods subtask of Manage Project User Flow, but only if the **ACRN Warnings With Modifications Changes** check box is selected on both the Configure Billing Settings and Manage Project User Flow screens.
- You may now use the **Use Transactional Currency Billing** check box on the Other Info tab of the Billing Details subtask for all relevant billing formulas. Previously, this check box was available only if the billing formula was **Loaded Labor Rate** or **Loaded Labor Rates plus Cost Incurred on Non-Labor (T&M)**.
- Three new fields were added to the Billing Details subtask. You use the **Maximum Amount (Billing Currency)** field to enter the maximum amount or ceiling, in billing currency, of the retainage that can be withheld. This field can be edited if the billing currency is not the same as the company's functional currency. You can use the **Remittance Bank** and **Intermediary Bank** fields to specify the company bank account to which you remit payment, and the intermediary bank ID for the selected company bank.
- Two new fields were added to the Dir Cost Ceil subtask. These new fields are available only if you are licensed for multicurrency.
 - **Billing Currency Ceiling Amount** — Use this field to enter the ceiling amount in billing currency. You can edit this field if the billing currency code entered on the Manage Project Billing Information screen is different from your company's functional currency, and if either **Billing** or **All** is selected for the **Apply to R/B/A** field on the Dir Cost Ceil subtask.
 - **Billing Currency** — This field displays the code for the currency used to bill the project. Costpoint retrieves this currency code from the Manage Project Billing Information screen.
- The **Ceiling Amount** field has been renamed to **Functional Currency Ceiling Amount** to differentiate it from the new field **Billing Currency Ceiling Amount**.
- Two new fields were added to the Cost Fee Ovrdr subtask. These new fields are available only if you are licensed for multicurrency.
 - **Billing Currency Fee on Hours** — Enter the fee override in this field if you are using a **Cost Incurred Plus Fee on Hours (CPFH)** billing or revenue formula. You can edit this field if the billing currency code entered on the Manage Project Billing Information screen is different from your company's functional currency, and if either **Billing** or **All** is selected for the **Apply to R/B/A** field on the Cost Fee Ovrdr subtask.
 - **Billing Currency** — This field displays the code for the currency used to bill the project. Costpoint retrieves this currency code from the Manage Project Billing Information screen.
- The **Fee on Hours** field has been renamed to **Functional Currency Fee on Hours** to differentiate it from the new field **Billing Currency Fee on Hours**.

- A new tab, **Billing Currency Contract Values**, was added to the **Billing Details** subtask to store the billing currency contract and funded values as well as ceiling flags for funded amounts. On this tab, you add the cost of the project, the fee, and the total of the cost and fee. However, you can only place ceilings on the funded values of the project and designate whether each of the ceilings is in effect for billing or not.
- You can now set up scheduled billing amounts in billing currency for foreign currency invoices that use standard bills. On the **Billing Details** subtask of the **Manage Project User Flow** screen, a new field, **Currency**, was added to the **Schedule** subtask. Use it to indicate the currency of the scheduled amount for the invoice. When the scheduled bill amount is in billing currency, no translation is applied when the bill is computed.

Manage Standard Bills (BLMGBILL)

The conditions on the **Manage Standard Bills** application have been modified to allow transactional currency amounts to be put on hold or written off. If you are licensed for multicurrency, the following conditions apply:

- If there are no values on the **Hold Amount** and **Write Off Amount** fields, only the billing currency amounts are editable.
- If there are values on the **Hold Amount** and **Write Off Amount** fields, the billing currency is the same as the transactional currency, and the **Use Transactional Currency Billing** check box is selected on the **Manage Project Billing Information** screen, the billing on hold and write-off amounts are editable and are saved to MU_TRN_HOLD_AMT and MU_TRN_WRITEOFF_AMT, respectively. Functional currency amounts, on the other hand, are non-editable.
- If there are values on the **Hold Amount** and **Write Off Amount** fields, and the billing currency is different from the transactional currency, the functional on hold and write-off amounts are editable, while billing currency amounts are disabled. This applies whether the **Use Transactional Currency Billing** check box is selected or not.

The **Amount** field on the **Totals** tab has also been updated such that it is not editable if the billing currency is not the same as the functional currency.

Mass Add Project Master Data (PJPMADD)

This application has been updated to populate the following new fields in the PROJ table:

- ACRN_SHOW_MSG_FL
- ACRN_MSG_EDIT_FL

Mass Add Project Master Data was modified to be able to copy the billing currency values from the **Billing Currency Contract Values** tab of the **Manage Project Billing Information** of the template project to the destination project. The ceilings set up on that tab, however, are not copied and instead set to **N** for the destination project when this application is executed.

The application now also recognizes and copies the currency code specified in the new field **Currency** on the **Schedule** subtask of either the **Manage Project Billing Information** or **Manage Project User Flow** screen. In addition, it handles the new fields added to the **Manage Project Billing Information**, **Manage Direct Cost Ceilings**, and **Manage Cost Fee Overrides** screens:

- **Maximum Amount (Billing Currency)** in **Manage Project Billing Information**
- **Billing Currency Ceiling Amount** in **Manage Direct Cost Ceilings**
- **Billing Currency Fee on Hours** in **Manage Cost Fee Overrides**

Post Standard Bills (BLPGEN)

Several updates have been made to the Post Standard Bills application:

- This application has been modified to accommodate the changes made to the Manage ACRN Bills screen when the record is saved. These are the actions that take place when standard bills are posted if you have selected the **Track ACRN Change History** check box on the Configure Billing Settings screen:
 - If the **Override** field has a **Y**, that value is changed to **N** during posting.
 - If there is a value in the **User** field, that value is changed to NULL.
 - If there is a value in the **Seq No Change** field, that value is changed to a space (blank).
 - If there are rows in the Change History table that have a value of **N** in the **Invoice Posted?** field, that value is changed to **Y**.
- Several fields are also added to the header record (PROJ_BILL_ACRN), namely, Total ACRN Value (ACRN_FUNDED_AMT), Previous ACRN Value (ACRN_BILLED_AMT), and Remaining ACRN Value (ACRN_AVAIL_AMT). During posting, however, only Previous ACRN Value and Remaining ACRN Value are updated.
- The application now posts the value of the new field **Currency** on the Schedule subtask of either the Manage Project Billing Information or Manage Project User Flow screen to the BILLING_DETL_HIST table.
- It also puts in new values of UNIT_PRICE_AMT and MU_UNIT_PRICE_AMT into the BILLING_DETL_HIST table as computed by the Calculate Standard Bills application.
- The application posts new fields from the BILL_EDIT_DETL table to the BILLING_DETL_HIST table. It now also posts the new scheduled billing currency code to BILLING_DETL_HIST.

Print ACRN Billing Edit Report (BLRACRN)

This application has been updated so that the ACRN Billing Edit Report prints the expiring fund date when the calculation method selected is **Earliest Expiring Funds**. The report header also reflects the field name changes in the Project ACRN Details table window, which are as follows:

Old Column Header Name	New Column Header Name
Line Item	SLIN /Line Item
ACRN Value	Total ACRN Value
Previous ACRN Allocation Amount	Previous ACRN Allocation Value
Current ACRN Allocation Amount	Current ACRN Allocation Value
Total ACRN Allocation Amount	Total ACRN Allocation Value
Remaining ACRN Value	Remaining ACRN Allocation Value

Print Standard Bills (BLRMBIL)

The Print Standard Bills application has been updated to include billing currency contract and funded values on the invoice, if provided on the Billing Currency Contract Values tab of the Manage Project Billing Information screen.

Reverse Previous Bills (BLPREVB)

A number of enhancements have been incorporated to the Reverse Previous Bills screen:

- A Billing User Group security was added to the application. If the **Assign Bills to User Groups** check box is selected on the Configure Billing Settings screen, you will not be able to reverse bills unless you are a member of the Billing User Group assigned to the invoice's project.
- Reverse Previous Bills has been updated to handle the new fields on the Manage Open Billing Detail screen so that transactional amounts are restored in the Open Billing Detail table when a bill is reversed. It repopulates the new fields in Open Billing Detail if the **Rebill these transactions** check box is selected when the application is run.
- The application now recognizes and uses the billing currency values for the total contract and funded values on the new Billing Currency Contract Values tab of the Manage Project Billing Information screen, if provided.

Update Billing Currency Amounts (BLPUPCUR)

This application has been modified to be able to translate the scheduled billing amounts to the new currency specified in the new field **Currency** on the Schedule subtask of either the Manage Project Billing Information or Manage Project User Flow screen. Only posted rows that have scheduled billing amounts not in functional currency are updated during the process.

Mass Add Project Budgets (BPPMASS)

The following changes have been made to the Mass Add Project Budgets application:

- You now have an option to select a range of template project budgets to be copied to destination project budgets. The **Option** field in **Template Project Budget** was modified to include the following choices:
 - All
 - One
 - Range
 - From Beginning
 - To End

When you select any of these options except **One**, the information you entered in the **Start** and **End** fields in **Template Project Budget** is copied into the **Start** and **End** fields in **Destination Project Budgets**.

- A new check box, **Active Budget**, was added. If you selected the **Workplan** option for the destination project budgets, select this check box to set the workplan budget to active for the range of projects you specified.
- The **Project range exceeds 100 records** check box was removed.

New Revenue Formula: Funded Value Times Percent Complete (FVPC)

Costpoint includes a new revenue formula, Funded Value Times Percent Complete (FVPC), which allows you to compute revenue on a project based on percent complete of the funded value amount. Previously, Costpoint had a percent complete formula based only on the contract value. The new formula, however, applies only to revenue and not to standard bills.

FVPC uses the following steps to compute revenue:

1. **Calculate inception-to-date (ITD) revenue to recognize.** Costpoint multiplies the percent complete from the Manage Revenue Information screen by the total funded value from the Manage Modifications screen. This value is the total ITD revenue to recognize.
2. **Calculate previous year-to-date (YTD) revenue recognized.** Costpoint sums the revenue in the project ledger for the current fiscal year up to the subperiod being calculated.
3. **Calculate prior years' and ITD revenue previously recognized.** Costpoint sums the revenue from the prior year table for fiscal years earlier than the selected fiscal year, and adds that value to the YTD revenue previously recognized to get the ITD revenue previously recognized.
4. **Calculate revenue to recognize in the period being computed.** Costpoint then subtracts the ITD revenue amount previously recognized from the ITD revenue to recognize to get the ITD revenue not yet recognized. This amount can be positive or negative.
5. **Include ceilings.** If the ITD revenue exceeds the total project ceiling, the over-ceiling amount is recognized, and reduces revenue to the ceiling amount.

The following table lists the Costpoint 7.1.1 applications affected by this update. It includes the required jar version for each application, if applicable.

Domain	Application Name	Application ID	Application Jar
PJ	Compute Revenue	PJPCOMPR	cp711_pjpcompr_004.jar
PJ	Import Project Master Data	PJPPREP	cp711_pjpprep_006.jar
PJ	Manage Burden Cost Ceilings	PJMBCEIL	cp711_pjmbceil_002.jar
PJ	Manage Direct Cost Ceilings	PJMCEIL	cp711_pjmceil_001.jar
PJ	Manage Project Master Data from Templates	PJMQPROJ	cp711_pjmqproj_002.jar
PJ	Manage Project User Flow	PJMBASIC	Not applicable
PJ	Manage Revenue Information	PJMREV	Not applicable
PJ	Manage Revenue Formulas	PJMRAMT	Not applicable
PJ	Mass Add Project Master Data	PJPMADD	Not applicable
PJ	Print Project Master Report	PJRBASIC	Not applicable

Domain	Application Name	Application ID	Application Jar
PJ	Print Project Revenue and Billing Formulas	PJRFORM	Not applicable
PJ	Print Project Setup Report	PJRSETUP	Not applicable
PJ	Print Project Status Report	PJRPROJ	Not applicable
PJ	Print Revenue Summary Report	PJRREV	Not applicable
PJ	Print Revenue Worksheet	PJRREVV	Not applicable
PJ	Approve Projects from Templates	PJMQPJAP	Not applicable
PJ	Import Project Master Data from Templates	PJPQPREP	Not applicable

Additionally, the following Costpoint 7.1.1 system jar, patch, and stored procedures are required for this update:

- cp711_sys_010.jar
- PATCH2688
- PJPCOMPR.MSS and PJPCOMPR.ORA — These stored procedures are used only in Compute Revenue (PJPCOMPR)

People Domain Enhancements

Employee Self-Service Applications

Costpoint 7.1.1 is currently being enhanced to include Employee Self-Service (ESS) applications. In preparation for the complete release of this feature, Costpoint 7.1.1 SYSTEM JAR 017 includes the following applications:

- Designate Beneficiaries (ESMDESBEN)
- Emergency Contacts (ESMEMERCON)
- Maintain Address/Phone (ESMADDRESSPHONE)
- Maintain Dependents and Beneficiaries (ESMDEPBEN)
- Manage Employee Benefits Enrollment (ESMBENENROLL)
- Manage Employee Self-Service Life Event (ESMLIFEEVENT)
- Manage Direct Deposit (ESMDIRDEP)
- Manage Federal Withholding (ESMFEDWH)
- Manage Payroll Checks (ESMPAYCHECKS)
- Manage Retirement Benefits (ESMRETBEN)
- Manage State Withholding (ESMSTATEWH)
- Self Service Configuration (ESMESS)

- Self Service Sync (ESPSELFSEVUTIL)
- View Employee Personal Information (ESQEMPLPERINFO)
- View Leave Status (ESQLVSTAT)
- View Total Comp/Benefits Statement (ESQCOMPBEN)
- View Electronic W2 (ESMELECW2)
- View Expense Checks (ESMEXPCHECKS)

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	ESS	ESMADDRESSPHONE	Maintain Address/Phone	cp711_esmaddressphone_001.jar
PE	ESS	ESMBENENROLL	Manage Employee Benefits Enrollment	cp711_esmbenenroll_001.jar
PE	ESS	ESMDEPBEN	Maintain Dependents and Beneficiaries	cp711_esmdepben_001.jar
PE	ESS	ESMDES BEN	Designate Beneficiaries	cp711_esmdesben_001.jar
PE	ESS	ESMDIRDEP	Manage Direct Deposit	cp711_esmdirdep_001.jar
PE	ESS	ESMELECW2	View Electronic W2	cp711_esmelecw2_001.jar
PE	ESS	ESMEMERCON	Emergency Contacts	cp711_esmemercon_001.jar
PE	ESS	ESMESS	Self Service Configuration	cp711_esmess_001.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	ESS	ESMEXPCHECKS	View Expense Checks	cp711_esmexpchecks_001.jar
PE	ESS	ESMFEDWH	Manage Federal Withholding	cp711_esmfedwh_001.jar
PE	ESS	ESMLIFEEVENT	Manage Employee Self-Service Life Event	cp711_esmlifeevent_001.jar
PE	ESS	ESMPAYCHECKS	Manage Payroll Checks	cp711_esmpaychecks_001.jar
PE	ESS	ESMRETBEN	Manage Retirement Benefits	cp711_esmretben_001.jar
PE	ESS	ESMSTATEWH	Manage State Withholding	cp711_esmstatewh_001.jar
PE	ESS	ESPSELFSESVUTIL	Self Service Sync	cp711_espsselfservutil_001.jar
PE	ESS	ESQCOMP BEN	View Total Comp/Benefits Statement	cp711_esqcompben_001.jar
PE	ESS	ESQEMPLPERINFO	View Employee Personal Information	cp711_esqemplperinfo_001.jar
PE	ESS	ESQLVSTAT	View Leave Status	cp711_esqlvstat_001.jar

PATCH2810: New Functional Role and Employee Self-Service (ESS) Configuration Tables for ESS Conversion

Costpoint 7.1.1 is currently being enhanced to include Employee Self-Service (ESS) applications. In preparation for this feature, Costpoint 7.1.1 PATCH2810 applies the following database changes:

- Create a new table to store functional roles (FUNCTIONAL_ROLE)

- Create a new table to store ESS configuration settings (ESS_CONFIG)
- Insert entries in the Data Dictionary tables (S_DD_COLUMN, S_DD_TABLE) for the Functional Role and ESS Configuration tables

Allow Three-Digit Manufacturing Order (MO) Operation Step Number

To support the usage and import of three-digit MO operation step numbers from Deltek Time and Expense 9.x and 10.x, Costpoint now provides you the ability to use a file layout with a three-digit **MO Operation Step Number** (MO_OPER_STEP_NO) field. You must enable this new feature if you have any three-digit MO operation step numbers.

