

Deltek Costpoint®

Version 7.1.1 Preprocessor

June 30, 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.

© 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.

Import Daily Exchange Rates

Table of Contents

| | |
|-----------------------------------|---|
| IMPORT DAILY EXCHANGE RATES | 1 |
| PRINT EXCHANGE RATES REPORT | 5 |

IMPORT DAILY EXCHANGE RATES

Use the Import Daily Exchange Rates screen to load currency exchange rates into Costpoint. After downloading rates from an outside source (*Wall Street Journal*, Internet, and so on), use this utility to enter those rates into Costpoint without manually entering each rate. In addition to saving time, this utility helps you avoid entry errors.

Before running this utility, you must create an input file containing the exchange rates for the currencies in which your company conducts business. The input file must be either in text or comma-separated value (CSV) format. You can download exchange rates into your input file (from the Internet, for example) before loading them into Costpoint.

Run this utility before entering any multicurrency transactions to ensure that the most recent exchange rates are used.

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
- Multicurrency
- Exchange Rates

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

Select

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 are uploading. 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.

File Name

Enter, or click  to select, the name of the exchange rates input file that you previously saved.

Import File Type

Text

Select this option if your exchange rate data input file is a text file.

CSV

Select this option if your exchange rate data input file is a comma-separated file.

Each record in the import file has three data elements:

- Currency code
- Rate *from* this currency to the currency entered in **Currency From/To** in the utility screen
- Rate *to* this currency from the currency entered in **Currency From/To** in the utility screen

Example: If you enter **USD** (U.S. Dollars) in **Currency From/To**, the import file might contain the following:

Text format: GBP 1.64072 0.609487

CSV format: "GBP", 1.64072, 0.609487

where...

1.64072 is the GBP-to-USD rate.

0.609487 is the USD-to-GBP rate.

Rate Identification

Rate Group

Enter, or click  to select, the identifier for the exchange rate group for which you are loading rates.

Currency From/To

Enter, or click  to select, the currency for which you are loading rates, or use lookup to select the currency. Currency pairings are saved on the Manage Exchange Rate Groups screen.

If you do not set up the currency pairings on the Manage Exchange Rate Groups screen before you run this utility, you receive an error message and your rates are not uploaded.

Start Date

Enter, or click  to select, the date that you want to start using the uploaded rates.

End Date

You can enter, or click  to select, the last date on which the uploaded rates can be used. However, this field is optional. The most common practice is to leave this field blank so the rate is effective until you enter or upload

Import Daily Exchange Rates

another rate with a later start date. When you establish a rate with a later start date, Costpoint automatically switches to that rate.

Notes

You can enter a note of up to 254 characters for the uploaded rates.

Generate the Upload Daily Exchange Rates Report

To generate the Upload Daily Exchange Rates report, enter all of the upload information on the screen and then

click  on the Costpoint toolbar.

Upload Daily Exchange Rates

To upload daily exchange rates, click  on the Costpoint toolbar, and click **Import Daily Exchange Rates** on the menu.

▶ [Table Information](#)

Changes to this screen update the RT_BY_DT table.

PRINT EXCHANGE RATES REPORT

Use the Print Exchange Rates report at any time to review exchange rates that are used for your multicurrency transactions. You can print this report by periodic or daily rates. This report is especially useful if you have less-frequent multicurrency transactions. You can also review the currency rates that are currently in effect.

Location

- Accounting
- Multicurrency
- Exchange Rates

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.

Selection Ranges

Select By

Start

Select **Date** to base the report on exchange rate information entered on the Manage Daily Exchange Rates screen or Manage Exchange Rates by Date screen. You will find this version of the report useful if you keep daily track of currency rates.

Select **Period** to base the report on exchange rate information entered on the Manage Period Exchange Rates screen or Manage Exchange Rates by Period screen. You will find this version of the report useful if you keep periodic track of currency rates.

Dates

Option

Select the range of dates to include from the drop-down list. The options are:

- **All** — Select this option to include all dates. The **Start** and **End** fields are disabled for this option. This is the default.
- **One** — Select this option to include only one date and enter that date in the **Start** field. The **End** field is disabled for this option.

- **Range** — Select this option to include a contiguous range of dates. Enter the beginning date for the range in the **Start** field and enter the ending date of the range in the **End** field.
- **From Beginning** — Select this option to include a range of dates that begins with the first of all the available dates and ends with the date that you enter in the **End** field. The **Start** field is disabled for this option.
- **To End** — Select this option to include a range of dates that begins with the date that you enter in the **Start** field and ends with the last of all the available dates. The **End** field is disabled for this option.

Start/End

Enter, or click  to select, the starting date, ending date, or both for the range of dates to be included on the report. Depending on your selection in **Option**, one or both of these fields may be inactive.

