

Deltek Costpoint®

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IMPORT ASSET DISPOSALS

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IMPORT ASSET DISPOSALS

The Import Asset Disposals application facilitates the initialization of large numbers of fixed asset disposal edit records into Costpoint. You typically process this screen when moving disposal edit records from one Costpoint database to another, but you can also use it to import disposal edit records from a legacy system. The application imports a delimited ASCII file of fixed assets disposal data generated by the Export Asset Disposals application when importing with a file. Users can also script data into import tables set up for this purpose. Scripting the import disposal data into the import tables would generally be done when setting up disposal edit records from a legacy system. In either case, before the data reaches the fixed assets tables, the application performs validations that are otherwise available only when manually adding records one at a time through the Manage Disposal Transactions screen or via the Create Multiple Disposal Transactions screen.

The Import Asset Disposals application stops users from importing data from a file with a fiscal year and period in the header row that does not match Costpoint's Current Fiscal Year and Current Period as displayed on the Configure Posting Settings screen. The Import Asset Disposals application only uploads an input file with a fiscal year and period that matches the Posting Settings in the "receiver" Costpoint database. This feature ensures that mass disposal record transfers from one Costpoint database to another are uploaded into the receiver database in the same Fixed Assets year and period in which the assets were downloaded from the provider database.

The timing of the upload is important. Asset disposal records must be available for posting in the correct period to prevent problems in Costpoint. All records that have depreciation posted against them need to be imported in the correct Fixed Assets Year and Period in order to be posted in a timely manner and thus avoid incorrectly recorded depreciation expense on depreciable assets.

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

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

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

Location

- Accounting
- Fixed Assets
- Fixed Assets Interfaces

Identification

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

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

Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

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

Options

Input File

Use this group box to specify the format, file delimiter, and network location for the input file.

File Location

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

- In the **File Location** field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.
- or
- From the Global Menu, click **Process » File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

Format

Select the file format of the Fixed Assets disposal data to import into Costpoint from the drop-down list. Valid values are:

- **Delimited ASCII File** — Select this option to indicate that you generated the input file with the Export Asset Disposals application in Costpoint. This option enables the remaining fields in the **Input File** group box and disables the **Allow Partial Processing** check box and the **Process Table Options** group box.
- **Table** — Select this option to indicate that you will populate the FA_IMP_DISP (Import Asset Disposal Info Prior to Posting) table via scripts. This option disables the remaining **Input File** group box fields and enables the **Allow Partial Processing** check box and the **Process Table Options** group box.

For the input filename, in the unlabeled field to the right, enter, or click  to select, the input file that is appropriate to upload into this receiving database during the present Fixed Assets **Year** and **Period**.

File Delimiter

The system enables the **File Delimiter** field when you select **Delimited ASCII File** in the **Format** drop-down list. Select the delimiter to use in the Delimited ASCII input file from the drop-down list. The available options are:

- **Comma** — The system selects **Comma** by default.
- **Other** — If you select this, you must specify the one-character delimiter in the field to the right of the drop-down list. This field is enabled only when you select **Other** as the **File Delimiter**.

Allow Partial Processing

Select this check box to enable the system to process table records and generate an edit report if the table contains at least one error-free record for the option you selected in the **Process Table Options** group box.

Clear this check box to prevent processing the table records or printing the edit report when the table contains at least one records with one or more errors.

This check box is enabled when you select **Table** in the **Format** drop-down list.

Use F/A Settings Default G/L Account

Select this check box so that imported records without values in any of the account/organization/project/Ref1/Ref2 combination of fields will have those fields populated with the values in the Gain/Loss Account Info group box. Once the check box is selected, the **Gain/Loss Account Info** group box will be enabled and you can enter or modify the default gain/loss account settings for use when importing the input file or

table. If you choose to edit the settings, the system allows you to enter only valid **Account/Organization/Project/REF 1/REF 2** combinations. The values in the Gain/Loss Account Info fields will be inserted into any input table or file records that do not contain G/L Account data for the disposal when the disposal edit records are created.

Clear this check box to disable the **Gain/Loss Account Info** group box and not have gain/loss account data inserted into import file or table records even when the account/organization/project/Ref1/Ref2 fields are empty on records you are attempting to import.

Overwrite the Existing records

Select this check box to replace all of the records from an input file or that were scripted into the preprocessor tables that were previously validated but have not yet been imported to create disposal edit records with a new set of records that have not yet been processed. Clear this check box to keep the existing records ready to be imported.