This release includes updates to the following screens:

Import Timesheets from Deltek Time and Expense (LDPUPET)

For Deltek Time and Expense 9.x users, the application now accepts MO operation step numbers of up to three digits if the **Use File Layout with a three-digit MO Operation Step Number** check box is selected in Configure Labor Settings screen.

For Deltek Time and Expense 10.x+ users, the application will automatically accept MO operation step numbers of up to three digits.

Import Timesheets (AOPUTLTS)

The application now accepts MO operation step numbers of up to three digits.

Configure Labor Setting (LDMLABOR)

The **Deltek Time & Expense** drop-down list options now include Time & Expense 10.x+.

The screen now includes a new check box, **Use File Layout with a three-digit MO Operation Step Number**, that enables you to support importing of three-digit MO operation step numbers from Deltek Time and Expense 9.x.

If you are using Time and Expense 9.x and the **Use File Layout with a three-digit MO Operation Step Number** check box is not selected, you will only be able to import an MO Operation Step Number of up to two-digits in Costpoint.



In order to use a three-digit MO Operation Step number in Deltek Time and Expense 9.x, you must go in Deltek Time and Expense and also select the **3 Position Operation Step Number** check box on the Export Options tab of the Time Configuration screen.

Time and Expense 10.x has been updated to allow for an MO Operation Step Number of up to three digits, therefore the **Use File Layout with a three-digit MO Operation Step Number** check box will be disabled if the **Deltek Time & Expense** option is set to **Time & Expense 10.x+**.

Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH2870.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	LD	AOPUTLTS	Import Timesheets	cp711_aoputlts_006.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	LD	LDMLABOR	Configure Labor Settings	cp711_ldmlabor_002.jar
PE	LD	LDPUPET	Import Timesheets from Delttek Time and Expense	cp711_ldpupet_002.jar

Update Michigan Worksite Number from Numeric to Alphanumeric

Costpoint now supports Michigan Worksite Number values which contain leading zeroes. For example, **0001**. To accommodate this value, the data type of the **Worksite Number** (EMPL_TAX.MN_WORKSITE_NO) field was changed from numeric to alphanumeric. This enhancement includes updates to the following screens:

Export Payroll Taxes (PRPEXTAX) The application now includes values with leading zeroes in the Worksite Number field of the payroll tax export file.

Manage Employee Information (LDMEINFO)

The **Worksite Number** field in the Taxes subtask now accepts values with leading zeroes.

Manage Employee Taxes (PRMETAX)

The **Worksite Number** field now accepts values with leading zeroes.

Print Data Dictionary Report (SYRDD)

The report displays the following updates in **Worksite Number** field information:

- Changed **Name** from “Minnesota Worksite Number” to “Worksite Number”
- Changed **Type** from **NUMBER (5,0)** to **VARCHAR2(5)**

View Employee Taxes (PRQETAX)

The **Worksite Number** field now displays values with leading zeroes.

Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH2860.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_009.jar
PE	EM	PRMETAX	Manage Employee Taxes	cp711_prmetax_005.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	PR	PRPEXTAX	Export Payroll Taxes	cp711_prpextax_005.jar
PE	PR	PRQETAX	View Employee Taxes	cp711_prqetax_002.jar

Allow Human Resources (HR) Organization Managers to Cross Costpoint Companies

Costpoint now provides the ability to assign HR organizations managers and representatives that do not belong to the login company. You can enable this functionality by selecting the **Allow HR Org Manager/Rep from Other Companies** check box on the Configure System Settings screen

Multiple Costpoint applications were enhanced to support this new feature. Other applications affected by this update will be released separately. This specific release includes the following updates to Costpoint screens:

Import Employee Data (AOPUTLEL)

The import process includes inactive HR organizations. The report also generates warning messages when the imported records included inactive HR organizations.

The import process includes managers from other companies if the functionality is enabled in the system.

Manage Detail Position Descriptions (HPMDPOS)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

Manage Education, Skills & Training Data (HPMEDS)

The **Counselor** field allows you to enter or select HR representatives from other companies if the functionality is enabled in the system.

Manage Employee Awards (HPMEAWD)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

Manage Employee Review (HSMEMPRF)

The **Manager Signature** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

Manage Job Templates (HPMREQR)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The **HR Organization** field lookup results display active HR organization. You can enter inactive HR organizations and the screen will display corresponding warning messages.

Manage Managers/HR Reps by HR Organization (HPMHRORG)

The screen allows you to specify Employees as first level manager, second level manager, or HR representative regardless of company if the functionality is enabled in the system.

The screen contains an **Active** check box for indicating whether an HR organization is active or not.

Print Completed Exit Interview Form (HPREF)

The report includes managers from other companies if the functionality is enabled in the system.

Print Completed Review Forms (HSRRF)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

Print Employee Awards List (HPREAWD)

The report includes managers from other companies if the functionality is enabled in the system.

Print Job Title Position Description Report (HPRPOS)

The report includes managers from other companies if the functionality is enabled in the system.

Print Review Form Template (HSRRFT)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

Print Review Rating Statistics Report by Manager (HSRSTATM)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

Print/Send Performance Review Schedule by Manager (HSRSSCH)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

Update Employee Service Awards (HPPAWD)

The report includes managers from other companies if the functionality is enabled in the system.

Update Employees for Manager Change (HSPMGR)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

Manage Employee Information (LDMEINFO)/Manage Employee Salary Information (LDMEHIS) The **HR Organization** field lookup results now come from the records on the Manage Managers/HR Reps by HR Organization screen from all companies provided that the HR organization is active.

The **Manager** field now allows you to enter/select managers from other companies if **Allow HR Org Manager/Rep from Other Companies** check box is selected on Configure System Settings screen.

Configure System Settings (SYMSETNG) A new check box, **Allow HR Org Manager/Rep from Other Companies**, on the Company Settings tab of this screen enables you to allow entry of HR organization managers or representatives that do not belong to the login company.

Patch Requirements

These enhancements require the following releases:

Costpoint 7.1.1 SYSTEM JAR 015

Costpoint 7.1.1 PATCH2850

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	AOPUTLEL	Import Employee Data	cp711_aoputlel_008.jar
PE	HS	HPMDPOS	Manage Detail Position Descriptions	cp711_hpmdpos_001.jar
PE	EM	HPMEDS	Manage Education, Skills & Training Data	cp711_hpmeds_001.jar
PE	EM	HPMEAWD	Manage Employee Awards	cp711_hpmeawd_002.jar
PE	EM	HSMEMPRF	Manage Employee Review	cp711_hsmemprf_001.jar
PE	EM	HPMREQR	Manage Job Templates	cp711_hpmreqr_005.jar
PE	HP	HPMHRORG	Manage Managers/HR Reps by HR Organization	cp711_hpmhrorg_002.jar
PE	EM	HPREF	Print Completed Exit Interview Form	cp711_hpref_001.jar
PE	EM	HSRRF	Print Completed Review Forms	cp711_hsrff_001.jar
PE	EM	HPREAWD	Print Employee Awards List	cp711_hpreawd_001.jar
PE	HS	HPRPOS	Print Job Title Position Description Report	cp711_hprpos_001.jar
PE	EM	HSRRFT	Print Review Form Template	cp711_hsrfft_001.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	HS	HSRSTATM	Print Review Rating Statistics Report by Manager	cp711_hsrstatm_001.jar
PE	HS	HSRSSCH	Print/Send Performance Review Schedule by Manager	cp711_hsrssch_001.jar
PE	EM	HPPAWD	Update Employee Service Awards	cp711_hppawd_005.jar
PE	EM	HSPMGR	Update Employees for Manager Change	cp711_hspmgr_003.jar
PE	EM	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_009.jar
SC	SY	SYMSETNG	Configure System Settings	cp711_symsetng_005.jar

Export Timesheets to ADP (AOPADPTS)

This application has been modified which now allows you to include all timesheet cycles in one external paydata file that can be exported to an ADP system.

Configure Leave Settings (LDMLEAVE)

An enhancement was made to this application to accommodate the following:

- An employee may have different transaction currencies assigned to him at the beginning and end of a leave cycle period. You now have the option specify which particular transaction currency to use in leave computation.
- A block grant can now be accrued monthly and you have the option to do so at the beginning or end of month.
- Options for the leave reconciliation method have been added which lets you choose either by employee or account.

View Interface Execution Status History (LDQPMESH)

This screen monitors data integrations between Costpoint and other systems which include Manufacturing Execution (MES), Shop Floor Time (SFT), Silk Road, and GovWin Capture Management. The following updates were applied to this screen:

- Previously named as the **Project Manufacturing Export Status History**, the screen was renamed to **View Interface Execution Status History**.
- The screen location was transferred from the People Domain to the Administration Domain. You can access the screen in **Administration » System Administration » System Administration Reports/Inquiries » Inquiries**.



To see other enhancements that affect the People domain, please see the following sections in this document:

- Multicurrency Leave Enhancement
- Local Tax Ceiling Support
- 401K Safe Harbor
- Multicurrency Employee
- Multicurrency Labor

Removal of Ceridian Tax Services Interface

The support for the Ceridian Tax Services (CTS) interface in Costpoint was discontinued as of December 31, 2013. This update removes CTS-related screens and fields that still exist in Costpoint. The following changes are included in this release:

- **Costpoint Menu**

The following applications were removed from the Costpoint menu (**People » Payroll » Payroll Interfaces**):

- Configure CTS Settings (AOMCSET)
- Manage CTS Tax File Data (AOMCTDAT)
- Create CTS Tax File Data (AOPCDMM)
- Manage CTS W-2 File Data (AOMCTSW2)
- Create CTS W-2 File (AOPCTSW2)

- **Manage Deductions (PRMDED)**

The **CTS Local Code** and **CTS Supplemental Code** fields were removed from the Manage Deductions screen. CTS-related validations were also removed from this screen.

- **Manage Local Taxes (PRMLTI)**

The **CTS Local Code** and **CTS Supplemental Code** fields were removed from the Manage Local Taxes screen. CTS-related validations were also removed from this screen.

- **Manage Federal Taxes (PRMFTI)**

The **CTS Supplemental Code** field was removed from the FUTA Credit Reduction States subtask. CTS-related validations were also removed from this screen.

- **Print Data Dictionary Report (SYRDD)**

The data dictionary report was updated to reflect the removal of the **CTS Local Code** and **CTS Supplemental Code** fields. This affects the following tables:

- **DED_CD_CORP** — The names of CTS_LOCAL_CD and CTS_SUP_CD columns were updated.
- **LOCALITY** — The names of CTS_LOCAL_CD and CTS_SUP_CD columns were updated.

- **S_CTS_SUP_CD** — The names of Table Description, Definition, and Life Cycle were updated.

One-time Local Tax and Local Tax Ceilings

Costpoint was enhanced to support one-time taxes and local tax ceilings that may be mandated by U.S. local jurisdictions. The following screens were updated for this enhancement:

- Manage Local Taxes
- Compute Payroll
- Manage Payroll Records

Accounting Defaulting Based on Labor Operation

This enhancement provides ability to default the M-Type timesheet line account based on the Labor Operation. This feature includes the following:

- The ability to assign default account values to a Labor Operation controlled at the company level.
- The ability to indicate that account defaulting for M-type timesheets lines based on the Labor Operation controlled at the company level.
- Timesheet applications that default the account for M-type timesheets were updated to default the account based on Labor Operation M-type timesheet lines if this was set up in the company's settings.
- Account defaulting based on Labor Operation looks for account default assigned to the Labor Operation/Project combination. If a default is not found, the application attempts to default the account based on the Labor Operation/Project Classification combination. If a default is not found there, then the MO's WIP Direct Labor Account will default.

The following screens were updated for this enhancement:

Configure Labor Settings (LDMLABOR)

Added a Labor Operation Account option to the existing **Account Default Method** drop-down list on the **Manufacturing Order Timesheet Lines** group box.

Manage Labor Operations (RUMLABOP)

- Added a **Default Account by Project Classification** group box on the main screen which contains default accounts for three project classifications (PROJ.S_PROJ_RPT_DC) used in materials management, namely, **DIRECT Project**, **WORK IN PROCESS**, and **COMMON INV**. If entered, the value will default into the Account column of the Account Defaults subtask, based on the project classification of the entered project. You can override the default value at the project level in the Account Defaults subtask.
- Added a Default Account subtask which contains the following fields:
 - **Project** — This is the project associated with the default account. If the **Manufacturing Order Timesheet Lines - Account Default Method** is set to Labor Operation Account in the Configure Labor Settings screen, the default account row corresponding to the build-to inventory abbreviation project will be used for the MO timesheet.
 - **Account** — This account will default on M-type timesheet lines when the Labor Operation is used for the corresponding project.

- **Account Name** — This field displays the account name.

Manage Timesheets (LDMTIME), Manage Correcting Timesheets (LDMCTIME), Import Timesheets from Deltek Time and Expense (LDPUPET), Import Timesheets (AOPUTLTS)

Added account defaulting logic for M-type timesheet lines. Previously, the default Account for M-Type timesheet lines comes from the MO's Direct Labor Account or the Labor module's timesheet default screens.

Allow User-Defined Negative MO Threshold on Timesheets

When you modify the manufacturing order (MO) cost in Costpoint Labor applications, and the change results in a negative (-) MO cost amount, Costpoint will check the threshold amount entered in the **Allowable Negative MO Cost Amount** field on the Configure Production Control Settings screen before displaying errors and warnings. If negative amount is within the limit specified, a warning displays. If negative amount is outside of the limit specified, an error displays.

Validations were updated in the following Costpoint screens:

- Manage Timesheets (LDMTIME)
- Manage Correcting Timesheets (LDMCTIME)
- Import Timesheets (AOPUTLTS)
- Import Timesheets from Deltek Time and Expense (LDPUPET)
- Recast Overtime Premium to Timesheet Lines (LDPROTP)

Import Timesheets (AOPUTLTS)

A **Sort by Employee ID in Error Report** check box was added to the Import Timesheets screen to allow you to sort the generated report by employee ID.

Negative MO Validation

Timesheet applications were updated to provide validation messages based on the new Validation field on the Configure Production Control Setting screen. When the manufacturing order (MO) cost goes negative beyond the specified threshold amount, timesheet applications will check the type of validation selected on the Configure Production Control Settings screen to determine whether to give a hard error, warning, or no validation.

The following Costpoint 7.1.1 screens were affected by this update:

- Import Timesheets (AOPUTLTS)
- Import Timesheets from Deltek Time and Expense (LDPUPET)
- Manage Correcting Timesheets (LDMCTIME)
- Manage Timesheets (LDMTIME)
- Create Retroactive Timesheet Adjustments (LDPRETRO)
- Create Reversing Timesheets (LDPREVTS)
- Recast Overtime Premium to Timesheet Lines (LDPROTP)
- Apply Timesheet Adjustments in Batch Mode (LDPAUTO)

The following Costpoint 7.1.1 patches are included in this update:

- PATCH2571.sql
- PATCH2576.sql
- PATCH2580.sql

Additionally, this update requires PATCH2553.sql. You must apply this patch first before you can use any of the affected Costpoint screens.

Payroll Special Programming Removal

Prior to this update, a standard formula was applied for calculating state payroll taxes of most states. However, for certain states where the standard formula cannot be applied to its withholding formula, special programming and hard-coded values were used to calculate the state's payroll taxes.

This enhancement removes hard-coded tax values and lessens the state-specific programming logic on the Compute Payroll screen. The following changes are implemented in this update:

- Transfer hard-coded values to existing applications and apply standard programming to applicable states with existing special programming.
- Modify existing special programming that cannot be replaced by standard programming by transferring all hard-coded values into existing applications.
- Expand payroll tax standard programming to accommodate other state-specific tax calculations.

Special programming of the following states will be replaced with standard calculation:

- California
- Massachusetts
- Maine
- Missouri
- New York (Yonkers)
- South Carolina
- Vermont

Special programming of the following states will be retained but hard-coded values will be removed:

- Connecticut
- Louisiana
- Maryland
- Nebraska
- Oregon



Arkansas, Puerto Rico, and Utah special programming will not be changed in this update

Manage State Taxes (PRMSTI)

The following fields were added to the Manage State Taxes screen accommodate other state tax values:

- **Nonresident Alien Additional Amount** — Enter the amount for nonresident alien adjustment for the state. This field is enabled only if the State is Maine.
- **Low W/H Rate** — Enter the rate used for low withholding tax calculation. This field is enabled only if the State is Nebraska.
- **Apply Federal Supplemental Tax Rate to Bonus Checks** — Select this check box to apply Federal supplemental tax rate to the state withholding. This check box is enabled only if the State is Vermont.
- **No Standard Deduction if Zero Exemptions** — Select this check box to exclude standard deduction in the calculation if no exemptions are claimed. This check box is enabled only if the State is South Carolina.