Rate Group

Option

Select the range of rate groups to include from the drop-down list. The options are:

- **All** — Select this option to include all rate groups. The **Start** and **End** fields are disabled for this option. This is the default.
- **One** — Select this option to include only one rate group and enter that rate group in the **Start** field. The **End** field is disabled for this option.
- **Range** — Select this option to include a contiguous range of rate groups. Enter the beginning rate group for the range in the **Start** field and enter the ending rate group of the range in the **End** field.
- **From Beginning** — Select this option to include a range of rate groups that begins with the first of all the available rate groups and ends with the rate group that you enter in the **End** field. The **Start** field is disabled for this option.
- **To End** — Select this option to include a range of rate groups that begins with the rate group that you enter in the **Start** field and ends with the last of all the available rate groups. The **End** field is disabled for this option.

Start/End

Enter, or click  to select, the starting rate group, ending rate group, or both for the range of rate groups to be included on the report. Depending on your selection in **Option**, one or both of these fields may be inactive.

Fiscal Year

Start

Enter, or click  to select, the fiscal year for which the exchange rate information will be reported.

Period

Option

Select the range of periods to include. The options are:

- **All** — Select this option to include all periods for the fiscal year. The **Start** and **End** fields are disabled for this option. This is the default.
- **One** — Select this option to include only one period and enter that period in the **Start** field. The **End** field is disabled for this option.
- **Range** — Select this option to include a contiguous range of periods. Enter the beginning period for the range in the **Start** field and enter the ending period of the range in the **End** field.
- **From Beginning** — Select this option to include a range of periods that begins with the first of all the available periods for the fiscal year and ends with the period that you enter in the **End** field. The **Start** field is disabled for this option.
- **To End** — Select this option to include a range of periods that begins with the period that you enter in the **Start** field and ends with the last of all the available periods for the fiscal year. The **End** field is disabled for this option.

Start/End

Enter, or click  to select the starting period, ending period, or both for the range of periods to be included on the report. Depending on your selection in **Option**, one or both of these fields may be inactive.

Currency From

Option

Select the range of From currencies to include from the drop-down list. The options are:

- **All** — Select this option to include all currencies. The **Start** and **End** fields are disabled for this option. This is the default.
- **One** — Select this option to include only one currency and enter that currency code in the **Start** field. The **End** field is disabled for this option.
- **Range** — Select this option to include a contiguous range of currencies. Enter the beginning currency code for the range in the **Start** field and enter the ending currency code of the range in the **End** field.
- **From Beginning** — Select this option to include a range of currencies that begins with the first of all the available currency codes and ends with the currency code that you enter in the **End** field. The **Start** field is disabled for this option.
- **To End** — Select this option to include a range of currencies that begins with the currency code that you enter in the **Start** field and ends with the last of all the available currency codes. The **End** field is disabled for this option.

Start/End

Enter, or click  to select, the starting currency code, ending currency code, or both for the range of From currencies to be included on the report. Depending on your selection in **Option**, one or both of these fields may be inactive.

Currency To

Option

Select the range of To currencies to include. The options are:

- **All** — Select this option to include all currencies. The **Start** and **End** fields are disabled for this option. This is the default.
- **One** — Select this option to include only one currency and enter that currency code in the **Start** field. The **End** field is disabled for this option.
- **Range** — Select this option to include a contiguous range of currencies. Enter the beginning currency code for the range in the **Start** field and enter the ending currency code of the range in the **End** field.
- **From Beginning** — Select this option to include a range of currencies that begins with the first of all the available currency codes and ends with the currency code that you enter in the **End** field. The **Start** field is disabled for this option.
- **To End** — Select this option to include a range of currencies that begins with the currency code that you enter in the **Start** field and ends with the last of all the available currency codes. The **End** field is disabled for this option.

Start/End

Enter, or click  to select, the starting currency code, ending currency code, or both for the range of To currencies to be included on the report. Depending on your selection in **Option**, one or both of these fields may be inactive.

Sort By

1st Sort

Select the primary method of sorting data on your report. The options are:

- Period

- Date
- Rate Group
- Currency From
- Currency To

Page Break

Select this check box if you want a page break before each new primary sort item.

2nd Sort

Select the secondary method of sorting data on your report. The options are:

- None
- Period
- Date
- Rate Group
- Currency From
- Currency To

Options

Print Notes

Select this check box to print notes entered on the Manage Exchange Rates by Date, Manage Exchange Rates by Period, Manage Daily Exchange Rates, and Manage Period Exchange Rates screens.

Generate the Exchange Rates Report

To generate the Exchange Rates report, enter the report options you want and then click  on the Costpoint toolbar.

▶ [Table Information](#)

This report accesses the following tables: RT_BY_DT, RT_BY_PD, RT_GRP, and CURRENCY.