



Deltek

# Deltek Costpoint®

Version 7.1.1 Preprocessor  
Import Units Usage Files

**December 20, 2018**

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This edition published December 2018.

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## Import Units Usage Files

Use this screen to upload your unit usage from an input file.

You can then post your units usage without accessing the Manage Unit Usage screen unless you choose to make a modification. The upload accommodates comma-separated value and fixed-length file formats. Document and posting information found on Manage Unit Usage is also available in this screen. A table window displays any errors found during the upload. This allows you to make adjustments to your input file and/or Costpoint and then execute the upload process again.

Use this screen to upload unit usage that is posted before billings are calculated and before service center allocations are computed.

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

### Display the Import Units Usage Files Screen

You access the Import Units Usage Files screen from the Projects domain.

Click **Projects » Billing » Units Usage Processing » Import Units Usage Files**.

### Contents of the Import Units Usage Files Screen

Use the fields and options to configure the Import Units Usage Files screen.

#### 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, if there are any, are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

Field	Description
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 on the screen, such as PERIOD or QUARTERLY.

Field	Description
	<p>When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using <b>Query</b>.</p> <p>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 on the screen, you can override the defaults.</p>
Description	<p>Enter, or click <input type="text" value="Query"/> to select, a parameter description of up to 30 alphanumeric characters.</p>

### Selection Ranges

Field	Description
Fiscal Year	<p>Enter, or click  to select, a valid fiscal year in which to upload the input file.</p>
Period	<p>Enter, or click  to select, a valid period in which to upload the input file.</p>
Subperiod	<p>Enter, or click  to select, a valid subperiod in which to upload the input file.</p>

### Document Information

In this group box, enter information about the source document for the units being uploaded.

Field	Description
Number	<p>Enter the document number that you want to use to identify the input file. You can leave this field blank and the screen assigns the next sequential document number from the Configure Billing Settings screen. An error occurs if this document number has already been used.</p>
Description	<p>Enter the description of this document. This is a required field.</p>
Date	<p>Enter, or click  to select, a date for this document. The system date defaults. This is a required field.</p>

### Options

Costpoint always posts units to the Maintain Units Usage History tables (UNITS\_USAGE\_HS and UNITS\_USAGE\_LN\_HS), but you can use this group box to include additional tables where the unit usage should be posted.

Field	Description
Post to Billings	<p>Select this check box to post the unit usage to the Maintain Open Billing Detail (OPEN_BILLING_DETL) table. This enables the unit usage information to be included on bills and in revenue calculations.</p>

Field	Description
Post to Service Center	Select this check box to post the unit usage to the Maintain Allocation Journal table (ALLOC_BASIS_JNL), where the Compute/Print Pool Rates process allocates cost to it.
Service Center Number	Enter, or click  to select, a valid manual service center to which you want to post. This field is available only if you selected the <b>Post to Service Center</b> check box.

### Input File Information

In this group box, enter information about the file to be uploaded.

Field	Description
Alt File Location	<p>Enter the location of the input file you are importing. There are two ways to do this:</p> <ul style="list-style-type: none"> <li>▪ In the <b>Alt File Location</b> 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.</li> <li>▪ From the Global Menu, click <b>Process » File Upload</b>. On the File Upload Manager dialog box, click <b>Browse</b> and use the dialog box to select the file you want to upload. If you select the <b>Overwrite?</b> check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click <b>Upload</b> when you are finished. If you use this method, leave the <b>Alt File Location</b> field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.</li> </ul>
File	Enter, or click  to select, the name of the file that you want to upload.
Format	<p>Use the drop-down list to select the format of the file that you want to upload. Valid options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Comma-Separated Values</b></li> <li>▪ <b>Fixed-Length</b></li> </ul> <p>Comma-separated value files contain data separated by commas with character fields surrounded by double quotes. Fixed-length files contain data positioned in a set range of columns for each particular field.</p>
Truncated Values	<p>Use the drop-down list to select the action that is performed if the values of the input file are larger than the Costpoint database allows. Valid selections are:</p> <ul style="list-style-type: none"> <li>▪ <b>Always Truncate</b></li> <li>▪ <b>Never Truncate</b></li> </ul> <p>If the file format is <b>Comma-Separated Values</b>, both selections are available. If the file format is <b>Fixed-Length</b>, the <b>Never Truncate</b> selection defaults and this field is disabled.</p>
Upload	Click   to upload your units usage.

## Table Information for the Import Units Usage Files Screen

Changes to the Import Units Usage Files screen update several tables.

Updated tables include:

- UNITS\_USAGE
- UNITS\_USAGE\_LN

## Import Units Usage Files Input File Format

Before importing units usage files data, make sure that the input file uses the format indicated on this topic.

### Comma-Separated Values Files

Comma-Separated Values (CSV) files are files with data separated by commas. CSV processing is slightly slower than fixed-length processing.