Manage State Tax Withholding Adjustments (PRMSTAC)

The following are updates to the Manage State Tax Withholding Adjustments screen:

- Added the following options in the Type drop-down list:
 - Low Income Exemption
 - Recapture Amount
 - Federal W/H Credit Limits
 - Withholding Table
- Added the following fields:
 - **Wage Type** — This field displays the type of wage that will be applied to the adjustment table
 - **Exemption Threshold** — Enter minimum number of exemptions that is applicable for this adjustment. This field is enabled only if the State is Massachusetts and Type is not Low Income Exemption.
 - **Other Amount 1** — Enter the other tax adjustment amount/limit for the state.
 - **Other Amount 2** — Enter the other tax adjustment amount/limit for the state.
 - **Other Rate 1** — Enter the other tax adjustment rate for this state.
- Renamed the application to Manage State Tax Withholding Adjustments (previously Manage State Tax Allowances and Credits).
- Renamed the For Annualized Wage Over field to For Annualized Wage Over/Wage Basis.

Manage Local Taxes (PRMLTI)

The following are updates to the Manage Local Taxes screen:

- Updated the **Supplemental Tax Rate** field was updated to support up to five decimal places.
- A new field, **Tax Multiplier Rate**, was added. Enter the rate to be multiplied against calculated local withholding amount in this field. This field was added for the local tax calculation of Yonkers, New York.

Compute Payroll (PRPCPR)/Manage Payroll Records (PRMPTF)

The calculation of State Withholding, Local Withholding, and Bonus Withholding was updated on the Compute Payroll and Manage Payroll Records screens.

State Updates

The following are the changes applied for the states that are affected by this enhancement:

California

- Added 2015 tax data for Low Income Exemption on the Manage State Tax Withholding Adjustments effective January 1, 2015.
- Added tax data for Low Income Exemption on the Manage State Tax Withholding Adjustments screen for 2013 and 2014.
- Replaced special programming with standard calculation on the Compute Payroll and Manage Payroll Records screens.

Connecticut

- Added 2013 tax data for Recapture Amount on the Manage State Tax Withholding Adjustments screen.
- Replaced hard-coded values in Recapture Amount special programming logic on the Compute Payroll and Manage Payroll Records screens with the values from Manage State Tax Withholding Adjustments screen. Retained the special programming logic.

Louisiana

- Added 2013 tax data for Personal Tax Credits on the Manage State Tax Withholding Adjustments screen.
- Updated special programming logic on the Compute Payroll and Manage Payroll Records screens where hard-coded values used in the Exemption Amount calculation will be removed and referred to values from the Manage State Tax Withholding Adjustments screen.
- Retained existing special programming logic in calculating Exemption Amount (minus the hard-coded values).

Maryland

- Added 2013 tax data for Low Income Exemption on the Manage State Tax Withholding Adjustments screen.
- Updated special programming logic on the Compute Payroll and Manage Payroll Records screens where hard-coded low income exemption limit is removed and referred to values from the Manage State Tax Withholding Adjustments screen for payroll year 2015 and later.
- Retained existing special programming logic in calculating withholding amount (State and Local).

Massachusetts

- Added 2013 tax data for Low Income Exemption on the Manage State Tax Withholding Adjustments screen.
- Replaced special programming with standard calculation.

Maine

- Updated 2015, 2014, 2013, 2012, and 2011 tax data for Nonresident Alien Additional Amount on the Manage State Taxes screen.
- Replaced special programming with standard calculation on the Compute Payroll and Manage Payroll Records screens.

Missouri

- Set to 0.00 the Federal W/H Credit Limit on the Manage State Taxes screen.
- Added 2013 tax data for Fed W/H Credit Limit on the Manage State Tax Withholding Adjustments screen.
- Added 2013 tax data for Personal Exemption Allowances on the Manage State Tax Withholding Adjustments screen for Married filing status.
- Replaced special programming with standard calculation on the Compute Payroll and Manage Payroll Records screens.

Nebraska

- Added 2015 tax data for Low W/H Rate on the Manage State Taxes screen.
- Updated the previous years' tax data for Low W/H Rate on the Manage State Taxes screen to 50%.
- Updated special programming logic on the Compute Payroll and Manage Payroll Records screens where previously hard-coded low withholding rate value is now referred to values from the Manage State Taxes screen.
- Retained existing special programming logic in calculating withholding amount (minus the hard-coded values).

New York (Yonkers)

- Updated Tax Multiplier Rate on the Manage Local Taxes screen.
- Replace special programming with standard calculation on the Compute Payroll and Manage Payroll Records screens.

Oregon

- Add 2015, 2014, 2013, and 2012 tax data for Federal W/H Credit Limit on the Manage State Tax Withholding Adjustments screen.
- Set to 0.00 the Federal W/H Credit Limit on the Manage State Taxes screen.
- Updated special programming logic on the Compute Payroll and Manage Payroll Records screens where hard-coded Federal W/H Credit Limit and Withholding Table were removed and referred to values from the Manage State Tax Withholding Adjustments screen.
- Retain existing special programming logic in calculating withholding amount (minus the hard-coded values).

South Carolina

- Set No Standard Deduction if Zero Exemption to Y on the Manage State Taxes screen.
- Replaced special programming logic on the Compute Payroll and Manage Payroll Records screens with standard calculation.

Vermont

- Set the Apply Supplemental Tax Rate to Federal W/H to Y for 2015, 2014, and 2013 records on the Manage State Taxes screen.
- Removed special programming on the Compute Payroll and Manage Payroll Records screens. Standard calculation of bonus withholding tax will be used.

VETS-4212 Reporting

U.S. Department of Labor published a final rule which revises the VETS-100A Report and renamed it to VETS-4212 Report. The VETS-100 Report will no longer be used. This final rule is effective October 27, 2014 and will apply in 2015 reporting cycle.

The most notable change in new VETS-4212 is the requirement to report protected veteran numbers in aggregate broken down by job category only. Previously in VETS-100A and VETS-100 reports, the number of employees and new hires were reported by specific protected veteran category (for example, disabled veterans, other protected veterans, armed forces service medal veterans, and recently separated veterans).

The following changes were applied to Costpoint for this update:

- Renamed the VETS-100A Report to "VETS-4212 Report."
- Removed the VETS-100 Report.
- Updated the VETS-4212 Report to count protected veteran hiring and employment numbers in aggregate broken down by job category only. Previously, the numbers were reported by specific protected veteran category.
- Renamed the Active Duty Warfare or Campaign Badge Veteran (Other Protected Vet) fields to "Active Duty Wartime or Campaign Badge Veteran" in all affected applications.

This update affects the following Costpoint screens:

- Print VETS-4212 Report screen
- Manage Functional Job Titles screen
- Manage Employee Information screen
- Manage Employee Import User-Defined Format screen
- Import Employee Data screen
- View Employee Information screen

Updated Numbering VETS-4212 Reporting

Costpoint was updated to be able to print the VETS-4212 report using the EEO-1 numbering system. The job categories on the VETS-4212 report were renumbered to use the numbering system on the EEO-1 Report.

Patch Requirements

This enhancement requires Costpoint 7.1.1 PATCH2744.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Application Name	Application JAR
PE	Print VETS-4212 Report (HARV100)	cp711_harv100_003.jar
PE	Manage Functional Job Titles (HSMFUNC)	cp711_hsmfunc_002.jar

Paychex Integration

Costpoint now provides Paychex payroll system users with the capability to export Costpoint timesheet information into Paychex through Paychex Flex. The following two new applications are now available in Costpoint Labor module (**People » Labor » Paychex Interface**) to allow you this functionality.

- **Manage Paychex Mapping (AOMPYCHX)**

Use this screen to maintain the Paychex Client ID and the mapping between Costpoint Account /Pay Type and Paychex Pay Component.

- **Export Timesheets to Paychex (AOPPCXTS)**

Use this screen to export Costpoint Timesheet data using a CSV file format. This screen also generates an edit and error report for the export process.



Implementing the Integration

Before running the Export Timesheets to Paychex process you will need to:

- Decide on whether or not to use the **Costpoint Employee ID** in the export file. If you do not want to use the Costpoint Employee ID, you must enter a value in the **Payroll Service ID** field on the Manage Employee Information screen. Otherwise, the export process will use the first 10 characters of the Costpoint Employee ID if the **Payroll Service ID** field is blank.
- Define the **Pay Type** and **Account** mappings on the Manage Paychex Mapping screen.

System JAR and Patch Requirements

The enhancement requires the following to be installed in your system:

- Costpoint 7.1.1 PATCH2662, PATCH5050, and PATCH7069
- Costpoint 7.1.1 System JAR 009

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Application Name	Application JAR
PE	Manage Paychex Mapping (AOMPYCHX)	cp711_aompychx_001.jar
PE	Export Timesheets to Paychex (AOPPCXTS)	cp711_aoppcxts_001.jar

Materials Domain Enhancements

Delivery Schedule Subtask Patch

The following applications now includes a Delivery Schedule subtask:

- Manage Purchase Orders
- Create Blanket Purchase Order Releases
- Approve Pending Purchase Orders
- Expedite Purchase Orders
- View Purchase Orders Status
- View Item Purchasing Information
- Manage Purchase Requisitions
- Apply PO Info to Purchase Requisitions
- Apply PO Info to Purchase Requisitions by Line

Costpoint 7.1.1 PATCH2905 is required for this update.

Inactive Codes

Enhancements were made in preparation for the future implementation of the Inactive Codes feature.

PATCH2906 is required for this update.



These enhancements have no impact on current functionality.

The functionalities of these updates/enhancements are not available until the full feature is released.

Multiple Due Dates

Enhancement were made in preparation for the future implementation of the Multiple Due Dates feature.

PATCH2905 is required for this update.



These enhancements have no impact on current functionality.

The functionalities of these updates/enhancements are not available until the full feature is released.

Subcontractor Management changes to Import Purchase Requisitions

The logic of the Import Purchase Requisitions application has been modified to make it consistent with the logic of the Manage Purchase Requisitions, particularly for Statement of Work (SOW) and Resources.

PATCH2909 is required for this update.

Configure Receiving Settings Patch

Changes were made to the Configure Receiving Settings screen in preparation for the implementation of the Subcontractor Management feature.



This feature will only be available when the Subcontractor Management feature is released.

This update requires PATCH2849.

Subcontractor Management Changes to Approve Purchase Requisition Lines

The Approve Purchase Requisition Lines application was updated to include the Subcontractor Management feature. The following are the updates in Costpoint.

The Approve Purchase Requisition Lines screen now has the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The following were also added on the Approve Purchase Requisition Lines screen:

- Subcontractor Agreement check box to indicate that the requisition is for creating subcontractor agreements.
- Resource Exist flag to indicate that Resources have been specified in the Resources subtask for a line.
- New tab to display the Security Requirements of any resource that is used for a line.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Application Name	Application JAR
MM	Approve Purchase Requisition Lines (PPMRQAPL)	Cp711_ppmrqapl_005.jar

In addition, cp711_sys_002.zip system jar is required for this update.

Subcontractor Management Changes to Purchase Requisition and Purchase Order



The following enhancements were made as part of the Subcontractor Management feature.

The functionalities of these updates/enhancements are not available until the Subcontractor Management feature is released.

The following applications were updated to include the Subcontractor Management features:

- Apply PO Info to Purchase Requisitions
- Apply PO Info to Purchase Requisitions by Line
- Approve Pending Purchase Orders
- Create Blanket Purchase Order Releases
- Manage Request for Quotes by Vendor
- Approve Purchase Requisitions
- Print Purchase Requisitions
- View Purchase Requisition Status

Apply PO Info to Purchase Requisitions (PPMNTRQ2)

The Apply PO Info to Purchase Requisitions screen now has the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The **Subcontractor Agreement** check box is now on the Header tab. The screen also has a new Security Requirements tab which has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI
- SAP

Apply PO Info to Purchase Requisitions by Line (PPMRQLN)

The Apply PO Info to Purchase Requisitions by Line screen now has the following new subtasks:

- Link SCI/SAP Security Codes
- Header SOW
- Line SOW
- Resources

The said screen now has a **Subcontractor Agreement** check box on the Requisition Header tab. It also has the new Security Requirements tab that has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required

- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI
- SAP

Approve Pending Purchase Orders (POMSTAT)

The Approve Pending Purchase Orders screen now includes the following in the query conditions selection criteria:

- new PO type options
- Subcontract Retainage PO
- Subcontractor Agreement
- Subcontractor Agreement Blanket
- Subcontractor Agreement Release

The PO type Subcontract PO has been changed to Subcontract Retainage PO. Also, this screen has a new **Resource Exists** check box on the PO Line Information and now has the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The new Security Requirements tab is now on this screen with the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI

Create Blanket Purchase Order Releases (POMRELS)

The Create Blanket Purchase Order Releases screen has a new field in the header to indicate the type of blanket order that is retrieved in order to distinguish between a regular Blanket Order and a Subcontractor Agreement Blanket Order.

The Create Blanket Purchase Order Releases screen now has the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)

- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The new Security Requirements tab is now on this screen with the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI

Manage Request for Quotes by Vendor (PPMRFQV)

The Manage Request for Quotes by Vendor screen has a new **Subcontractor Agreement** check box. Also, this screen now includes the new **Subcontractor Agreement** option in the query conditions selections criteria.

The following subtasks are now available on the header and line level:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

This screen also has the new Security Requirements tab which has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI
- SAP

Approve Purchase Requisitions (PPMRQAPX)

The Approve Purchase Requisitions screen now has a **Subcontractor Agreement** check box to indicate that the requisition lines can only be generated into a PO type Subcontractor Agreement, Subcontractor Agreement Blanket, or Subcontractor Agreement Release.

The said screen now has the **Resource Exists** check box and the following new subtasks:

- Link SCI/SAP Security Codes (header level)

- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The new Security Requirements tab is now on this screen which has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI

Print Purchase Requisitions (PPRRRQ)

The Print Purchase Requisitions screen Standard Text Placement and Header Notes Placement has a new name, Hdr Text/Doc/SOW Placement and Hdr Notes Placement, and the drop-down lists have been changed to options.

