Deltek Costpoint HotFix Readme

Release Date: June 29, 2017

Role-Based Dashboards

Costpoint now delivers dashboard content for specific roles through a new module (Dashboards) which is available in the Reports & Analytics domain. This allows you to view information you rely on most, displayed either in chart or table format, without having to navigate to individual modules or reports.

A role-based dashboard has two tabs: Parameters and Reports. You configure your dashboard through the Parameters tab, while you use the Reports tab to view the dashparts that are selected with the configured parameters.

On the Reports tab view, the **File**, **Line**, **Options**, and **Process** items in the Global Menu are disabled, while only the **Refresh** icon on the Global Toolbar and the **Help** menu item are available. To access more options in the menu and toolbar, go to the Parameters tab.

Each dashboard has several dashparts. The dashparts can pull data from Costpoint, Budgeting & Planning, or Time & Expense. If you are not licensed for Budgeting & Planning or Time & Expense, the dashparts that rely on information from these applications will not display on the dashboard.

Within the dashboards, you can perform the following actions:

- Set up which dashparts to display and in what order.
- Limit the number of records you want to display for some dashparts.
- Drill down from the dashpart to a screen in Costpoint, Budgeting & Planning, or Time & Expense (depending on your security rights).
- Access shortcut links to Costpoint Enterprise Reporting (CER) and Costpoint Analytics (if access is configured by your system administrator).

Because dashboard content depends on role-based security, each dashboard is customized to display information specific to a role.

Costpoint's Role-Based Dashboards enhancements will be released in multiple phases. In the past releases, the Project Manager Dashboard and Organization Manager Dashboard were rolled out. In this release, the Finance Manager Dashboard is included. Several enhancements have also been made to the first two dashboards, as detailed below.

Finance Manager Dashboard (DBDFM)

Use this dashboard to view and analyze your organization's financial status in terms of cash balances, outstanding accounts payable (AP) vouchers, journal entries and vouchers that are above the set approval limit, and standard bills that have been posted. You can also use this dashboard to view information on your outstanding accounts receivables (AR) and other transactions that have not been billed yet.

You can limit the data that displays on the individual dashparts to specific organizations through the **Organization** field on the Parameters tab. Once you enter or select a valid organization in this field, the dashparts display data only for the specified organization and all levels below it.

The following dashparts are available on this dashboard:

- **AP Aging** — This is a stacked bar chart that displays the outstanding accounts payable (AP) vouchers by vendor for a given aging range. When you hover over a bar segment on this chart, a tooltip displays the vendor name and AP balance amount represented by that segment. When you click a segment, Costpoint opens the View Voucher History Inquiry screen, where you can view the outstanding AP vouchers for a particular vendor in a given aging range.

- **AR Aging** — This is a stacked bar chart that displays the outstanding billed accounts receivables (AR) by project for a given aging range. When you hover over a bar segment on this chart, a tooltip displays the project name and the actual AR amount represented by that segment. When you click a segment, Costpoint opens the View Receivables and Collections screen, where you can view the outstanding invoices for a particular project in a given aging range.
- **Aged Open Billing Detail** — This is a stacked bar chart that displays the sum of transactions that have not been billed yet by project for a given aging range. When you hover over a bar segment on this chart, a tooltip displays the project name and the actual open billing amount represented by that segment. When you click a segment, Costpoint opens the Manage Open Billing Detail screen, where you can view the open billing transactions for a particular project in a given aging range.
- **Cash Balances** — This is a numerical table that displays balances for your cash accounts summed to a specified account level. The table includes information on the account's beginning and ending balances, prior year-to-date activity, and period activity for the current or prior period. Click an account link on the table to open the View Account Activity screen, where you can view details of the activities associated with the account you selected.
- **JE's Over Approval Limit** — This is a numerical table that displays posted journal entries (JEs) that exceeded the required approval amount in the current or prior period. The table includes the JE number, line number, account number, line description, and the amount of transactions posted to the account. Click an account link on the table to open the View Account Activity screen, where you can view details of the activities associated with the account you selected.
- **My Links** — This displays the list of links that are set up in your My Menu, so you have easy navigation to your most used areas in Costpoint.
- **Posted Standard Invoices** — This is a numerical table that displays posted standard invoices per customer in the current or prior period. Click a customer name link to open the View Standard Billing History screen, where you can view billing information for standard bills that have been posted for the selected customer.
- **Voucher Over Limit** — This is a numerical table that displays posted vouchers that exceeded the required approval amount in the current or prior period. Click a voucher number link to open the View Voucher History Inquiry screen, where you can view voucher detail.