Numbers are displayed without commas as numeric digits. The number of decimal places required for a particular field is illustrated by the examples below. Do not put a value in the place of a non-existent value.

Strings are displayed as alphanumeric characters and can be enclosed with double quotes ("). Double quotes cannot be contained within the string itself. If quotes are required, use single quotes. For a non-existent value, you can use two double quotes side by side (""), but this is not required.

Dates are displayed in the format **MM/DD/YYYY**. **MM** is a two-digit month. **DD** is a two-digit date. **YYYY** is a four-digit year. Do not put a value in the place of a non-existent value.

The following is a list of fields required in the order they should appear for each line.

Column No	Column Name	Costpoint Field Name	Data Type	Data Length	Required / Optional	Example
1	ACCT_ID	Account	Character	15	R	05030
2	UNITS_QTY	Units Quantity	Number	15	R	10000.0000
3	ORG_ID	Organization	Character	20	R	1.2.210
4	ORG_ABBRV_CD	Organization Abbreviation	Character	6	O	210
5	PROJ_ID	Project	Character	30	R	1010.003.20
6	CLIN_ID	CLIN	Character	10	Required only if Price Catalog is not supplied in the input file.	NY LI
7	S_PRICE_SRCE_CD	Price Catalog	Character	10	Required only if CLIN is not supplied in the input file.	COOK
8	ITEM_ID	Item	Character	50	R	CHOC-D

Column No	Column Name	Costpoint Field Name	Data Type	Data Length	Required / Optional	Example
9	ITEM_RVSN_ID	Item Revision	Character	10	R	1
10	SALES_TAX_CD	Sales Tax Code	Character	6	O	VA
11	USAGE_DT	Usage Date	Date	10	R	07/31/2011
12	TRN_DESC	Transaction Description	Character	30	O	Test
13	PROJ_ABBR_V_CD	Project Abbreviation	Character	6	O	511101
14	Ref1_ID	Reference Number 1	Character	20	O	100
15	Ref2_ID	Reference Number 2	Character	20	O	200
16	UDEF_UNITS_1_AMT	User Defined Units Amount 1	Number	15	O	1.99
17	UDEF_UNITS_2_AMT	User Defined Units Amount 2	Number	15	O	2.99
18	UDEF_UNITS_3_DESC	User Defined Units Description	Character	30	O	Test
19	UDEF_UNITS_4_DT	User Defined Units Date	Date	10	O	07/31/2011
20	SRCE_PROJ_ID	Source Project	Character	30	R	1010.003.20
21	NOTES	Notes	Character	254	O	Use 'quotes.'

Sample Line:

```
"05030",10000.0000,"1.2.210","210","1010.003.20","","COOK","CHOC-D","1","VA",
07/31/2011,"Test.",",",",100","200",1.99,2.99,"Test.",07/31/2011,"1010.003.20","Use 'quotes.'"
```

### Fixed-Length Files

Fixed-Length files are files with data positioned in a set range of columns for each particular field. For a non-existent value, put spaces in the range of columns for that field. Fixed-length processing is slightly faster than CSV processing.

Numbers are displayed without commas as numeric digits. The number of decimal places allowed for a particular field is illustrated by the examples below.

Strings are displayed as alphanumeric characters. Unlike CSV files, double quotes can be used.

Dates are displayed in the format **MM/DD/YYYY**. **MM** is a two-digit month. **DD** is a two-digit year. **YYYY** is a four-digit year.

The following is a list of fields required in the order they should appear for each line.

Field	Type	Column Size	Range	Example
Account	Character	15	1 - 15	05030
Units Quantity	Number	15	16 - 30	10000.0000
Organization	Character	20	31 - 50	1.2.210
Organization Abbreviation	Character	6	51 - 56	210
Project	Character	30	57 - 86	1010.003.20
CLIN	Character	10	87 - 96	NY LI
Price Catalog	Character	10	97 - 106	COOK
Item	Character	50	107 - 156	CHOC-D
Item Revision	Character	10	157 - 166	1
Sales Tax Code	Character	6	167 - 172	VA
Usage Date	Date	10	173 - 182	07/31/2011
Transaction Description	Character	30	183 - 212	Test
Project Abbreviation	Character	6	213 - 218	511101
Reference Number 1	Character	20	219 - 238	100
Reference Number 2	Character	20	239 - 258	200
User Defined Units Amount 1	Number	15	259 - 273	1.99
User Defined Units Amount 2	Number	15	274 - 288	2.99
User Defined Units Description	Character	30	289 - 318	Test
User Defined Units Date	Date	10	319 - 328	07/31/2011
Source Project	Character	30	329 - 358	1010.003.20
Notes	Character	254	359 - 612	Use 'quotes.'

**Sample Line:**

```

05030 10000.0000      1.2.210 210      1010.003.20      NY LI      COOK
           CHOC-D 1  VA07/31/2011      Test      511101100...
    
```



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