View Purchase Requisition Status (PPQRQSTS)

The View Purchase Requisition Status screen has a new **Subcontractor Agreement** check box in the Requisition Details to indicate that the requisition is for creating subcontractor agreements. This screen now has the following new subtasks:

- Link SCI/SAP Security Codes
- Header SOW

The said screen now has a new Security Requirements tab which has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Application Name	Application JAR
MM	Apply PO Info to Purchase Requisitions by Line (PPMRQLN)	cp711_ppmrqln_008.jar
MM	Approve Pending Purchase Orders (POMSTAT)	cp711_pomstat_002.jar
MM	Create Blanket Purchase Order Releases (POMRELS)	cp711_pomrels_003.jar
MM	Manage Request for Quotes by Vendor (PPMRFQV)	cp711_ppmrfqv_002.jar
MM	Approve Purchase Requisitions (PPMRQAPX)	cp711_ppmrqapx_006.jar
MM	View Purchase Requisition Status (PPQRSTS)	cp711_ppqrsts_002.jar

In addition, the following Costpoint 7.1.1 patches and system jar files are required for this update:

- cp711_sys_008.jar
- cp711_sys_009.jar
- cp711_sys_011.jar
- cp711_sys_012.jar
- PATCH2632
- PATCH2653
- PATCH2656
- PATCH2653
- PATCH2669
- PATCH2673
- PATCH2694
- PATCH2712
- PATCH2753

Field Size Enhancement

Where previously the field value had a maximum of 20 alphanumeric characters, you can now enter up to a maximum of 50 alphanumeric characters in the following fields:

- Inventory Abbreviation
- Item Number
- Part Number
- Item Revision
- Part Revision

This enhancement affects the following applications:

- Update Approved Engineering Change Notices (ECMAMAIN)

- Approve Engineering Change Notices (ECMAPPR)
- Manage Engineering Change Notices (ECMECN)
- View Engineering Change Notice Status (ECQECNST)
- Print Engineering Change Notice Impact Report (ECRIMPCT)
- Manage Alternate Parts (PDMALT)
- Manage Item Costs (PDMCOST)
- Manage Goods (PDMGOODS)
- Manage Item Billings (PDMIBILL)
- Manage Parts (PDMPART)
- Manage Product Price Catalogs (PDMPPCAT)
- Manage Price Catalogs (PDMPRCAT)
- Manage Project Item Costs (PDMPRJCS)
- Manage Part Project Data (PDMPRJPD)
- Manage Provisional Parts (PDMPRPT)
- Manage Services (PDMSERV)
- Assign Vendors to Items (PDMVEND)
- Convert Provisional Parts to Standard Parts (PDPCONV)
- View Items (PDQINQ)
- View Alternate Parts (PDQMFR)
- Print Assigned Vendor Report (PDRAVR)
- Print Item Catalog Report (PDRCAT)
- Print Item Cost Report (PDRCOST)
- Print Item Text Report (PDRITEX)
- Print Item Master Listing Report (PDRPML)
- Print Part Project Report (PDRPPRJ)
- Print Substitute Part Report (PDRPSUB)
- Assign Purchase Requisition Lines to Buyers (PPMBUYAL)
- Assign Purchase Requisitions to Buyers (PPMBUYAS)
- Manage Purchase Requisitions (PPMNTRQ1)
- Apply PO Info to Purchase Requisitions (PPMNTRQ2)
- Manage Procurement Types (PPMPRTYP)
- Manage Simple Purchase Requisitions (PPMQREQ)
- Manage Vendor Quotes By Item (PPMQTI)
- Manage Vendor Quotes By Vendor (PPMQTV)
- Manage Request for Quotes By Item (PPMRFQI)
- Manage Request for Quotes By Vendor (PPMRFQV)

- Approve Purchase Requisition Lines (PPMRQAPL)
- Approve Purchase Requisitions (PPMRQAPX)
- Apply PO Info to Purchase Requisitions by Line (PPMRQLN)
- View Purchase Requisition Status (PPQRQSTS)
- View Vendor Performance (PPQVNDP)
- View Vendor Quotes (PPQVQT)
- Print Purchase Requisition Approval Status Report (PPRAPPR)
- Manage Quality Control Inspections (RCMINSP)
- Enter Miscellaneous Inventory Receipts (RCMMSRC)
- Manage Purchase Order Receipts (RCMPORC)
- Manage Vendor Rejection Reasons (RCMREJCD)
- Manage Vendor Returns (RCMRTRN)
- Manage Routings (RUMROUT)
- Release Routings (RUMRROUT)
- View Routings (RUQROUT)
- Enter Cost Adjustments (INMCSADJ)
- Enter Location Transfers (INMLOXFR)
- Enter Issues to Project/Account/Org or PO (INMPAISS)
- Manage Inventory Reservations (INMPARSV)
- Enter Inventory Transfers (INMPAXFR)
- Manage Actual Counts (INMPCACT)
- Manage Physical Counts (INMPCLST)
- Manage PO/Req Inventory Reservations (INMPORSV)
- Manage Inventory Projects (INMPROJ)
- Enter Quantity Adjustments (INMQTADJ)
- Manage Inventory Requests (INMRQST)
- Enter Scrap Adjustments (INMSCADJ)
- Configure Inventory Settings (INMSET)
- Manage Serial/Lot Information (INMSRLT)
- Create Mass Inventory Transfers (INPMSXFR)
- Create Physical Counts (INPPHYS)
- Reconcile Inventory Balances (INPRECON)
- Print Inventory Reorder Report (INPREORD)
- Create UID Print File (INPUID)
- View Inventory Transaction History (INQHSTPR)
- View Part Inventory (INQPINV)

- View Serial/Lot Information (INQSRLT)
- Print Inventory Transaction History (INRHSTPA)
- Print Stock Status Report (INRISTS)
- Manage Proposal Bills of Material (MEMPBOM)
- Manage Proposals (MEMPROP)
- Manage Proposal BOM Cost Estimates – Indented (MEMPRPLI)
- Manage Proposal BOM Cost Estimates – Summarized (MEMPRPLS)
- Select Request for Quotes from Proposals (MEMRFQS)
- Create Request for Quotes for Proposals (MEPGRFQ)
- Apply Mass Component Changes to Proposal BOMs (MEPMCC)
- Copy Proposal Bills of Material (MEPPBOM)
- View Proposal BOM Where-Used Information (MEQPWU)
- Print Proposal Bills of Material Exception Report (MERPEXC)
- Print Proposal Item Cost History Report (MERPICH)
- Manage MRP Action Messages (MRMACTM)
- Manage Detailed Part Schedule (MRMDTPT)
- Manage Inventory Abbreviation Peggings (MRMIAPEG)
- Firm Material Requirements Planning Planned Orders (MRPFPO)
- Update Low-Level Codes (MRPLLC)
- Assign Planning Warehouses to Inventory Projects (MRPTOOL3)
- View Summary Part Availability (MRQSPA)
- Print MRP Action Message Report (MRRACTM)
- Print Bills of Material MRP Action Message Report (MRRBMAM)
- Print Detailed Part Availability Report (MRRDTPT)
- Print Summary Part Availability Report (MRRSPA)
- Enter Master Production Schedule Action Messages (MSMACTM)
- Manage Master Production Schedules (MSMMPS)
- Manage Master Production Schedules Planning Codes (MSMPLNCD)
- Manage Planning Routings (MSMPLRT)
- Configure Master Production Scheduling Settings (MSMSET)
- Copy Master Production Schedules (MSPCPY)
- Firm Master Production Schedule Planned Orders (MSPFPO)
- Update Master Production Schedules (MSPMPS)
- Create/Update Planning Routings (MSPPLRT)
- Print Master Production Schedule Action Message Report (MSRACTM)
- Print Production Backlog Report (MSRBCKLG)

- Print Master Production Schedule Report (MSRMSS)
- Export eProcurement Inventory Abbreviations (AOPEPIA)
- Export eProcurement Items and Line Charge Types (AOPEPITM)
- Print Vendor Information Reports (APRVINFO)
- Manage Engineering Bills of Material (BMMEBOM1)
- Release Engineering Bills of Material (BMMEBOM2)
- Manage End Item Configurations (BMMEICN)
- Release Multiple Engineering Bills of Material (BMMERELS)
- Manage Manufacturing Bills of Material (BMMMBOM1)
- Release Manufacturing Bills of Material (BMMMBOM2)
- Release Multiple Manufacturing Bills of Material (BMMMRELS)
- Copy Bills of Material (BMPCOPY)
- Compute Costed Bills of Material (BMPCOST)
- Apply Mass Component Changes to Bills of Material (BMPMCC)
- View Bills of Material (BMQSMLB)
- View Where-Used Bills of Material (BMQWU)
- Print Summarized Bills of Material Comparison Report (BMRCOMP)
- Print Indented Bills of Material Report (BMRSLMLB)
- Print Summarized Bills of Material Report (BMRSUMBM)
- Print Bills of Material Where-Used Report (BMRWU)
- Approve Sales Orders (OEMAPPSO)
- Manage Sales Order Catalog Defaults (OEMCATLG)
- Manage Invoices (OEMINVC1)
- Manage Invoices Supervisor Screen (OEMINVC2)
- Manage Issued By Addresses (OEMISADR)
- Manage Sales Order Inventory Issues (OEMISSU1)
- Manage Sales Order Non-Inventory Issues (OEMISSU2)
- Manage Sales Orders (OEMNTSO1)
- Manage Sales Orders Supervisor Screen (OEMNTSO2)
- Configure Sales Order Print Options (OEMPOPTS)
- Manage Sales Order Project Defaults (OEMPROJ)
- Select Invoices Ready for Use/Acceptance (OEMRFU)
- Manage Shipping Transactions (OEMSHIP)
- View Sales Analysis Information (OEQSALES)
- View Sales Order Status Information (OEQSTAT)
- Manage MO Operation Completions (PCMCOMP)

- Manage MO Quality Control Inspection Results (PCMINSP)
- Update Manufacturing Order Costs (PCMMCOST)
- Expedite Manufacturing Orders (PCMMEXPD)
- Enter Manufacturing Order Issues (PCMMOISS)
- Manage Manufacturing Orders (PCMMOMNT)
- Enter Manufacturing Order Reliefs (PCMRELMO)
- Create MO Subcontractor Requisitions (PCMSCRQ)
- Compute Material Requirements (PCPMRR)
- View Manufacturing Order Status (PCQMOST)
- Print Manufacturing Order Cost Report (PCRMOCST)
- Expedite Purchase Orders (POMEXPD)
- Manage Line Charge Types (POMLCHRG)
- Manage Purchase Orders (POMMAIN)
- Create Blanket Purchase Order Releases (POMRELS)
- Update Subcontract Purchase Order Status (POMSCST)
- Approve Pending Purchase Orders (POMSTAT)
- View Item Purchasing Information (POQITEM)
- View Purchase Order Status (POQSTAT)

Increase in the Number of Levels of Worktables on Bills of Materials Screens

An enhancement was made that will allow up to 99 levels of worktables on the Manage Manufacturing Bills of Materials and Engineering Bills of Materials screens. The affected applications for this enhancement are:

- Copy Bills of Material (BMPCOPY)
- Compute Costed Bills of Material (BMPCOST)
- Print Summarized Bills of Material Comparison Report (BMRCOMP)
- Print Indented Bills of Material Report (BMRSLMLB)
- Print Summarized Bills of Material Report (BMRSUMBM)
- Update Approved Engineering Change Notices (ECMAMAIN)
- Approve Engineering Change Notices (ECMAPPR)
- Manage Engineering Change Notices (ECMECN)
- Manage Proposal BOM Cost Estimates - Indented (MEMPRPLI)
- Compute Proposal Item Costs (MEPCPIC)
- Copy Proposal Bills of Material (MEPPBOM)
- Manage Inventory Abbreviation Peggings (MRMIAPEG)
- Expedite Manufacturing Orders (PCMMEXPD)
- Firm Material Requirements Planning Planned Orders (MRPFPO)

- Update Material Requirements Plan (MRPMPR)
- Print Bills of Material MRP Action Message Report (MRRBMAM)
- Firm Master Production Schedule Planned Orders (MSPFPO)
- Update Master Production Schedules (MSPMPS)
- Create/Update Planning Routings (MSPPLRT)
- Manage Sales Orders (OEMNTSO1)
- Manage Sales Orders Supervisor Screen (OEMNTSO2)
- Create Purchase Requisitions from Sales Orders (OEPGRQ)
- Expedite Manufacturing Orders (PCMMEXPD)
- Manage Manufacturing Orders (PCMMOMNT)
- Compute Material Requirements (PCPMRR)
- Convert Provisional Parts to Standard Parts (PDPCONV)
- Print Bills of Material Where-Used Report (BMRWU)
- Apply Engineering Change Notices (ECPINECN)
- Print Engineering Change Notice Impact Report (ECRIMPCT)
- View Proposal BOM Where-Used Information (MEQPWU)
- Update Low-Level Codes (MRPLLC)

Recompute and Print Discrepancies (POPDISCR)

The logic of this application has been modified when recomputing purchase order vouchers with discrepancies. The logic now includes validations based on the voucher approval settings in the Configure Purchase Order Voucher Settings (POMAPSET) application.

Manage Customers (ARMCUST)

The application has been modified to allow the **Customer Alias** field to have values of forty (40) characters in length.

Manage Serial/Lot User Defined Labels (INMSLUDL)

Ten user-defined fields have been added to the Serial/Lot User Defined Labels screen. You can customize the labels as required. To set date fields, select the **Date Field** check box next to the UDF text box. Costpoint validates any changes to date flags and checks for any existing data. You will not be allowed modify the flag unless existing records for that user-defined field is deleted.

This enhancement now gives you a total fifteen user-defined fields, which are stored in the INVT_SETTINGS table. The user-defined fields that you configure are visible on the following applications:

- Manage Serial/Lot Information (INMSRLT)
- Enter Quantity Adjustments (INMQTADJ)
- Enter Location Transfers (INMLOXFR)
- Enter Inventory Transfers (INMPAXFR)
- Enter Issues to Project/Account/Org or PO (INMPAISS)

- Enter Scrap Adjustments (INMSCADJ)
- Enter Manufacturing Order Issues (PCMOISS)
- Enter Miscellaneous Inventory Receipts (RCMMSRC)
- Manage Vendor Returns (RCMRTRN)
- Manage Physical Counts (INMPCLST)
- Manage Actual Counts (INMPCACT)
- Manage Purchase Order Receipts (RCMPORC)
- Manage Quality Control Inspections (RCMINSP)
- Manage Sales Order Inventory Issues (OEMISSU1)
- Manage Sales Order Non-Inventory Issues (OEMISSU2)
- Enter Manufacturing Order Reliefs (PCMRELMO)
- Manage Manufacturing Orders (PCMMOMNT)
- View Sales Order Status Information (OEQSTAT)
- View Serial/Lot Information (INQSRLT)
- View Inventory Transaction History (INQHSTPR)
- View Part Inventory (INQPINV)
- View Manufacturing Order Status (PCQMOST)

Manage Serial/Lot Information (INMSRLT)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.

Shelf Life Available for Use – this check box indicates whether or not the serial/lot part can be used for planning purposes.

Enter Quantity Adjustments (INMQTADJ)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

Enter Location Transfers (INMLOXFR)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

Enter Inventory Transfers (INMPAXFR)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

Enter Issues to Project/Account/Org or PO (INMPAISS)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

Enter Scrap Adjustments (INMSCADJ)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

Enter Manufacturing Order Issues (PCMMOISS)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the **Line No** and **Find No** fields.

Costpoint Manufacturing Execution (MES) can now store parts removed from an MRO order directly to a CPwarehouse location. Changes in this application include:

- New columns have been added to MRO Disposition and MRO Additional Processing to record MES removal disposition and processing information for removed parts.
- A new web service interface has been created to allow removed part information from MES to be accepted into Costpoint as a negative issue to a manufacturing order.

Enter Miscellaneous Inventory Receipts (RCMMSRC)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

Manage Vendor Returns (RCMRTRN)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

Manage Physical Counts (INMPCLST)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

Manage Actual Counts (INMPCACT)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

Manage Purchase Order Receipts (RCMPORC)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date

- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

The following new columns have been added on the main screen:

- **Receipt Line** – this column differentiates the receipt line number from the PO line number. The value in the **Receipt Line** column is automatically assigned when you click the **Autoload** button, or when you add or copy a new line.
- **Receipt Location Quantity (PO U/M)** – this column indicates the quantity (in PO unit of measure) that is in the specified Receipt Location for the receipt line.
- **Receipt Location Quantity (Inv U/M)** – this column indicates the quantity (in inventory unit of measure) that is in the specified Receipt Location for the receipt line.

The following field was renamed:

- **Line** – renamed to **PO Line**

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Generate UID** button has been moved to the Basic Information tab from the User-Defined Info tab.

The **Autoload Serial/Lot** button now loads the serial/lot numbers that were pre-assigned to the PO line automatically.

Manage Quality Control Inspections (RCMINSP)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Generate UID** button has been moved to the Basic Information tab from the User-Defined Info tab.

The **Line** column has been renamed to **Receipt Line**.

System logic has been modified so that if you assign a Serial/Lot number to a new receipt line, then the Lookup now displays serial/lot numbers that were pre-assigned to the corresponding PO line.

Manage Sales Order Inventory Issues (OEMISSU1)

A new User -Defined Info tab has been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then up to fifteen user-defined fields may be visible on the new tab.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

Manage Sales Order Non-Inventory Issues (OEMISSU2)

A new User -Defined Info tab has been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then up to fifteen user-defined fields may be visible on the new tab.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

Enter Manufacturing Order Reliefs (PCMRELMO)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

On the UID tab, the following changes were made:

- The UID tab has been renamed to User-Defined Info.
- If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab. In table view, the ten new user-defined fields are positioned at the end of the table.
- The **UID Details** group box has been moved the Basic Information tab.

On the Basic Information tab, the following changes were made:

- The **Rejection** check box has been removed.
- The **UID Details** group box has been moved to the Basic Information tab from the former UID tab.
- The **Autoload Serial/Lot** button is now located at the bottom of the tab.