Process Table Option

Select the option in this group box that indicates the processing action you want Costpoint to take. You must select **Table** in the **Format** drop-down list to enable this group box.

Refer to the [Import Asset Disposals Processing](#) topic for a detailed description of the interaction between the following options and the toolbar buttons you use to produce reports and process table records.

Load Unprocessed Records

Select this option to process rows of previously unprocessed data from the import table. This option is selected by default. This and the other Process Table Option selections do not apply to input files and are non-editable if you select **Delimited ASCII File** in the **Format** drop-down list.

Reprocess Error Records

Select this option to reprocess rows in the Import Asset Disposal Info Prior to Posting table (FA_IMP_DISP) that were previously uploaded with errors, but now contain corrected data. The system performs validations on these records prior to processing them.

If some of these records still contain errors that keep them from being processed into disposal edit records and the **Allow Partial Processing** check box is cleared, no records will be imported. However, if the **Allow Partial Processing** check box is selected, records without such errors will be imported and the records with errors will be available for correction and future import activity.

Delete Imported Records

Select this option to delete records that have been processed into assets. To delete these records, you must click drop-down arrow of  and select **Validate Input File** from the list.

Gain/Loss Account Info

When the screen is initially opened, the **Gain/Loss Account Info** group box is disabled and populated with Gain/Loss information from the Configure Fixed Assets Settings screen. The **Use F/A Settings Default G/L Account** check box is cleared by default, and this setting disables the **Gain/Loss Account Info** group box.

When you check the **Use F/A Settings Default G/L Account** check box, this group box, and the fields within the group box will be enabled and editable.

Account, Organization, Project, Ref 1, Ref 2

The system automatically displays the account, organization, project, reference 1 and reference 2 that have been set up in the **Default Gain/Loss Account for GL Book** group box on the Configure Fixed Assets Settings screen.

The fields **Ref 1** and **Ref 2** may display a different label if they have been changed on the Configure General Ledger Settings screen. For example, the Ref1 and Ref2 fields may be set up on that screen to display as **AC 1** and **AC 2**.

FY/Pd Info

Fiscal Year, Period, Subperiod

The non-editable fields in this group box display the current Fiscal Year, Period, and Subperiod on Fixed Assets Configure Posting Settings screen. If the header row of the input file or table contains a fiscal year/period combination that differs from what displays here, the system rejects the input file or table so that disposal edit records will not be imported into Costpoint at an inappropriate time. For example, if the asset records associated with the disposal edit records were previously depreciated through June in the previous database, and the disposal edit records were to be imported and accidentally posted in May in the receiving database, the disposal posting entry would contain incorrect data for Accumulated Depreciation and for the Gain/Loss account. Thus, this validation ensures that the Fiscal Year/Accounting Period in Configure Posting Settings for the database that exported the disposal edit records matches the Fiscal Year/Accounting Period in Configure Posting Settings for the database receiving the disposal edit records.

FIELD CONDITIONS

IMPORT ASSET DISPOSALS PROCESSING

PROCESSING DETAILS

ERROR MESSAGES

REPORTS

- [Table Information](#)

The following tables are affected by the changes to this screen:

- FA_IMP_DISP
- FA_DISP_EDIT

Also, this screen pulls up information from the FA_SETTINGS table.

ERROR MESSAGES

There are several error messages that may occur during the validation process. These messages will be listed on the Import Asset Disposals Error Report.

Validations

The system performs the following validations during application entry and processing.

Field-Level Validations

The following table lists field-level validations for the application.

Field	Condition	Error Message
Account	User entered Account must exist.	Valid gain/loss Account information must be entered if "Use F/A Settings Default G/L Account" is checked.
Account	User entered Account must be active.	This Account is not active. This Organization/Account combination is not active.
Organization	User entered Organization must exist in the company currently being used.	The following does not exist: Organization.
Organization	User entered Organization must be active.	This Organization is not active.
Project	User entered Project must exist.	The following does not exist: Project.
Project	User entered Project must be Active.	This Project is not active.
Project	User entered Project must allow charges.	This Project does not allow charges.
REF 1	User entered REF 1 must exist in the company currently being used.	The following does not exist: REF 1.
REF 2	User entered REF 2 must exist in the company currently being used.	The following does not exist: REF 2.

The fields **Ref 1** and **Ref 2** may display a different label if they have been changed on the Configure General Ledger Settings screen. For example, the Ref1 and Ref2 fields may be set up on that screen to display as **AC 1** and **AC 2**.

