Deltek Costpoint®

Version 7.1.1

June 30, 2016

CREATE US TREASURY FILE

Table Of Contents

U.S. TREASURY SAVINGS BONDS MENU

U.S. Treasury Savings Bonds includes the following:

Manage Savings Bonds Treasury File Data

Create U.S. Treasury File

View Savings Bond File History

MANAGE SAVINGS BONDS TREASURY FILE DATA

Use this application to assign Federal Reserve data to a specific taxable entity ID for your company ID. Costpoint uses the information in this screen to create the U.S. Treasury File.

Populating this screen is the first step in processing savings bonds in Costpoint.

Location

- People
- Payroll
- U.S. Treasury Savings Bonds

Identification

Taxable Entity

Enter the identification code of the taxable entity that is assigned to this savings bond information, or click 🔍 to select a taxable entity ID. Establish taxable entity IDs on the Configure Company Information screen.

Savings Bond File Information

Use this group box to enter information that is used when generating the Savings Bond File.

If populated, all applicable fields in this group box are used in Record A of the Savings Bond File.

Federal Reserve Company ID

Enter the company identification number assigned by the Federal Reserve Bank.

Federal Reserve Location ID

Enter the location identification number assigned by the Federal Reserve Bank. Enter **0000** for the main office.

FRB District Designator

Enter the Federal Reserve Bank district designator code assigned by the Federal Reserve Bank.

Reserve Account Number

If applicable, enter the reserve account number assigned by the Federal Reserve.

Reserve Account Branch

If applicable, enter the reserve account branch number assigned by the Federal Reserve.

Use Override Address

Select this check box if you want the override address to be used when creating the Savings Bond File. If you select this check box, the **Override Address** group box is enabled. If this check box is cleared, the **Override Address** group box is cleared and disabled, and the program uses the address entered for the taxable entity ID on the Configure Company Information screen.

Override Address

If you selected the **Use Override Address** check box, you must populate the fields in this group box (with the exception of the **Line 2** and **Line 3** fields, which are optional). This information is used in Record A of the Savings Bond File.

Line 1

Enter the first address line for the taxable entity ID, excluding city, state, province, and so on.

Line 2

If applicable, enter the second address line for the taxable entity ID, excluding city, state, province, and so on.

Line 3

If applicable, enter the third address line for the taxable entity ID, excluding city, state, province, and so on.

City

Enter the city for the taxable entity ID.

State/Province

Select the state/province for the taxable entity ID from this drop-down list. You establish state and provinces on the Maintain States and Provinces screen.

Postal Code

Enter the postal code for the taxable entity ID.

> ❯ Table Information

Changes to this screen update the following table:

Company Savings Bond Information (CO_SAV_BOND_INFO)

CREATE U.S. TREASURY FILE

Use this application to create a new U.S. Treasury File, using the information established on the Manage Savings Bonds Treasury File Data screen and the Manage Employee Savings Bonds screen. You can also recreate the file, using the history table, or delete the file information from the Savings Bond File History table. You must specify which taxable entity is used to process the application. Savings Bond files are sent to the Federal Reserve so that bonds can be purchased for the specified bond owners, co-owners, and beneficiaries.

Use this application after you have established information in the Manage Savings Bonds Treasury File Data screen, and savings bond deduction information on the Manage Employee Deductions screen and Manage Employee Savings Bonds screen.

If you are not set up to print Social Security Numbers (SSNs), blanks print on the report instead of the numbers. The ability to print SSNs is controlled by the **SSN** check box on the Company Access subtask of the Manage Users screen.

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

- You can save the file to an Alternate File Location.

- You can save the file to the Costpoint database.

If you decide to use the first option, click 🔍 in the **File Location** field to select the alternate file location to which you want to save the file. If you choose the second option, leave the **File Location** field blank when you export the file.

Location

- People
- Payroll
- U.S. Treasury Savings Bonds

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. 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. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click Query 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 produce reports and run processes 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 Query to select, a parameter description of up to 30 alphanumeric characters.

Selection Ranges

Taxable Entity

Use these fields to enter taxable entity information.

Option

This field always displays **One**.

Start

Enter the identification code of the taxable entity that you want in the Savings Bond File, or click 🔍 to select a taxable entity ID. Establish taxable entity IDs on the Configure Company Information screen.

Issue Month and Year

Use these fields to determine the issue month and year information.