Manage Manufacturing Orders (PCMMOMNT)

A new User -Defined Info tab has been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then up to fifteen user-defined fields may be visible on the new tab.

On the Requirements Details tab, the following new fields relating to substitute parts are displayed to reference the original demand part. These fields display only if the item is a substitute part:

- Ref Line
- Original Part
- Rev

A new error message will also be displayed if you change the Line Number, Part Number, and/or the Revision number of a manufacturing order requirement line that is referenced in a substitute row.

On the Substitute Parts subtask, logic has been updated to display the original requirements details.

A new **Notes** field has been added to Requirements subtask. The field allows you to enter up to 32,000 characters.

Also on the Requirements subtask, the **Phantom Component** field has been moved to the Components Info tab.

The application has been also modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs.

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

View Sales Order Status Information (OEQSTAT)

A new User -Defined Info tab has been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then up to fifteen user-defined fields may be visible on the new tab.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

View Serial/Lot Information (INQSRLT)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.

- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

View Inventory Transaction History (INQHSTPR)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

View Part Inventory (INQPINV)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined

Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

On the Substitutes subtask, new logic has been added that allows you to view the Project Substitute Parts.

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the **Line No** and **Find No** fields.

A new Inventory Allocations subtask has been added to allow you to view hard allocated inventory quantities for the reservation line.

View Manufacturing Order Status (PCQMOST)

The application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the Line No and Find No fields.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

A new Basic Information tab has been added. A new User-Defined Information tab has also been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the new User-Defined Information tab. In table view, the ten new user-defined fields are positioned at the end of the table.

A new **Notes** field has been added to the Requirements subtask. The field allows you to enter up to 32,000 characters.

A new Inventory Allocations subtask has been added to allow you to view hard allocated inventory quantities for the reservation line.

Manage Purchase Orders (POMMAIN)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.

Shelf Life Available for Use – this check box indicates whether or not the serial/lot part can be used for planning purposes.

The **Match Type** and the **Match Option** fields are now editable on the purchase order line if the **Line Type** is set to either **S**(ervice) or **G**(oods). However, the default values for these two fields are still sourced from the Configure Purchase Order Voucher Settings screen.

New logic has been added to validate entries in the **Match Type** and **Match Option** fields. If the Match Type is **2-way**, then the Match Option must be **TOTAL**, otherwise the system will display the following error message: “The match option must be TOTAL when 2-way matching.”

Clicking the **Autoload Serial/Lot** now automatically assigns serial/lot numbers on the Serial/Lot Line.

Import Purchase Orders (AOPUTLPO)

Match Option source is no longer set by the Import Purchase Order application; it will now come from the input file.

Manage Parts (PDMPART)

A new Shelf-Life tab has been added to specify the shelf life information for the part that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life (Days)** — this field indicates the number of calendar days by when the serial/lot part must be used.
- **Shelf Life Type** — this field indicates whether the shelf life expiration date is extendable or not.
- **Allow Use Past Expiration Date** — this field indicates whether extendable serial/lot part can be used beyond its expiration date.
- **Limit Past Expiration Date (days)** — this field indicates the number of days past expiration that the serial/lot part can be used.
- **Evaluation Period Prior to Expiration (days)** — this field indicates the number of days prior to expiration that the serial/lot part should begin re-evaluation.
- **Number of Extensions Allowed** — this field indicates the number of times that the shelf life expiration date can be modified.

On the Substitute Parts subtask, the **Status** field replaces the **Interchangeable** check box. Only the following options are allowed for this field:

- **U** — Use up/Interchangeable

- **I** — Interchangeable
- **N** – Non-interchangeable
- **X** –Invalid Substitute

Still on the Substitute Parts subtask, the **Status** column replaces the **I/C** column on the Substitute Parts table. Only the following options are allowed for this field:

- **U** – Use up/Interchangeable
- **I** – Interchangeable
- **N** – Non-interchangeable
- **X** –Invalid Substitute

On the Planning Details subtask, a new **Planning Order** drop-down list has been added. Only the following options are allowed for this field:

- **OP** – Original Parts Across Projects
- **OS** – Original/Substitute Part in Demand Project
- **SP** – Substitute Parts Across Projects
- **SO** – Substitute/Original Part in Demand Project

This drop-down list is enabled and editable only if the **Use Part Planning Order** check box is selected on the Configure Materials Requirements Planning Settings screen, and if the **Plan Substitute Part** check box is not selected on the Configure Materials Requirements Planning Settings screen.

Manage Part Project Data (PDMPRJPD)

The **Status** column replaces the **I/C** column on the Project Substitute Parts table. Only the following options are allowed for this field:

- **U** – Use up/Interchangeable
- **I** – Interchangeable
- **N** – Non-interchangeable
- **X** –Invalid Substitute

The **Inventory Lot Required** and the **Inventory Serial Required** fields are now visible under the substitute part information details.

Import Items (AOPITEM)

A new input line field, **Status**, has been added to the Substitute Part line layout and the Project Substitute Part line layout. Only the following options are allowed for this field:

- **U** – Use up/Interchangeable
- **I** – Interchangeable
- **N** – Non-interchangeable
- **X** –Invalid Substitute

A new input line field, **Substitute Part Planning Order**, has been added to the Part Line Layout and the Part 2 Line Layout. Only the following options are allowed for this field:

- **OP** – Original Parts Across Projects

- **OS** – Original/Substitute Part in Demand Project
- **SP** – Substitute Parts Across Projects
- **SO** – Substitute/Original Part in Demand Project

Configure Materials Requirements Planning Settings (MRMSET)

A new **Substitute Part Planning Options** group box has been added to the screen to allow you to plan for substitute parts. The new group box contains the following new fields:

- **Plan Substitute Part** check box – if selected, this check box enable the rest of the fields in the Substitute Part Planning Options group box.
- **Options** – this picklist determines which type of substitute parts will be used for planning. This field also defines the information that is displayed on the Substitute subtasks across Materials Domain applications. Only the following options are allowed for this field:
 - **Use Project Substitution Only** – select this to use and display only Project Substitute Parts.
 - **Use Part Substitution Only** – select this use and display only Part Substitutes.
 - **Use Project/Part Substitution** – select this to use and display both Project Substitute Parts and Part Substitutes. If there are duplicate records, then the system will use and display the Project Substitute Parts record.
- **Use Interchangeable Substitute Parts Only** – this check box is selected by default. If this option is not selected, then plan all substitute parts, except for “Invalid Substitutes” will be used. Parts are used according to the following order of priority:
 - Use-up/Interchangeable substitute parts, then
 - Interchangeable, then finally
 - NON-I/C substitute parts.
- **Use Part Planning Order** – if this option is selected, then the substitute planning order is defined at the Part level. The **Substitute Part Planning Order** picklist on the Manage Parts screen will be enabled and editable. If this option is not selected, then the planning order for substitute parts is defined in the Material Requirements Planning Settings screen, and the planning order for the substitute parts is company-wide. The **Substitute Part Planning Order** drop-box on the Manage Parts screen will be disabled and non-editable.
- **Planning Order** – this picklist is enabled if the **Use Planning Order** check box is selected. The available options are as follows:
 - **Original Part across Projects** – Parts are used according to the following order of priority:
 - Original Parts within the original demand project then from other projects (across the project's planning group - **TR**), then
 - Substitute parts within the original demand project (**SP**), then finally
 - Substitute parts from the other projects (across the project's planning group – **SP/TR**)
 - **Original/Substitute Part in Original Demand Project** – Parts are used according to the following order of priority:
 - Original Parts within the original demand project then substitute parts within the original demand project (**SP**), then

- Parts from other projects (across the project's planning group - **TR**), then finally
- Substitute parts from the other projects (across the project's planning group – **SP/TR**)
- **Substitute Part across Projects** – Parts are used according to the following order of priority:
 - Available substitute parts across the original project demand (**SP**), then
 - Substitute parts from other projects (across the project's planning group – **SP/TR**), then
 - Original part from the original demand project, then finally
 - Original part from across the project's planning group (**TR**)
- **Substitute/Original Part in Original Demand Project** – Parts are used according to the following order of priority:
 - Substitute Parts(**SP**) within the original demand project, then
 - Original parts within the original demand project, then
 - Substitute Parts(**SP**) from other projects (across the project's planning group – **SP/TR**), and finally
 - Original parts from the other projects (across the project's planning group – **TR**)
- **Include** – if one of these transactions is selected, then the Material Requirements Planning process will plan substitute parts for the selected transactions
 - Manufacturing Orders
 - Sales Orders
 - Inventory Reservations
 - PO/Req Reservations

New fields are added to the **Default Values** group box:

- **Create Transfer Reservation Action Message** – if this check box is selected, then transfer reservation action messages are automatically created when users run the Update Material Requirements Plan application. This option is selected by default.
- **Project Preference** – this picklist helps the system to identify the sequence when using excess available quantities for projects within the same planning group. This option is available only if either the **Plan Substitute Part** check box and/or **Create Transfer Reservation** check box are selected. The following Project Preference options are available:
 - **Most Available Qty** – transfer from projects with the most number of excess available quantity of parts.
 - **Least Available Qty** – transfer from projects with the least number of excess available quantities of parts.

A new field is added to the Corporate Settings section:

- **Use Common Inventory** – if this check box is selected, then the system will use all parts in the common stock inventory, regardless of whether or not the parts are flagged as **Common Stock**.

New logic flow has been added that matches the available supply with the demand dates that fall within the threshold that was set up for early/late filters when you generate material requirement

plans. And a new **Match Supply to Demand Dates before Rescheduling** check box has been added to this screen.

This enhancement prevents the creation of unnecessary reschedule action messages caused by demand changes. And as a result, Planners will have fewer action messages to act upon.

Update Material Requirements Plan (MRPMRP)

Logic has been added to plan for substitute parts, based on the criteria selected in the Configure Materials Requirements Planning Settings screen.

New action messages are added for Substitute Part (SP) and Transfer Reservations (TR) transactions. If the supply requirement is not met by the original and substitute parts, then the system will generate a planned order action message for the original part. For Transfer Reservations, action messages will be created to move original and/or substitute parts from other available inventory projects based on the requirement's Project Planning Option (By Netting Group, All Inventory, Single Project or Top-Level Project).

Logic has also been added to plan for parts in the common inventory:

- For parts with more than one substitute parts, substitute parts will be referenced by Sequence (order of preference) number within the same demand project. If Parts will come from other projects, then preference depends upon the **Project Preference** option on the Configure Materials Requirements Planning Settings screen.
- For substitute parts that exist in other projects, preference will be on the project with the most number of excess quantities that are available for use.

New logic flow has been added that matches the available supply with the demand dates that fall within the threshold that was set up for early/late filters when you generate material requirement plans. The system now checks for the following conditions:

- The Match Supply to Demand Dates before Rescheduling check box is selected on the Configure Materials Requirements Planning settings screen.
- A firm receipt matches with a requirement need date that falls within the threshold that was set up on the Configure MRP Report Print Options (MRMPOPTS) application for early/late filters for reschedule messages.

If the two conditions are met, then Costpoint will automatically tie that receipt to the requirement without rescheduling the receipt to meet another requirement at an earlier or later need date.

This enhancement prevents the creation of unnecessary reschedule action messages caused by demand changes. And as a result, Planners will have fewer action messages to act upon. .

The Update Material Requirements Planning process has been modified to include quantities in the common inventory if the **Use Common Inventory** check box is selected on the Configure Materials Requirements Planning Settings (MRMSET) screen. This allows you to use the Common Stock functionality even if the part is not defined as common stock.

Manage MRP Action Message Report (MRMACTM)

On the Message Details tab, the **Order Reference** group box has been moved to the Other Info tab.

On the Other Info tab, the following fields have been added to reference the Original Requirement Line for the Substitute Parts:

- **Ref Line** – this field references the original requirement line number
- **Original Part** – this field references the original part requirement
- **Original Rev** – this field references the original part revision requirement

- **Original Description** – this field references the original part description

On the Substitute subtask, the following new fields have been added:

- **Inv. Abbrev** – this field displays the inventory abbreviation of the selected action message from the main CTW.
- **Netting Group** – this field displays the netting group associated with the Inventory Abbreviation or the netting group used in the selection criteria
- **Display Options** – this field is used as a filter for the data to display on the **Substitute Part Inventory** CTW.
- **Substitute Type** – this field indicates whether the substitute part is a Part Substitute or a Project Substitute Part.
- **Status** – this field indicates whether the substitute part is use-up/interchangeable, interchangeable or non-interchangeable.
- **Sequence** – this field displays the order of preference

On the Planned Order subtask, the **Message** field now also displays Substitute Parts and Transfer Reservations.

New action message types were added:

- **SP** – Substitute Part
- **TR** – Transfer Reservations

Only the **Release** and **Cancel Order** action codes can be used with the new action message types. If you select **Cancel Order**, then the action message is deleted from the list.

Firm Materials Requirement Planning Planned Orders (MRPFPO)

A new check box, **Substitute Part**, has been added to the Generate group box. If this check box is selected, then the system will automatically update transactions and insert a substitute part requirement with reference to the original part.

Manage Detailed Part Schedule (MRMDTPT)

On the Planned Order Supply subtask, a new field, **Message Type**, has been added to indicate what action message drives the planned order supply change.

If the selected part is a substitute part, then the original demand requirement can be seen in the Reservation Demand, Manufacturing Order Demand, and Sales Order Demand subtasks.

Print MRP Action Message Report (MRRACTM)

You now have the option to include **Substitute Part** and **Transfer Reservation** Action Messages Types in the report.

Print Bills of Materials MRP Action Message Report (MRRBMAM)

You now have the option to include **Substitute Part** and **Transfer Reservation** Action Messages Types in the report.

View Summary Part Availability (MRQSPA)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a

component of a phantom subassembly, then the system will follow existing behavior and set the same value for the Line No and Find No fields.

On the Substitute subtask, the following new fields have been added:

- **Inv. Abbrev** – this field displays the inventory abbreviation of the selected action message from the main CTW.
- **Netting Group** – this field displays the netting group associated with the Inventory Abbreviation or the netting group used in the selection criteria
- **Display Options** – this field is used as a filter for the data to display on the **Substitute Part Inventory** CTW.
- **Substitute Type** – this field indicates whether the substitute part is a Part Substitute or a Project Substitute Part.
- **Status** – this field indicates whether the substitute part is use-up/interchangeable, interchangeable or non-interchangeable.
- **Sequence** – this field displays the order of preference

Manage Purchase Requisitions (PPMNTRQ1)

A new Substitute subtask has been added that allows you to view the substitute parts that are available for use. Information that is displayed on the subtask – whether Project Substitute Parts and/or Parts Substitute – will depend on the option you selected on the Configure Materials Requirements Planning Settings screen.

A new **Autoload Serial/Lot** button has been added to assigns serial/lot numbers automatically.

Apply PO Info to Purchase Requisitions (PPMNTRQ2)

A new Substitute subtask has been added that allows you to view the substitute parts that are available for use. Information that is displayed on the subtask – whether Project Substitute Parts and/or Parts Substitute – will depend on the option you selected on the Configure Materials Requirements Planning Settings screen.

Logic has been modified so that the **Autoload Serial/Lot** button now automatically adds serial/lot numbers that were pre-assigned to the requisition line although you will have the option to select the serial/lot numbers to pre-assign to the corresponding PO line. The system keeps track of all remaining unassigned serial/lot rows from the pre-assigned list.

Apply PO Info to Purchase Requisitions By Line (PPMNTRQLN)

A new Substitute subtask has been added that allows you to view the substitute parts that are available for use. Information that is displayed on the subtask – whether Project Substitute Parts and/or Parts Substitute – will depend on the option you selected on the Configure Materials Requirements Planning Settings screen.

Logic has been modified so that the **Autoload Serial/Lot** button now automatically adds serial/lot numbers that were pre-assigned to the requisition line although you will have the option to select the serial/lot numbers to pre-assign to the corresponding PO line. The system keeps track of all remaining unassigned serial/lot rows from the pre-assigned list.

Approve Sales Order (OEMAPPSO)

A new Substitute subtask has been added that allows you to view the substitute parts that are allowed for the ordered part.

The following new fields have also been added that allow you to identify the substitute parts and their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

Manage Sales Order (OEMNTSO1)

A new Substitute subtask has been added that allows you to view the substitute parts that are allowed for the ordered part.