Form/Result Set Level Validations

The following table lists form/result set level validations for the application.

Condition	Error Message
If the Use F/A Settings Default G/L Account is checked, the Account and Organization fields must be populated.	Valid Gain/Loss Account information must be entered if Use FA Settings Default G/L Account" is checked.
The Account/Organization combination does not exist.	This Organization/Account combination: does not exist.
The Account/Organization combination is not active.	This Organization/Account combination: is not active.
If a Project is entered, the Account must be in the Project's Project Account Group .	This Account is not part of this Project's Account Group.
If a Project is entered, the Account must be active in the Project's Project Account Group in ACCT_GRP_SETUP (Account Group Setup) table.	This Account is inactive for the Project Account Group.
If Account is Project Required and Project entered has Limit Accounts , the Account must be included in PROJ_ACCT_WILDCARD (Project/Acct Validations) table.	This Project/Account combination does not exist.
If Account is Project Required and Project entered has Limit Orgs , the Organization must be included in PROJ_ORG_WILDCARD (Project/Org Validations) table.	This Project/Organization combination does not exist.
If Account is not Project Required , the Project must be left NULL .	This Account does not allow a Project.
You attempt to save parameters when a valid file has not been selected or a table named FA_IMP_DISP does not exist.	The following field is required: File Name.
Other is selected as the File Delimiter , the field to the right of the File Delimiter drop-down list is NULL , and you try to print or process.	A file delimiter must be specified when format is delimited as an ASCII File and the file delimiter is other than "Comma".

FIELD CONDITIONS

The following table indicates the conditions in which fields are enabled or disabled on the Import Asset Disposals screen.

Condition	Field	Enable/Disable
When the screen has been opened and is actively being used.	Fiscal Year, Period and Subperiod fields in the FY/Pd Info group box	Disable
When the screen is opened and when Delimited ASCII File is selected	File Delimiter	Enable
When Table is selected in the Format drop-down list	File Delimiter	Disable
When Delimited ASCII File is selected in the Format drop-down list, and/or File Delimiter is Comma	Unlabeled field to the right of File Delimiter	Disable
When Delimited ASCII File is selected in the Format drop-down list, and File Delimiter is Other	Unlabeled field to the right of File Delimiter	Enable
When Delimited ASCII File is selected in the Format drop-down list	Process Table Options group box	Disable
When Table is selected in the Format drop-down list	Process Table Options group box	Enable
When Delimited ASCII File is selected in the Format drop-down list	Allow Partial Processing check box	Disable
When Use F/A Settings Default G/L Account is cleared	Gain/Loss Account Info group box	Disable
When Use F/A Settings Default G/L Account is selected	Gain/Loss Account Info group box	Enable

IMPORT ASSET DISPOSALS PROCESSING

To process newly uploaded records or records that previously failed validations, complete the following steps:

1. Click the  drop-down and select **Validate Input File** after completing the screen. This uploads input file records and starts the validation process for both input files and records scripted directly into the import tables. You must click the **Validate Input File** button before the **Preview**, **Print**, or **Import Asset Disposals** buttons/options can access disposal records. The result of data validations that occur when you select the **Validate Input File** option will print an error report that you can use to modify records that fail validations. If there are no errors, the error report will print with that result.
2. After you click the **Validate Input File** button, it is recommended that you use **Preview** or **Print** to review an edit report that includes records that passed validations and match the screen parameters. You can only print the edit report before you select the **Import Asset Disposals** menu option to create new asset disposal records. Printing the report is not required. If an import edit report is desired, you must print the report prior to selecting the **Import Asset Disposals** option because the report will not be available once the import has occurred. If you select the **Import Asset Disposals** option either after printing the edit report or without printing first, the valid records will be processed into the Fixed Assets Disposal Edit (FA_DISP_EDIT) table.

The **Validate Input File** menu option button deletes previously imported records if you select the **Delete Imported Records** option in the **Process Table Options** group box.

If the **Allow Partial Processing** check box is clear when the **Validate Input File** option is selected and table import records contain one or more errors that preclude processing, the **Preview** and **Print** functions produce no records on the edit report, and the process imports no records. This check box only applies when processing table records. When importing from a file, there will not be any records processed into disposal edit records when there is one or more errors that prevent at least one record from being processed.