Dashboard Enhancements

These changes have been made to the Project Manager Dashboard and Organization Manager Dashboard:

- The chart type of the AR Aging and Aged Open Billing Detail dashparts has been modified. Bars are now displayed horizontally, with the x-axis displaying the amount of AR balances or open billing transactions, and the y-axis displaying the name of the top-level project. No logic is affected by this change.
- These are the updates for the Projects Approaching Funding dashpart:
  - The % complete value is now included in the tooltip that displays when you hover over a bar segment on the chart.
  - Projects are now sorted according to the % complete value, with projects having the largest value displayed at the top of the chart.

Functionalities to sort data and copy data to Microsoft Excel from a numerical table on the Reports tab have also been added. These functionalities are available in all three dashboards. When you right-click a column heading in a table on the Reports tab, the following options display:

- **Sort Ascending** — Select this option to sort entries in a column in ascending order.
- **Sort Descending** — Select this option to sort entries in a column in descending order.
- **Copy Data to Insert into Excel** — Select this option to copy data from the numerical table into Microsoft Excel. When you paste the data into Microsoft Excel, all contents of the table are included.

On the Parameters tab, the **Sort Ascending** and **Sort Descending** options are also available when you right-click a column heading in table windows. The **Copy Data to Insert into Excel** function is available from the **Line** menu, but allows you to copy data from only a single line/row and not the whole contents of the table.

System JAR and Application JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 030 (cp711_sys_030.zip)
- cp711_dbdfm_001.zip

Viewing the Online Help

If you use Internet Explorer and the online help does not display correctly, you need to turn off Compatibility View for the browser. Click **Tools » Compatibility View settings**, and clear the **Display intranet sites in Compatibility View** check box. Then refresh the browser. Make sure you remove deltek.com (if listed) from the Websites you have added to Compatibility View list.

Known Issue

On the Labor Utilization dashpart of the Organization Manager Dashboard, clicking an employee ID link brings up the Utilization Analysis (COL1,BOL1,POL1) screen. This screen, however, does not automatically load the result set for the selected employee ID link. To display the utilization analysis information on this screen, you must click the **Execute** icon on the toolbar or press F3.

More information about this release is on the following page.

Custom Programs Affected:

Sometimes an update can cause custom programs and reports to stop working as expected. Before applying this update, consider whether you have any custom programs or reports in the application area affected by the update. If so, contact Deltek Customer Care at http://support.deltek.com before you install the update.

To Download the HotFix/Feature Update:

1. From Internet Explorer, go to https://dsm.deltek.com.
2. Click **Run Deltek Software Manager**.
3. Log in using your Deltek Customer Care Connect credentials.
4. In the left pane of the Deltek Software Manager, expand your Deltek product.
5. Expand the Hot Fixes folder for your product, and select the update to download.
6. Click **Download** at the bottom of the screen.

To Install the HotFix/Feature Update:

Refer to the installation instructions posted on Deltek's Customer Care Connect site, https://deltek.custhelp.com.

- For Costpoint 7.1.1 updates, refer to Knowledge Base article 79232.
- For Costpoint 7.0.1 updates, refer to Knowledge Base article 73769.
- For Costpoint 7.0 updates, refer to Knowledge Base article 67722.

Before you install this update, please review all previous updates in the Knowledge Base article. You may need to install prerequisite programs or database patches (described in the Knowledge Base article) prior to installing this update. Note that when you download an update using Deltek Software Manager (DSM), all dependent files are automatically downloaded.

To Check to See if the HotFix is Installed:

1. Open the application that was updated.
2. Click **Help** > **About Costpoint** from the Costpoint toolbar. This will display a screen that shows you the latest update JAR for the application that is open, as well as the latest system JAR and all patches applied to the system.

To Check to See if the Feature is Installed:

1. Click **Help** > **About Costpoint** from the Costpoint toolbar.
2. Open the Features subtask and click the Feature that was just installed.
3. Open the Applications subtask. Check the list of applications and their corresponding application jars and see if they are correct and have been successfully deployed (highlighted in green).
4. Open the Patches subtask. Check the list of patches and see if they are correct and have been successfully deployed (highlighted in green).

More Information:

If you have any questions, please contact Deltek Customer Care at https://support.deltek.com.