The following new fields have also been added that allow you to identify the substitute parts and their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

Manage Sales Orders Supervisor Screens (OEMNTSO2)

A new Substitute subtask has been added that allows you to view the substitute parts that are allowed for the ordered part.

The following new fields have also been added that allow you to identify the substitute parts and their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

Manage PO/Req Reservations (INMPORSV)

The following new fields have been added to the Line Details tab that allow you to identify the substitute parts and the their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

On the Substitutes subtask, new logic has been added that allows you to view the substitute parts that are allowed for the ordered part.

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

Manage Inventory Reservations (INMPARSV)

The following new fields have been added to the Line Details tab that allow you to identify the substitute parts and the their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

On the Substitutes subtask, new logic has been added that allows you to view the Project Substitute Parts.

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

Print Detailed Part Schedule Report (MRRDTPT)

Logic has been added to include Substitute Part (**SP**) and Transfer Reservations (**TR**) action messages when processing detailed part schedule reports.

Print Receipt Traveler (RCRTRVLR)

PO Line information has been added to the report.

The **Line** column has been renamed to **Receipt Line**.

Print Pending Inspection Report (RCRPINSP)

Receipt Line information has been added to the report.

Print Receiving Log (RCRLOG)

Receipt Line information has been added to the report.

View Purchase Order Status (POQSTAT)

On the Purchase Order Lines subtask, a new Serial/Lot link has been added that displays pre-assigned serial/lot numbers for the particular PO line. In addition, the column label for **Line** has been changed to **PO Line**.

On the Receipts/Status Updates subtask, a new **Receipt Line** column has been added to display the corresponding receipt line for the PO line receipt row. This should be displayed as parent info for lower-level subtasks, such as the Receipt Inspections and the Inspection Rejections subtasks.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.

Shelf Life Available for Use – this check box indicates whether or not the serial/lot part can be used for planning purposes.

Enter Miscellaneous Inventory Receipts (RCMMSRC)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

Print Shelf Life Report (INRSHFLF)

This is a new application that was added to the **Materials » Inventory » Reports/Inquiries** area for the purpose of generating reports that indicate the shelf life of serial/lot rows based on selected criteria.

You can filter the reports according to Planner ID, Project ID, Warehouse ID, or whether the report should include expired parts or non-expired parts.

Print Manufacturing Order Documentation (PCRMODC)

Logic has been modified so that if **Print Pick List Serial/Lot** is selected, and if the part Shelf Life Type is set to **Extendable** or **Non-extendable**, then the report will exclude serial/lot rows that have a Shelf Life Expiration Date that is earlier than the current date. However, if the part Shelf Life Type is set to **None**, then the report will include all available rows regardless of shelf life expiration date.

If **Print Pick List Serial/Lot** is not selected, and if the part Shelf Life Type is set to **Extendable**, **Non-extendable**, or **None**, then the report will print the On-Hand Qty, as per existing logic.

Also, the report generated by the application now includes a new **Phantom Component** column. On the MO Requirements subtask, a new the **Phantom Component** check box has been moved to the Components Info tab.

A new **Notes** field has been added to the Requirements subtask. The field allows you to enter up to 32,000 characters.

Print Sales Order Pick Lists (OERPICK)

Logic has been modified so that if **Print Pick List Serial/Lot** is selected, and if the part Shelf Life Type is set to **Extendable** or **Non-extendable**, then the report will exclude serial/lot rows that have a Shelf Life Expiration Date that is earlier than the current date. However, if the part Shelf Life Type is set to **None**, then the report will include all available rows regardless of shelf life expiration date.

If **Print Pick List Serial/Lot** is not selected, and if the part Shelf Life Type is set to **Extendable**, **Non-extendable**, or **None**, then the report will print the On-Hand Qty, as per existing logic.

Print Reservation Pick Lists (INRRESV)

Logic has been modified so that if **Print Pick List Serial/Lot** is selected, and if the part Shelf Life Type is set to **Extendable** or **Non-extendable**, then the report will exclude serial/lot rows that have a Shelf Life Expiration Date that is earlier than the current date. However, if the part Shelf Life Type is set to **None**, then the report will include all available rows regardless of shelf life expiration date.

If **Print Pick List Serial/Lot** is not selected, and if the part Shelf Life Type is set to **Extendable**, **Non-extendable**, or **None**, then the report will print the On-Hand Qty, as per existing logic.

View Item Purchasing Information (POQITEM)

A new Serial/Lot subtask has been added that displays pre-assigned serial/lot numbers for the particular PO line.

On the Requisitions subtask, a new Serial/Lot link has been added that displays pre-assigned serial/lot numbers for the particular requisition line.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

View Purchase Requisition Status (PPQRQSTS)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

On the Req Lines subtask, a new Serial/Lot link has been added that displays pre-assigned serial/lot numbers for the particular requisition line.

Manage Purchase Requisitions (PPMNTRQ1)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

Apply PO Info to Purchase Requisitions (PPMNTRQ2)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.

- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

Apply PO Info to Purchase Requisitions by Line (PPMRQLN)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

Create Purchase Orders (PPPGPO)

Logic has been modified so that serial/lot numbers that are associated with purchase orders that are assigned to requisitions are now automatically linked to the generated PO line.

Configure Inventory Settings (INMSET)

A new **Inventory Allocations** group box has been added that contains the following new fields:

- **Allow Inventory Allocations** – this field enables the functionality for inventory allocations.
- **Tracking** – this group box indicates whether allocations will be allowed for Serial, Lot, or Non-Tracked parts.
- **Reservations** – this group box allows you to add separate options for selecting the type of Reservations for allocating inventory. For example, if MO is hard allocated, but SO is not, then the SO pick list will only show inventory items that have not been allocated to MOs; and the MO pick list will show allocated inventory.

The following fields have been removed from the screen:

- **Allow Issues/Reservations Between Warehouses**
- **Allow Negative Inventory Quantities (Std Cost Only)**

- **Inventory Request Approval Required**

Expedite Manufacturing Orders (PCMMEXPD)

A new **Notes** field has been added to the Requirements subtask. The field allows you to enter up to 32,000 characters.

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the **Line No** and **Find No** fields.

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

Configure MO Documentation Print Options (PCMPRTOP)

A new **Print Requirements Line Notes** check box has been added to the **Assembly Sheet** group box of this application.

Configure Production Control Settings (PCMSET)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs.

A new **Planning Effective Date for BOM** Explosion drop-box has been added. This field is applies only to application where bills of material (BOM) explosion is used to derive component requirements based on the order dates of subassemblies.

View Engineering Change Notice Status (ECQECNST)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the Line No and Find No fields.

View Engineering Change Notice Status (ECQECNST)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the Line No and Find No fields.

Create Purchase Requisitions from Sales Orders (OEPGRQ)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. The explosion process will now calculate for the need date of items in the component line based on the Sales Order Requested Date.

Compute Materials Requirement (PCPMRR)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs.

If the **Use As-of Date for All** option is selected on the **Effective Date for BOM Explosion** option on the Configure Production Control Settings screen, then the system will select only requirement components within the set As-Of Date.

However, if the **Back Schedule Leadtime** option is selected on the **Effective Date for BOM Explosion** option on the Configure Production Control Settings screen, then the Need Date of the end part and each subassembly is used as the **BOM As-Of date**. The Procurement Management module will use the Order-By date calculated by the system as the **Target Place Date** on the requisition line. The requisition header's target place date is set to the earliest Target Place Date populated on the requisition lines for that requisition ID.

Configure Serial/Lot Settings (INMSLSET)

A new drop-down list box, **Serial/Lot Assignment Point**, has been added to the Configure Serial/Lot Settings screen. You can use this field to specify whether to require serial/lot information entry when an item has been received (**Receipt**) or after it has undergone quality control inspections (**Acceptance**).

Manage Inventory Abbreviation Peggings (MRMIAPEG)

The Manage Inventory Abbreviation Peggings application has been updated with the following enhancements.

- A new button, **Default/Copy Component Peggings**, has been added to the Manage Inventory Abbreviation Peggings screen. Click this button to automatically copy the inventory abbreviations from previously saved values for an MBOM line number.
- When adding a new inventory pegging record for an assembly part/rev and inventory abbreviation combination, the **Autoload** function now populates components based on the existing manufacturing bill of material (MBOM) for an assembly part/rev.
- The Query function now loads existing rows from MBOMs for all levels when you query a pegging for an assembly part/rev and inventory abbreviation combination.
- A functionality has been added to the **Clone Record** function for copying the inventory pegging from one assembly part/rev to another. The **Assembly Part** and **Rev** fields are now editable in order to enter the new part/rev to which the new pegging will be copied.

Subcontractor Management Changes



The following changes were made as part of the Subcontractor Management feature.

Costpoint was enhanced to indicate that the request for quotes (RFQ) and requisition is for creating subcontractor agreements. The following are the updates in Costpoint:

View Purchase Requisition Status (PPQRQSTS)

- The Manage Request for Quotes by Vendor screen has a new Subcontractor Agreement check box.
- The View Purchase Requisition Status screen now has the Header SOQ (Header level) subtask

This new subtask only displays the values that are saved for the requisition.

Manage Request for Quotes by Vendor (PPMRFQV)

- The Manage Request for Quotes by Vendor screen has a new Subcontractor Agreement check box.
- The Manage Request for Quotes by Vendor screen now has the following subtasks on the header and line level:

- Header SOW (Header level)
- Line SOW (Line level)
- Resources (Line level)

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application Name	Application ID	Application Jar
MM	PP	View Purchase Requisition Status	PPQRQSTS	cp711_ppqrqsts_002.jar
MM	PP	Manage Request for Quotes by Vendor	PPMRFQV	cp711_ppmrfqv_002.jar

Additionally, the following Costpoint 7.1.1 Patch and system jar file are required for this update:

- cp711_sys_011.jar
- PATCH2632
- PATCH2653
- PATCH2656
- PATCH2669
- PATCH2673
- PATCH2712

Administration Domain Enhancements

Disconnected Two-Factor Authentication (2FA)

In a previous release, Costpoint provided the ability to implement one-time passcode authentication as an extra layer of security. If this function is enabled, upon logging in to Costpoint, users are asked to provide a one-time passcode (generated by the Costpoint system) which they receive via email or through calling Help Desk.

In this release, Costpoint provides users the ability to separately generate a one-time passcode on a mobile device through one of the available 2FA mobile applications such as Duo Security and Google Authenticator.

Two applications are updated for this enhancement:

- **Manage Users** — A new group box, **2FA Settings**, is added to the Authentication tab of this screen with the following new options and field:
 - **None** — Select this option if you do not want to enforce 2FA for the user.
 - **Mobile Application** — Select this option if you want to enforce 2FA for the user and allow the user to generate a one-time passcode through a mobile device. Additional steps are required for the user to fully enable this authentication method.

- **Email** — Select this option if you want to enforce 2FA for the user and Costpoint to generate a one-time passcode that will be emailed to the user.
- **Effective Date** — Use this field to enter the date the selected 2FA method becomes effective. If you select **Email**, the current system date displays by default, but you can change it to a later date. If you select **Mobile Application**, the date that displays by default is seven days later than the system date to allow the user to complete the 2FA enrollment. If you select **None**, this field is disabled.

The other changes to the Authentication tab are as follows:

- The **PIN** field is now under the **2FA Settings** group box.
- The **One-time Passcode Required** check box has been removed.
- **Configure User Preferences** — On the Global Toolbar, the **Print Menu** options now include **Display 2FA Activation Barcode**, and the **Action** options now include **Complete 2FA Enrollment**.

When you select **Mobile Application** on the Manage Users screen, the user must perform the following steps to complete the 2FA enrollment process:

1. Install a 2FA mobile application such as Duo Security or Google Authenticator on a mobile device.
2. On the Configure User Preferences screen, perform the following steps:
 - a. Click the **Print Menu** icon and select **Display 2FA Activation Barcode**.
 - b. Using the 2FA mobile application you installed, scan the generated barcode image on the screen.
 - c. Click the **Action** icon and select **Complete 2FA Enrollment**.



To learn more about Costpoint two-factor authentication, refer to the [Deltek Costpoint 7.1.1 Security document](#).

Patch and Application JAR Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application JAR
Administration	SS	Manage Uwsers	SYMUSR	cp711_sumusr_006.jar
Administration	SY	Configure User Preferences	UPMUSRPR	cp711_upmusrpr_003.jar

Additionally, the following system JAR file and patch are required for this update:

- cp711_sys_017.jar
- PATCH7096

One-Time Passcode Authentication Method

Costpoint now provides the ability to implement one-time passcode authentication as an extra layer of security on top of existing login authentication options. This new function applies to any device and is not limited to mobile phones.

When this function is enabled, upon logging in to Costpoint with their user name and password, users will be asked to provide a one-time passcode which they should receive via email or by calling Help Desk. Users may also need to enter the one-time passcode concatenated with a personal identification number (PIN) if the user PIN requirement is selected on the Configure System Settings screen.

For this enhancement, several applications are updated and one new screen is created.

- **Manage Users (SYMUSR)** — On the Authentication tab of this screen, the following items are now available:
 - **One-time Passcode Required** — Select this check box to enforce one-time passcode for the user.
 - **PIN** — Use this field to enter a four-digit PIN that the user will use together with the one-time passcode upon logging in to Costpoint
- **Configure User Preferences (UPMUSRPR)** — Users have the option to change their PIN in the new field **PIN** added to the **Password Information** group box of this screen.
- **Configure System Settings (SYMSETNG)** — The **Corporate Settings** block on this screen is now divided into two tabs:
 - **General Settings** — This tab includes the **Batch Job Retry Defaults** group box, the **Licensing Email ID** field, and the **Enforce Segregation of Duties Rules**, **Enable AutoComplete**, and **Use Auto Position mode** check boxes. No new screen items are added to this tab.
 - **Security Settings** — This tab has the **Password Complexity** group box, which now includes the **Password Life** and **Disable Inactive Users Period (Days)** fields. This tab also has a new group box, **Authentication Passcode**, which includes parameters for setting up one-time passcode and login intervals, a text box for the login Help Desk message, and an option to require user PIN at login.
- **View User Authentication Passcode History (SYQMFAHS)** — This new screen displays the authentication passcode history for each user. A Help Desk personnel can use this screen when a user cannot receive a one-time passcode and calls Help Desk.

Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH2837, PATCH7080, and PATCH7084.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
SC	SS	SYMUSR	Manage Users	cp711_symusr_005.jar
SC	SY	UPMUSRPR	Configure User Preferences	cp711_upmusrpr_002.jar

Domain	Module	Application ID	Application Name	Application JAR
SC	SY	SYMSETNG	Configure System Settings	cp711_symsetng_005.jar
SC	SS	SYQMFAHS	View User Authentication Passcode History	cp711_syqmfahs_001.jar

Set Up Company (SYPCOMP)

The Set Up Company application was changed to be able to populate the new field OVRIDE_SUBPD_FL that was added to the GL_CONFIG table.

The new field will be set to Y as default.

In addition, the Set Up Company application has been updated to be able to populate the new fields ACRN_SHOW_MSG_FL and ACRN_CHG_HS_FL added to the BILL_SETTINGS table.

This application has also been modified to account for the new columns VCHR_PO_RCPT_FL and S_EXCH_RATE_CD in voucher settings.

View Help About (SYMABOUT)

A new subtask has been added to the View Help About screen. The Features subtask displays a list of hot fixed enhancements installed in Costpoint. This subtask has two subtasks:

- **Applications** - This subtask displays a list of applications affected by a feature.
- **Patches** - This subtask displays a list of patches included in a feature.

De-supported Applications

De-Supported Application in Costpoint 6.1, 7.0, and 7.0.1

The Ceridian Payroll Tax Service interface was de-supported by end of year 2013 in:

- Costpoint 6.1
- Costpoint 7.0
- Costpoint 7.0.1.

Appendix:

Export Payroll Taxes File Layout

The following tables display the fields in each record on the export file that you can generate on the Export Payroll Taxes screen.

