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Deltek Costpoint®

Version 7.1.1 Interface

June 30, 2016

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This edition published June 2016.

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EXPORT USED LEAVE TO DELTEK TIME AND EXPENSE

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EXPORT USED LEAVE TO DELTEK TIME & EXPENSE

Use this toolkit to export used leave to Deltek Time & Expense.

To use this application, you must be using Deltek Time & Expense version 7 or greater, as indicated in the Corporate Labor Settings subtask of the Configure Labor Settings screen.

If you are a new Deltek Time & Expense user, run this toolkit before entering used leave into Deltek Time & Expense and after entering or loading used leave data into the Employee Leave History (EMPL_LV_HIST) table.

Location

- People
- Labor
- Deltek Time and Expense Interface

Selection Ranges

Leave Cycle

Option

From the drop-down list, select the range of leave cycles you want to export. Valid options are:

- **One** — Select this option to export one leave cycle. Enter the leave cycle in the **Start** field.
- **All** — Select this option to export all leave cycles.

Start

If you selected **One** in the **Option** field, enter, or click to select, the leave cycle you want to export.

Leave Cycle End Date

Option

This field always displays **One**.

Start

Enter, or click to select, the leave period end date for which you would like to export used leave. This field is required if you are exporting one leave cycle. If you are exporting all leave cycles, this field is disabled.

Generate

File Location

Enter, or click to select, the alternate file location where you want to store the export file. Alternate file locations are set up on the Manage Alternate File Locations screen.

Create Export File

Click this button to create the export file and populate it with employee used leave information. The ASCII file is named EMPL_LEAVE_YYYYMMDDHHMMSS.CSV, where:

- **YYYY** = The year of the file's creation
- **MM** = The month of the file's creation
- **DD** = The day of the file's creation
- **HH** = The hour of the file's creation
- **MM** = The minute of the file's creation
- **SS** = The second of the file's creation

Data Selection

1. The application selects records from the EMPL_LV_HIST (Employee Leave History) table where:
   - The lv_pd_cd (Leave Cycle) is equal to the screen **Leave Cycle** (this is part of the selection criteria only if you are exporting one leave cycle).
   - The empl_id (Employee) has an EMPL.s_empl_status_cd of **ACT** (Active), **FML** (Family Medical Leave), or **IAL** (Inactive Accruing Leave).
   - The s_jnl_cd (Journal Code) is **LD**.
   - The lv_yr_no (Leave Year) is equal to the **Current Leave Year**.
   - If the **Leave Cycle** is **All** leave cycles:
     - **Current Leave Year** = LV_PD_SCH. lv_yr_no where the LV_PD_SCH.open_fl = **Y** and LV_PD_SCH.lv_pd_cd = the employee's leave cycle (EMPL.lv_pd_cd)
   - If the **Leave Cycle** is **One** leave cycle:
     - **Current Leave Year** = LV_PD_SCH.lv_yr_no where the LV_PD_SCH.end_dt = the screen **Leave Period End Date** and LV_PD_SCH.lv_pd_cd = the screen **Leave Cycle**
   - The lv_pd_end_dt (Leave End Date) is earlier than or equal to the screen **Leave Cycle End Date** (this is part of the selection criteria only if you are exporting one leave cycle).
1. The application groups the selected records by a combination of **Employee ID**, **Leave Account**, and **Transaction Date**.
2. The application multiplies each used leave hours amount by -1 so that the leave amount is subtracted from the employee's balance in Time & Expense. For example, if an employee's used leave is 10 hours, -10 hours is exported to Time & Expense.

Export File Layout

#	Label	Costpoint Source / Hard-Coded Value	Data Type
1	Version	1	Numeric 1
2	Import Code	B (Batch processing)	Char 1
3	Employee ID	EMPL_LV_HIST.empl_id	Char 12
4	Leave Type Code	EMPL_LV_HIST.lv_type_cd	Char 4
5	Transaction Date	EMPL_LV_HIST.lv_pd_end_dt	Char 10
6	Transaction Type Code	ADJUSTMENT	Char 9
7	Leave Hours	EMPL_LV_HIST.lv_used_hrs x -1 (Used leave hours for the employee and leave type multiplied by -1)	Numeric 6
8	Adjustment Text	Null	

Example for an employee with 10 hours of used leave: 1,B,BEEMER,VAC,01/31/2002,ADJUSTMENT,-10.00,