To make the edit report available, complete the following steps:

1. Select the **Allow Partial Processing** check box if desired for processing table records.
2. Click  drop-down and select the **Validate Input File** menu option.
3. Click the **Preview** or **Print** buttons when the input file or table contains at least one record eligible for processing per the **Process Table Options** you select, assuming you selected the **Allow Partial Processing** check box for table records. Or if processing records from a file or if the **Allow Partial Processing** check box is not selected, click the **Preview** or **Print** buttons to review or to have a permanent copy of all of the processed records that are ready to be imported and turned into disposal edit records.

If the edit report contains one or more records, the **Import Asset Disposals** menu option imports the records on the report into FA_DISP_EDIT in addition to creating disposal edit records viewable on the Manage Disposal Transactions screen. If you select the **Delete Imported Records** option in the **Process Table Option** group box and the (FA_IMP_DISP) table holds import records that were previously used to create disposal edit records, the initial import records are deleted from the FA_IMP_DISP table.

PROCESSING DETAILS

Consult the information listed below for a more thorough understanding of the functions performed by this application and the impact of screen selections on application processing.

Data Selection

The application selects data scripted into the import tables for processing as described below.

- The system selects all previously imported table records in FA_IMP_DISP if the **Delete Imported Records** option is selected.
- If the **Allow Partial Processing** check box is cleared, the system selects either all uploaded table records (assuming all hard validations were passed) or no records. The **Allow Partial Processing** check box does not apply to the processing that takes place when records are being imported from a file, since input file imports can't occur unless every record in the file passes the validations.
- If the **Allow Partial Processing** check box is selected and if any errors that preclude processing one record into a disposal edit record result from the validation process that occurs with the table upload, none of the erroneous records are processed but all of the records that passed the validations and that meet the **Process Table Options** selection are available for importing as disposal edit records. If no errors that would prevent the creation of disposal edit records exist, all of the records that meet the **Process Table Options** selection are processed if you click .
- Records that were previously uploaded but not imported due to hard validation errors can be processed on a successive import if the previous errors have been corrected and the **Reprocess Error Records** check box is selected.

Data Processing

The system inserts Fixed Assets disposal records into the FA_IMP_DISP holding table for validations, then creates and imports disposal edit records into the FA_DISP_EDIT table for those records that pass all validations that you would encounter when entering records directly into the Manage Disposal Transactions screen.

Certain fields are populated by the process rather than by the user.

If the record being imported is **Non-Depreciable** and the record does not indicate that the **Post Disposal to GL** flag is selected, the disposal record is not allowed to have **Gain/Loss Account** information on the input file or table per system validations. When this is true, the process does not populate the **Gain/Loss Account** information even if the **Use F/A Settings Default G/L Account** check box is selected.

Processing Considerations

The following topics provide additional information that corresponds to processing the application.

Processing Features

The application allows you to import fixed asset disposal records into Costpoint in the following situations.

- Use the Import Asset Disposals application when transferring asset disposal records from one Costpoint database to another Costpoint database. In concert with the Export Asset Disposals application, an input file with records to add to the receiver database can be uploaded, validated, and if all of the file records pass validations, the successfully validated records can be processed into the receiver database table as disposal edit records.
- Use the Import Asset Disposals application when importing large amounts of data from a legacy system other than Costpoint. This method of adding records into Costpoint Fixed Assets validates all the data prior to creating and importing disposal edit records into Costpoint. This process eliminates time spent trying to diagnose why records that are scripted into the Costpoint data tables are not responding to Costpoint applications as expected, and the process provides a helpful report during the validation process that helps determine problems with the import. In addition, an import edit report is available to print for audit and tracking purposes. Note that imports that would have been scripted directly into the Costpoint FA_DISP_EDIT table before this application was available may now be scripted into the predecessor's tables, where validations can occur. This process keeps invalid data out of the Costpoint processing data.
- Use the Import Asset Disposals application to import from both Delimited ASCII files (for previous Costpoint disposal edit exported data or legacy data) or after scripting data from legacy-system tables to Import Asset Disposals tables established for this enhancement.

Timing and Product Interfaces

Use the Import Asset Disposals application during the same fiscal year and period established in the header row of the input file or the header table of the input table. The header row must contain a fiscal year and period number that matches those currently in Configure Posting Settings [FA_SETTINGS.CUR_FY_CD (Current Accounting Fiscal Year) and FA_SETTINGS.CUR_PD_NO (Current Accounting Period)] for the company ID specified in the row. In order to facilitate control over the timing of asset disposals, the Import Asset Disposals application rejects any input file or table data with a fiscal year and period number in the header row that is different from the fiscal year and period number in Posting Settings of the receiving Costpoint system.