Header Record (Header Record)

Field #	Field	Required	Type	Notes
1	Record Indicator	Y	CHAR2	Header record
2	Company Identifier for Payroll Tax Service	Y	VARCHAR2 (25)	
3	File type	Y	CHAR1	T = Test L = Live
4	Data Type	Y	CHAR1	P = Periodic Q = Quarterly
5	Payroll Year	Required for Quarterly and Annual file	NUM4	
6	Quarter	Required for Quarterly file	NUM1	1, 2, 3, or 4
7	Reporting Start Date	Y	DATE	MMDDYYYY
8	Reporting End Date	Y	DATE	MMDDYYYY
9	Submitter Company Name	N	CHAR40	
10	Contact Name	N	CHAR50	
11	Contact Phone	N	CHAR20	
12	Contact E-mail	N	CHAR60	
13	Contact Fax	N	CHAR20	
14	File Date	Y	DATE	MMDDYYYY
15	File Time	Y	TIME	HHMMSS
16	Specification Version	Y	CHAR10	

Group Header Record (Tax Service Group Header)

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR (2)	GH: Group Header Record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employer Name	Y	VARCHAR2 (40)	
6	Employer Address Line 1 (Delivery Address)	Y	VARCHAR2 (40)	
7	Employer Address Line 2 (Location Address)	Y	VARCHAR2 (40)	
8	Employer City	Y	VARCHAR2 (25)	
9	Employer State Abbreviation	Required only if Country Code is USA	VARCHAR2 (15)	
10	Employer Country Code (U.S.)	Required if country is US or USA	VARCHAR2 (3)	
11	Employer Postal Code (U.S.)	Required only if Country Code is USA or US	VARCHAR2 (5)	
12	Employer Postal Code Extension (U.S.)	Required only if Country Code is USA or US	VARCHAR2 (4)	

Field #	Field	Required	Type	Notes
13	Employer Non-U.S. State/Province	Required only if Country Code is <u>not</u> USA	VARCHAR2 (15)	
14	Employer Non-U.S. Country Code	Required only if Country Code is <u>not</u> USA	VARCHAR2 (3)	
15	Employer Non-U.S. Postal Code	Required only if Country Code is <u>not</u> USA	VARCHAR2 (10)	
16	Kind of Employer	Y	VARCHAR2 (1)	F = Federal Government S = State and Local Governmental Employer T = Tax Exempt Employer Y = State and Local Tax Exempt Employer N = None Apply
17	Employer Employment Code	Y	VARCHAR2 (1)	Enter the appropriate employment code: A = Agriculture Form 943 H = Household Schedule H M = Military Form 941 Q = Medicare Qualified Government Employment Form 941 X = Railroad CT-1 F = Regular Form 944 R = Regular (all others) Form 941

Field #	Field	Required	Type	Notes
18	Dependent Health Insurance Provided (indicator)	Y	VARCHAR2 (1)	Y/N

Check Date Record (Check Date)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	CD: Check Date record
2	Tax Service Transmitter/Corporate ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Check Date	Required for Periodic File	DATE	

Group Employee Record (Employee)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	EE: Group Employee record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee

Appendix:

Field #	Field	Required?	Type	Notes
6	Employee SSN/Control ID/W-2 Box a	Y	NUMBER (9)	
7	Employee Past SSN/Control ID #1		NUMBER (9)	
8	Tax Service Empl ID		VARCHAR2 (12)	
9	Employee Last Name	Y	VARCHAR2 (25)	
10	Employee First Name (W-2 Box e)	Y	VARCHAR2 (20)	
11	Employee Middle Name (W-2 Box e)		VARCHAR2 (10)	
12	Employee Birth Date	Y	DATE	
13	Employee Suffix (W-2 Box e)		VARCHAR2 (6)	
14	Second Last Name (Applies to Puerto Rico only)		VARCHAR2 (30)	
15	Employee Gender	Y	VARCHAR2 (1)	
16	Employee Sorting Code (can be used to designate sorting of W-2s)		VARCHAR2 (30)	
17	Employee Mailing Address Line 1 (W-2 Box f)		VARCHAR2 (30)	
18	Employee Mailing Address Line 2 (W-2 Box f)		VARCHAR2 (30)	
19	Employee Mailing City (W-2 Box f)		VARCHAR2 (25)	
20	Employee Mailing State/Province (W-2 Box f)	Required only if a U.S. Country is supplied for the employee	VARCHAR2 (15)	

Field #	Field	Required?	Type	Notes
21	Employee Mailing Country (W-2 Box f)	Required only if a State/Province is supplied for the employee	VARCHAR2 (8)	
22	Employee Mailing Postal Code (W-2 Box f)		VARCHAR2 (5)	
23	Employee Mailing Postal Code Extension (W-2 Box f)		VARCHAR2 (4)	
24	Employee Foreign Province/State		VARCHAR2 (15)	
25	Employee Foreign Country		VARCHAR2 (8)	
26	Employee Foreign Postal Code		VARCHAR2 (10)	
27	Employee Hire Date		DATE	
28	Employee Rehire Date (this is the most recent past hire date)		DATE	
29	Termination Date		DATE	
30	Employee Pay Frequency		VARCHAR2 (1)	M = Monthly S = Semi-monthly W = Weekly B = Bi-weekly
31	Employee Hourly/Salaried Status		VARCHAR2 (1)	S = Salaried H = Hourly

Field #	Field	Required?	Type	Notes
				F = Salaried Fluctuating
32	Employee Type		VARCHAR2 (1)	P = Part Time R = Regular T = Temporary
33	Employee Projected Annual Hours		NUMBER (5)	
34	Employee Hourly Rate		NUMBER (10,4)	
35	Employee Annual Rate		NUMBER (10,2)	
36	Employee Health Care Flag		VARCHAR2 (1)	Y/N
37	Employee Guam Status		VARCHAR2 (1)	
38	Employee Class Code		VARCHAR2 (1)	C = Corporate Officer I = Inmate Worker J = JTPA Worker P = Partner S = Sole Proprietor V = Volunteer W = Welfare X = Independent Contractor N = No Class Code
39	Employee Corporate Officer Flag		VARCHAR2 (1)	
40	Employee Corporate Officer ID		VARCHAR2 (1)	P = President V = Vice President S = Secretary T = Treasurer O = Other N = Not applicable
41	Employee Probationary		VARCHAR2 (1)	Y/N

Field #	Field	Required?	Type	Notes
42	Employee U.S. Citizenship		VARCHAR2 (1)	1 = U.S. citizen 2 = Non-citizen with permanent residence ID card issued by USINS 3 = Alien holding temporary or indefinite work permit N = Not applicable
43	Employee Owner		VARCHAR2 (1)	
44	Seasonal Employee flag		VARCHAR2 (1)	Y or N
45	Exempt from FUTA		VARCHAR2 (1)	
46	Exempt from SUTA		VARCHAR2 (1)	
47	Exempt from Social Security W/H		VARCHAR2 (1)	
48	Exempt from Medicare W/H		VARCHAR2 (1)	
49	Retirement Plan Participant (W-2 Box 13)		VARCHAR2 (1)	
50	Statutory Employee (W-2 Box 13)		VARCHAR2(1)	
51	Third Party Sick Pay (W-2 Box 13)		VARCHAR2(1)	

Tax Record Federal (Tax Federal)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other

Field #	Field	Required?	Type	Notes
				maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Delttek Tax Type	Y	VARCHAR2 (6)	FDEE = Federal Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	

Field #	Field	Required?	Type	Notes
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only

Field #	Field	Required?	Type	Notes
				W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

Tax Record - Employee Social Security Withholding (TAX-SS WH)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY

Field #	Field	Required?	Type	Notes
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	SSEE = Social Security Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
		Quarterly files		
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence

Field #	Field	Required?	Type	Notes
				Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	

Field #	Field	Required?	Type	Notes
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable

Field #	Field	Required?	Type	Notes
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

Tax Record - Social Security Employer Tax (TAX-SS ER)



The Social Security Employer record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record

Appendix:

Field #	Field	Required?	Type	Notes
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/ employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Delttek Tax Type	Y	VARCHAR2 (6)	SSER = Social Security Employer Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	

Field #	Field	Required?	Type	Notes
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only

Field #	Field	Required?	Type	Notes
				W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

Tax Record - Employee Medicare Withholding (TAX-EE MDCR)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY

Field #	Field	Required?	Type	Notes
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	MDEE = Medicare Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
		Quarterly files		
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence

Field #	Field	Required?	Type	Notes
				Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	

Appendix:

Field #	Field	Required?	Type	Notes
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable

Field #	Field	Required?	Type	Notes
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

Tax Record - Employee Additional Medicare Withholding (TAX-EE ADD MDCR)



The Employee Additional Medicare Withholding record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Delttek Tax Type	Y	VARCHAR2 (6)	AMEE = Medicare Additional Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding,	VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
		SUTA, FUTA Credit Reduction, and Local Withholding reporting		
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
		Quarterly files		
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax

Field #	Field	Required?	Type	Notes
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

Tax Record - Employer Medicare Tax (TAX-ER MDCR)



The Employer Medicare Tax record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID

Appendix:

Field #	Field	Required?	Type	Notes
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Delttek Tax Type	Y	VARCHAR2 (6)	MDER = Medicare Employer Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only

Field #	Field	Required?	Type	Notes
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	

Appendix:

Field #	Field	Required?	Type	Notes
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered

Appendix:

Field #	Field	Required?	Type	Notes
				Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

Tax Record - Employer FUTA Tax (TAX-FUTA)



The Employer FUTA Tax record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Delttek Tax Type	Y	VARCHAR2 (6)	FUTA = FUTA Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in

Field #	Field	Required?	Type	Notes
				the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U =

Field #	Field	Required?	Type	Notes
				Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

Tax Record - Employer FUTA Credit Reduction (TAX-FUTA Credit Reduc)



The Employer FUTA Credit Reduction is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen

Field #	Field	Required?	Type	Notes
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	FCRA = FUTA Credit Reduction Act
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction

Field #	Field	Required?	Type	Notes
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
41	Local Ohio Tax Collection Agency	Required for Ohio Local School Tax reporting	VARCHAR2 (1)	
42	Local Ohio School Code	Required for Ohio Local	VARCHAR2 (20)	

Field #	Field	Required?	Type	Notes
		City Tax reporting		
43	Local Ohio City Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	N	VARCHAR2 (20)	S = State P = Private N = Not applicable
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours		NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	

Appendix:

Field #	Field	Required?	Type	Notes
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

Tax Record - Employee State Tax Withholding (TAX-State WH)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check

Field #	Field	Required?	Type	Notes
				Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	STEE = State Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only

Field #	Field	Required?	Type	Notes
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	

Appendix:

Field #	Field	Required?	Type	Notes
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered

Appendix:

Field #	Field	Required?	Type	Notes
				Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

Tax Record - Employer SUTA Tax (TAX-SUTA)



The Employer SUTA Tax record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltak Tax Type	Y	VARCHAR2 (6)	SUTA = SUTA Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in

Field #	Field	Required?	Type	Notes
				the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U =

Field #	Field	Required?	Type	Notes
				Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	

Appendix:

Field #	Field	Required?	Type	Notes
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

Tax Record - Employee Local Tax Withholding (TAX-Local Tax)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee

Appendix:

Field #	Field	Required?	Type	Notes
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	LCEE = Local Employee Withholding LCER = Local Employer Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction

Field #	Field	Required?	Type	Notes
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local	VARCHAR2 (20)	

Field #	Field	Required?	Type	Notes
		School Tax reporting		
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

Tax Record - Employee Local Tax Withholding (TAX-LOC-DED)



The Employee Local Tax Withholding – Deductions record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID

Field #	Field	Required?	Type	Notes
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Delttek Tax Type	Y	VARCHAR2 (6)	LCEE = Local Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only

Field #	Field	Required?	Type	Notes
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	

Field #	Field	Required?	Type	Notes
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable

Field #	Field	Required?	Type	Notes
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

Tax Record - Employee Local Tax Withholding (TAX-LOC-CNTRB)



The Employee Local Tax Withholding – Contributions record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check

Field #	Field	Required?	Type	Notes
				Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	LCER = Local Employer Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only

Field #	Field	Required?	Type	Notes
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	

Appendix:

Field #	Field	Required?	Type	Notes
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered

Appendix:

Field #	Field	Required?	Type	Notes
				Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

W-2 Box 12

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR2(2)	W2-W-2 box 12
2	Tax Service Company ID	Y	VARCHAR2(12)	
3	Tax Service Group ID	Y	VARCHAR2(12)	
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2(20)	
5	Employee ID	Y	VARCHAR2(12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER(9)	
7	Payroll Year	Y	NUMBER(4)	
8	Box 12 Code	Y	VARCHAR2(6)	
9	Box 12 Amount	Y	NUMBER(10,2)	

W-2 Box 14

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR2(2)	W2-W-2 box 14
2	Tax Service Company ID	Y	VARCHAR2(12)	
3	Tax Service Group ID	Y	VARCHAR2(12)	
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2(20)	
5	Employee ID	Y	VARCHAR2(12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER(9)	
7	Payroll Year	Y	NUMBER(4)	
8	Box 14 Code	Y	VARCHAR2(8)	
9	Box 14 Amount	Y	NUMBER(10,2)	

Group Totals Record (Group Totals)

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR2 (2)	GT: Group Totals
2	Tax Service Company ID	Y	VARCHAR2 (12)	
3	Tax Service Group ID	Y	VARCHAR2 (12)	
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (20)	
5	Record Count for Tax Service Group	Y	NUMBER (14)	
6	Total PERIOD Withheld for Tax Service Group	Y	NUMBER (14,2)	
7	Total QUARTER Withheld for Tax Service Group	Y	NUMBER (14,2)	
8	Total PAYROLL YEAR Withheld for Tax Service Group	Y	NUMBER (14,2)	

Final Record (Final)

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR2 (2)	F: Final record
2	Tax Service Company ID	Y	VARCHAR2 (12)	
3	Record Count for Company	Y	NUMBER (14)	
4	Total PERIOD Withheld (from entire file)	Y	NUMBER (14,2)	
5	Total QUARTER Withheld (from entire file)	Y	NUMBER (14,2)	
6	Total PAYROLL YEAR Withheld (from entire file)	Y	NUMBER (14,2)	

W-2 File Format

The following table shows the required records for the W-2 File:

Record	Record Indicator	Description	Data Type
Header Record	H	Header Record	W-2
Employee Record	EE	Contains information about the employee and his/her tax-related information	W-2
TAX Record (Federal)	ET	Reports the employee's federal withholding information (Boxes 1 and 2)	W-2
TAX Record (Employee Soc Sec)	ET	Reports the employee's Social Security withholding information (Boxes 3 and 4)	W-2
TAX Record (Employee Medicare)	ET	Reports the employee's Medicare withholding information (Boxes 5 and 6)	W-2
TAX Record (State WH)	ET	Reports the employee's state withholding (Boxes 15, 16, and 17)	W-2
TAX Record (Local WH) Do not report deductions or contributions here	ET	Reports the employee's Local withholding (Boxes 18, 19, and 20).	W-2
W-2 Box 12 Record	12	Contains employee's box 12 information.	W-2
W-2 Box 14 Record	14	Contains employee's W-2 box 14 information.	W-2
Final Record	F	Indicates the end of the file and reports the total liability reported in the entire file.	W-2

Import Employee Data (AOPUTLEL) File Layout Updates

This file layout is for Record 1 only. To know more about the full file layout for the Import Employee Data application, see the Input File link on the AOPUTLEL online help.

Record 1 (Comma-Separated File Format)

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
1	Record Code	N	N/A	Char 1	Required	Required	N or 1
2	Social Security Number	N	EMPL.ssn_id	Num 9	Required	Optional	
3	Employee ID	N	EMPL.empl_id EMPL_LAB_IN FO.empl_id EMPL_PHONE .empl_id DFLT_REG_T S.empl_id	Char 12	Required	Required	
4	First Name	N	EMPL.first_name	Char 20	Required	Optional	
5	Middle Name	Y	EMPL.mid_name	Char 10	Optional	Optional	
6	Last Name	N	EMPL.last_name	Char 25	Required	Optional	
7	Hire Date	N	EMPL.orig_hire_dt	Char 10	Required	Optional	YYYY-MM-DD
8	Employee Status	N	EMPL.s_employment_status_cd	Char 3	Optional if default is specified on screen. Otherwise, required.	Optional	ACT, FML, IAL, IN
9	Timesheet Cycle	N	EMPL.ts_pd_cd	Char 4	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the TS_PD table.
10	Leave Cycle	Only if no leave	EMPL.lv_pd_cd	Char 4	Optional if default is	Optional	Value must exist in the

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
		cycles exist in LV_PD table.			specified on screen. Otherwise, required.		LV_PD table.
11	General Labor Category	N	EMPL_LAB_IN FO. genl_lab_cat_c d	Char 6	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in GENL_LAB_ CAT table.
12	Default Pay Type	Y	DFLT_REG_T S.pay_type	Char 3	Optional	Optional	Value must exist in PAY_TYPE table.
13	FLSA Exempt	N	EMPL_LAB_IN FO.exmpt_fl	Char 1	Optional if default is specified on screen. Otherwise, required.	Optional	Y, N
14	Employee Type	N	EMPL_LAB_IN FO. s_empl_type_c d	Char 1	Optional if default is specified on screen. Otherwise, required.	Optional	R, P, T
15	Rate Type (Hourly/S alaried Status)	N	EMPL_LAB_IN FO. s_hrly_sal_cd	Char 1	Optional if default is specified on screen. Othe rwise, required.	Optional	H, F, S
16	Home Organiza tion	N	EMPL_LAB_IN FO.org_id	Char 20	Optional if default is specified on screen.	Optional	Value must exist in ORG table.