For users with multiple Costpoint databases, the Import Asset Disposals application can be used after any relevant Fixed Asset master records have been imported or entered into the receiver database Fixed Assets module, and after the Export Assets Disposals application has been executed on the giver database. The file created by the Export Assets Disposals application becomes the input file for the Import Asset Disposals application.

The file layout for both the Export Asset Disposals and Import Asset Disposals applications are the same. To see the file layout, see the Processing Details topic for the Export Asset Disposals application.

REPORTS

Import Asset Disposals Error Report

The following sections provide information about the Import Asset Disposals Error Report. For more information about screen and toolbar button selections to produce this report, see Import Asset Disposals Processing.

Report Layout/Data Sources

Label	Source
Import Fixed Assets Disposal Error Report	Header Line
Row Number	Input File or Table – Read the Line Number of the File or Table that has the error
Asset Number	Input File 3rd field/Table FA_IMP_DISP.ASSET_ID
Item Number	Input File 4th field/Table FA_IMP_DISP.ITEM_NO
Field Name	FAPDISP.Input Preprocessor
Field Value	Input File/Table <Table>.<Field>
Error Message	FAPDISP.Input File Hard Validations, and FAPDISP.Input File Soft Validations excel worksheets associated with this enhancement. Truncate at 60 characters.

Report Sort Order

The report sorts data according to the following fields:

- ASSET_ID
- ITEM_NO

Import Assets Disposals Edit Report

The following sections provide information about the Import Assets Disposals Edit Report. For more information about screen and toolbar button selections to produce this report, see the Import Asset Disposals Processing

Report Layout/Data Sources

Label	Source
Import Fixed Assets Disposal Edit Report	Header Line
Asset Number	Input File 3rd field/Table FA_IMP_DISP.ASSET_ID
Item Number	Input File 4th field/Table FA_IMP_DISP.ITEM_NO
Select Status	Input File 13th field/Table FA_IMP_DISP.S_DISP_STATUS_CD
Gain/Loss Account	Input File 8th field/Table FA_IMP_DISP.GNLS_ACCT_ID

Gain/Loss Org	Input File 9th field/Table FA_IMP_DISP.GNLS_ORG_ID
Depreciation Adjustment	Input File 14th field/Table FA_IMP_DISP.B1_DEPR_ADJ_AMT
Disposal Price	Input File 5th field/Table FA_IMP_DISP.DISP_PRICE_AMT
Totals	All data come from the Input File/Table. Totals for Depr Adjust and Disposal Price.

Report Sort Order

The table sorts data according to the following fields:

- ASSET_ID
- ITEM_NO

Actions

The system performs the following actions when you use toolbar buttons as described below.

Action Title	Action Process
Import Asset Disposals Edit Report after you click Preview Default Report or Print Default Report	<p>If records passed validations during print/process, the user can preview or print the Edit Report of records that have passed validations and can be imported into FA_DISP_EDIT as disposal edit records per screen parameters.</p> <p>No report will be generated if the user has selected the Delete Imported Records option and clicks Validate Input File.</p>
Import Asset Disposals Error Report after you click Validate Input File	<p>An error report will be created as a result of the print/process.</p> <p>A Header Row error will immediately stop the validation process and the error report will only describe the Header Row issue(s). Note that a header row error indicates that an import attempt was made on asset data that was existing in a fiscal year/accounting period that is different from the Fixed Assets posting settings in the current database. Attempts to modify the import data to match the fiscal year/account period to the posting settings in the current database should not be attempted without a full understanding of how this will affect depreciation computations for the affected assets in the current system.</p> <p>If the Header Row is okay, the Upload will continue and an error report will follow, with validation failures that prevent processing detailed first, followed by validation failures that are warnings but, by themselves, will not stop the processing or ultimate import of disposal edit records.</p>
Import records into FA_DISP_EDIT after you click Validate Input File , and then Print Default Report	<p>The records that qualified for the Edit Report are now processed into FA_DISP_EDIT and are visible in Manage Disposal Transactions. For Table</p>

records, the **Status** is changed to **I**, indicating that this record has been used to create a disposal edit record for an asset, and that this record is available to delete if the user selects the delete records via the Process Table Option **Delete Imported Records**.