Appendix:

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
					Otherwise, required.		
17	Home Referenc e 1	Y	EMPL_LAB_IN FO. home_ref1_id	Char 20	Optional	Optional	Value must exist in REF_STRU C table.
18	Home Referenc e 2	Y	EMPL_LAB_IN FO. home_ref1_id	Char 20	Optional	Optional	Value must exist in REF_STRU C table.
19	Default OT State	N	EMPL_LAB_IN FO. work_state_cd	Char 2	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in OT_RULES _BY_STATE table.
20	Default Worker's Comp	Y	DFLT_REG_T S.work_comp_ cd	Char 6	If the Worker's Compensati on-Require Default For Employees check box is checked in Labor Settings, this is a required field. Otherwise, this is an optional field.	Optional	Value must exist in WORK_CO MP table.
21	Effective Date	N	EMPL_LAB_IN FO.effect_dt	Char 10	Required	Required	YYYY-MM- DD
22	Rate Provided in File	N	N/A	Char 1	Optional if default is specified on screen.	Required only if a Rate is specified	A, H, S

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
					Otherwise, required.		
23	Rate	N	EMPL_LAB_IN FO. hrly_amt EMPL_LAB_IN FO. sal_amt EMPL_LAB_IN FO. annl_amt	Num 14	Required	Required only if a Rate Type is specified	
24	Default Account	Y	DFLT_REG_T S.acct_id	Char 15	Optional	Optional	Value must exist in ACCT table
25	Default Organiza tion	Y	DFLT_REG_T S.chg_org_id	Char 20	Optional	Optional	Value must exist in ORG table.
26	Default Project	Y	DFLT_REG_T S.proj_id	Char 30	Optional	Optional	Value must exist in PROJ table
27	Default Referenc e 1	Y	DFLT_REG_T S. ref_struc_1_id	Char 20	Optional	Optional	Value must exist in REF_STRU C table
28	Default Referenc e 2	Y	DFLT_REG_T S. ref_struc_2_id	Char 20	Optional	Optional	Value must exist in REF_STRU C table
29	Default Labor Location	Y	EMPL_LAB_IN FO. lab_loc_cd	Char 6	Optional	Optional	Value must exist in LAB_LOCA TION table
30	Address Line 1	Y	EMPL.In_1_adr	Char 30	Optional	Optional	
31	Address Line 2	Y	EMPL.In_2_adr	Char 30	Optional	Optional	
32	Address Line 3	Y	EMPL.In_3_adr	Char 30	Optional	Optional	

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
33	City	Y	EMPL.city_name	Char 25	Optional	Optional	
34	State	Y	EMPL.mail_state_dc	Char 15	State/Province required if Country = USA If both State and Country are supplied, the combination must exist in the MAIL_STATE table	State/Province required if Country = USA If both State and Country are supplied, the combination must exist in the MAIL_STATE table	Value must exist in MAIL_STATE table
35	Country	Y	EMPL.country_cd	Char 8	Required if a State/Province is supplied.	Required if a State/Province is supplied.	Value must exist in COUNTRY table
36	Postal Code	Y	EMPL.postal_cd	Char 10	Optional	Optional	
37	Home Telephone	Y	EMPL_PHONE . phone_type_dc = 'HOME' and EMPL_PHONE .phone_id	Char 25	Optional	Optional	
38	Emergency Telephone	Y	EMPL_PHONE . phone_type_dc = 'EMERG' and EMPL_PHONE .phone_id	Char 25	Optional	Optional	
39	Locator	Y	EMPL.locator_cd	Char 20	Optional	Optional	

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
40	Date of Birth	N	EMPL.birth_dt	Char 10	Optional	Optional	YYYY-MM-DD
41	Marital Status	Y	EMPL.marital_cd	Char 1	Optional	Optional	
42	Gender	N	EMPL.sex_cd	Char 1	Optional	Optional	M, F
43	Employee Class	Y	EMPL_LAB_IN FO. empl_class_cd	Char 12	Optional	Optional	Value must exist in EMPL_CLASS table
44	Union Employee Flag	N	EMPL.union_empl_fl	Char 1	Optional	Optional	Y, N
45	Race/Ethnicity	Only if not licensed for HR	EMPL.s_race_cd	Char 10	Required	Optional (will default from EMPL)	Value must exist in RACE_ETHNIC table
46	Manager	Y	EMPL_LAB_IN FO.mgr_empl_id	Char 12	Optional	Optional	
47	PLC	Y	EMPL_LAB_IN FO.bill_lab_cat_cd	Char 6	Optional	Optional	Must exist in the BILL_LAB_CAT table.
48	Corporate Officer Flag	N	EMPL_LAB_IN FO.corp_ofcr_fl	Char 1	Optional (N assumed if null)	Optional	Y or N
49	Seasonal Employee Flag	N	EMPL_LAB_IN FO.season_empl_fl	Char 1	Optional (N assumed if null)	Optional	Y or N
50	Home Phone Extension	Y	EMPL_PHONE .phone_ext_cd where phone_type_dc = 'HOME'	Char 6	Optional	Optional	
51	Emergency Phone	Y	EMPL_PHONE .phone_ext_cd	Char 6	Optional	Optional	

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
	Extension		where phone_type_dc = 'EMERG'				
52	Timesheet Default GLC	N	DFLT_REG_T S. genl_lab_cat_cd	Char 6	Optional	Optional	Value must exist in GENL_LAB_ CAT table.
53	Timesheet Default Labor Location	Y	DFLT_REG_T S. lab_loc_cd	Char 6	Optional	Optional	Value must exist in LAB_LOCA TION table
54	Vendor ID	N	Not stored in Employee table. Will be used to generate a Vendor record for the employee if: The Add/Update Vendor on Add/Update of Employee check box is selected in APMSETVN A Vendor record does not already exist for the employee The Create/Update Vendor Record check box is selected on the Import Employee Data screen	Char 12	Optional	Optional (If the employee is already linked to the Vendor ID supplied, it will be ignored. If the employee is already linked to a different Vendor, a warning message will be supplied, letting you know that the employee was not linked to the Vendor ID supplied)	Value supplied in file will be converted to all caps

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
55	City of Birth	Y	EMPL.birth_city_name	Char 25	Optional	Optional	
56	State/Province of Birth	Y	EMPL.birth_mail_state_dc	Char 15	Optional	Optional	Must exist in the MAIL_STAT E table
57	Country of Birth	Y	EMPL.birth_country_cd	Char 8	Optional	Optional	Must exist in the COUNTRY table

Record 1 (Fixed-length Record Format)

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
1	Record Code	N	N/A	Char 1	1	Required	Required	N or 1
2	Social Security Number	N	EMPL.ssn_id	Num 9	2-10	Required	Optional	
3	Employee ID	N	EMPL.empl_id EMPL_LAB_INFO.empl_id EMPL_PHONE.empl_id DFLT_REG_TS.empl_id	Char 12	11-22	Required	Required	
4	First Name	N	EMPL.first_name	Char 20	23-42	Required	Optional	
5	Middle Name	Y	EMPL.mid_name	Char 10	43-52	Optional	Optional	
6	Last Name	N	EMPL.last_name	Char 25	53-77	Required	Optional	

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
7	Hire Date	N	EMPL.orig_ hire_dt	Char 10	78-87	Required	Optional	YYYY- MM-DD
8	Employee Status	N	EMPL.s_em pl_status_cd	Char 3	88-90	Optional if default is specified on screen. Otherwise, required.	Optional	ACT, FML, IAL, IN
9	Timesheet Cycle	N	EMPL.ts_pd _cd	Char 4	91-94	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the TS_PD table.
10	Leave Cycle	Only if no leave cycles exist in LV_P D table.	EMPL.lv_pd _cd	Char 4	95-98	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the LV_PD table.
11	General Labor Category	N	EMPL_LAB _INFO. genl_lab_ca t_cd	Char 6	99-104	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in GENL_L AB_CAT table.
12	Default Pay Type	Y	DFLT_REG _TS.pay_typ e	Char 3	105-107	Optional	Optional	Value must exist in PAY_TY PE table.
13	FLSA Exempt	N	EMPL_LAB _INFO. exmpt_fl	Char 1	108	Optional if default is specified on screen. Otherwise, required.	Optional	Y, N

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
14	Employee Type	N	EMPL_LAB _INFO. s_empl_type _cd	Char 1	109	Optional if default is specified on screen. Otherwise, required.	Optional	R, P, T
15	Hourly/S alaried Status	N	EMPL_LAB _INFO. s_hrly_sal_c d	Char 1	110	Optional if default is specified on screen. Otherwise, required.	Optional	H, F, S
16	Home Organiza tion	N	EMPL_LAB _INFO.org_i d	Char 20	111-130	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in ORG table.
17	Home Referenc e 1	Y	EMPL_LAB _INFO. home_ref1_i d	Char 20	131-150	Optional	Optional	Value must exist in REF_ST RUC table.
18	Home Referenc e 2	Y	EMPL_LAB _INFO. home_ref1_i d	Char 20	151-170	Optional	Optional	Value must exist in REF_ST RUC table.
19	Default OT State	N	EMPL_LAB _INFO. work_state_ cd	Char 2	171-172	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in OT_RUL ES_BY_ STATE table.
20	Default Worker's Comp	Y	DFLT_REG _TS. work_comp_ cd	Char 6	173-178	If the Worker's Compensat ion-Require Default For Employees	Optional	Value must exist in WORK_C

Appendix:

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
						check box is checked in Labor Settings, this is a required field. Otherwise, this is an optional field.		OMP table.
21	Effective Date	N	EMPL_LAB_INFO. effect_dt	Char 10	179-188	Required	Required	YYYY-MM-DD
22	Rate Type	N	N/A	Char 1	189	Optional if default is specified on screen. Otherwise, required.	Required only if a Rate is specified	A, H, S
23	Rate	N	EMPL_LAB_INFO. hrly_amt EMPL_LAB_INFO. sal_amt EMPL_LAB_INFO. annl_amt	Num 14	190-203	Required	Required only if a Rate Type is specified	
24	Default Account	Y	DFLT_REG_TS.acct_id	Char 15	204-218	Optional	Optional	Value must exist in ACCT table
25	Default Organization	Y	DFLT_REG_TS.chg_org_id	Char 20	219-238	Optional	Optional	Value must exist in ORG table.
26	Default Project	Y	DFLT_REG_TS.proj_id	Char 30	239-268	Optional	Optional	Value must exist in

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
								PROJ table
27	Default Referenc e 1	Y	DFLT_REG _TS. ref_struc_1_ id	Char 20	269-288	Optional	Optional	Value must exist in REF_ST RUC table
28	Default Referenc e 2	Y	DFLT_REG _TS. ref_struc_2_ id	Char 20	289-308	Optional	Optional	Value must exist in REF_ST RUC table
29	Default Labor Location	Y	EMPL_LAB _INFO. lab_loc_cd	Char 6	309-314	Optional	Optional	Value must exist in LAB_LO CATION table
30	Address Line 1	Y	EMPL.In_1_ adr	Char 30	315-344	Optional	Optional	
31	Address Line 2	Y	EMPL.In_2_ adr	Char 30	345-374	Optional	Optional	
32	Address Line 3	Y	EMPL.In_3_ adr	Char 30	375-404	Optional	Optional	
33	City	Y	EMPL.city_n ame	Char 25	405-429	Optional	Optional	
34	State	Y	EMPL.mail_ state_dc	Char 15	430-444	State/Provin ce required if Country = USA If both State and Country are supplied, the combination must exist in the	State/Provin ce required if Country = USA If both State and Country are supplied, the combination must exist in the	Value must exist in MAIL_ST ATE table

Appendix:


	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
						MAIL_STAT E table	MAIL_STAT E table	
35	Country	Y	EMPL.count ry_cd	Char 8	445-452	Required if a State/Provin ce is supplied.	Required if a State/Provin ce is supplied.	Value must exist in COUNTR Y table
36	Postal Code	Y	EMPL.postal _cd	Char 10	453-462	Optional	Optional	
37	Home Telepho ne	Y	EMPL_PHO NE. phone_type _dc = 'HOME' and EMPL_PHO NE.phone_i d	Char 25	463-487	Optional	Optional	
38	Emergen cy Telepho ne	Y	EMPL_PHO NE. phone_type _dc = 'EMERG' and EMPL_PHO NE.phone_i d	Char 25	488-512	Optional	Optional	
39	Locator	Y	EMPL.locato r_cd	Char 20	513-532	Optional	Optional	
40	Date of Birth	N	EMPL.birth_ dt	Char 10	533-542	Optional	Optional	YYYY- MM-DD
41	Marital Status	Y	EMPL.marit al_cd	Char 1	543	Optional	Optional	
42	Gender	N	EMPL.sex_c d	Char 1	544	Optional	Optional	M, F
43	Employee Class	Y	EMPL_LAB _INFO. empl_class_ cd	Char 12	545-556	Optional	Optional	Value must exist in EMPL_C

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
								LASS table
44	Union Employee Flag	N	EMPL.union _empl_fl	Char 1	557	Optional	Optional	Y, N
45	Race/Et hnicity	Only if not licens ed for HR	EMPL.s_rac e_cd	Char 10	558-567	Required	Optional (will default from EMPL)	Value must exist in RACE_E THNIC table
46	Manager	Y	EMPL_LAB _INFO.mgr_ empl_id	Char 12	568-579	Optional	Optional	
47	PLC	Y	EMPL_LAB _INFO.bill_l ab_cat_cd	Char 6	580-585	Optional	Optional	Must exist in the BILL_LA B_CAT table.
48	Corporat e Officer Flag	N	EMPL_LAB _INFO.corp _ofcr_fl	Char 1	586	Optional (N assumed if null)	Optional	Y or N
49	Seasona l Employee Flag	N	EMPL_LAB _INFO.seas on_empl_fl	Char 1	587	Optional (N assumed if null)	Optional	Y or N
50	Home Phone Extensio n	Y	EMPL_PHO NE.phone_e xt_cd where phone_type _dc = 'HOME'	Char 6	588-593	Optional	Optional	
51	Emergen cy Phone Extensio n	Y	EMPL_PHO NE.phone_e xt_cd where phone_type _dc = 'EMERG'	Char 6	594-599	Optional	Optional	

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
52	Timesheet Default GLC	N	DFLT_REG_TS. genl_lab_cat_cd	Char 6	600-605	Optional	Optional	Value must exist in GENL_LAB_CAT table.
53	Timesheet Default Labor Location	Y	DFLT_REG_TS. lab_loc_cd	Char 6	606-611	Optional	Optional	Value must exist in LAB_LOCATION table
54	Vendor ID	N	Not stored in Employee table. Used to generate a Vendor record for the employee if: The Add/Update Vendor on Add/Update of Employee check box is selected in APMSETVN A Vendor record does not already exist for the employee The Create/Update Vendor Record check box is selected on the Import Employee Data screen	Char 12	612-623	Optional	Optional (If the employee is already linked to the Vendor ID supplied, it will be ignored. If the employee is already linked to a different Vendor, a warning message will be supplied, letting you know that the employee was not linked to the Vendor ID supplied)	Value supplied in file will be converted to all caps

Appendix:

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
55	City of Birth	Y	EMPL.birth_ city_name	Char 25	624-648	Optional	Optional	
56	State/ Province of Birth	Y	EMPL.birth_ mail_state_d c	Char 15	649-663	Optional	Optional	Must exist in the MAIL_ST ATE table
57	Country of Birth	Y	EMPL.birth_ country_cd	Char 8	664-671	Optional	Optional	Must exist in the COUNTR Y table



Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

deltek.com