Option

This field always displays **One**.

Start

Enter the month and year (MM/YY) for which the file is being submitted. The value in this field is stored in the Savings Bond File history table and can be used to recreate bond files from history.

Pay Period End Date

Use these fields to determine the pay period end date information.

Option

This field always displays **One**.

Start

Enter, or use 📅 to select, the month and year (MM/YY) that serves as the unique identifier when updating the Savings Bond File History table. This date is used in the bond issuance confirmation file created by the Federal Reserve.

Average Issue Date

Use these fields to determine the average issue date information.

Option

This field always displays **One**.

Start

Enter the average issue month and year (MM/YY). This optional field is for government agencies only.

Options

Base on Bond Purchase History Table

Select this check box if the file must be recreated using savings bond file history information. This is necessary if you need to recreate a U.S. Treasury Savings Bond File. When you use history, the creation of the file does not affect the employee's bond activity.

Include Payroll Edit as Data Source

Select this check box to use both Employee Earnings and Payroll Edit as a source for employee bond deduction amounts. If the payroll edit records are not posted, the employee's savings bond balance may be negative.

Delete Savings Bond File from History

Select this check box to delete specific savings bond file records from the Savings Bond File History table. This feature uses the **Taxable Entity, Issue Month and Year,** and **Pay End Date** to determine which records to delete from the Savings Bond File History table. Selecting this check box disables the **Base on Bond Purchase History Table** and **Include Payroll Edit as Data Source** check boxes, and **File Name** and **Overwrite File** fields.

File Name

Use this field to specify the name of the file being created. This field is required if either the **Base on Bond Purchase History** or the **Delete Savings Bond File from History** check boxes are not selected. Name the file **PSBOS.DAT** before submitting it to the Federal Reserve.

File Location

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

- In the **File Location** field, 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.

  or

- Leave the **File Location** field blank. When you execute this application, the export file is saved to the Costpoint database. Use the Export Files application to retrieve it and save it to a location on the network.

Overwrite File

Select this check box to overwrite an existing file, if it has the same file name.

Print U.S. Treasury File

Click the arrow to the right of and select one of the following options:

- **U.S. Treasury File Report** — Select this option to print the U.S. Treasury File report. You must print the report before running the process to create the file.
- **Batch Mode: U.S. Treasury File Report** — Select this option to schedule a time to create a U.S. Treasury File.

Create U.S. Treasury File

After printing the U.S. Treasury report, click the arrow to the right of and select **Create U.S. Treasury File** to create the file. You must print the report before you can run the process to create the U.S. Treasury File.

Print/Create U.S. Treasury File

Click the arrow to the right of and select **Print/Create U.S. Treasury File** to print the report and create the file.

VIEW SAVINGS BOND FILE HISTORY

Use this screen to view non-editable information from previously created savings bond files. You can specify one or all of the selection criteria (that is, **Employee, Issue Month and Year**, **Taxable Entity**, and/or **Pay End Date**) on the header of this screen, and then click 🗲 to populate the table. You can also use the information in this table to recreate savings bond files on the Create U.S. Treasury File application.

Use this screen after you have created savings bond file information on the Create U.S. Treasury File screen. The information in this screen is taken from the Manage Savings Bonds Treasury File Data screen and the Manage Employee Savings Bonds screen.

Location

- People
- Payroll
- U.S. Treasury Savings Bonds

Selection Criteria

Employee

Enter, or click 🔍 to select, the employee ID that you would like to query. The employee ID must exist on the Manage Employee Information screen.

Taxable Entity

Enter, or click 🔍 to select, the identification code of the taxable entity that you would like to query. Establish taxable entity IDs on the Configure Company Information screen. This is a required field.

Issue Month and Year

Enter a month and year (MM/YY) to query for the issue month and year that were entered when the Savings Bond File was created.

Pay End Date

Enter, or click 📅 to select, the month and year (MM/YY) to query by the pay end date that was specified when the Savings Bond File was created.

Table Window

When you click 🗲, this non-editable table window populates with all applicable savings bond history records created on the Create U.S. Treasury File application.

Refer to the Manage Employee Savings Bonds documentation for additional details regarding the default of bond information in this query application.

Employee

This field displays the employee ID of the employee that purchased the bond. This information is from the savings bond history record.

Deduction

This field displays the deduction code that is used to determine the employee's bond funds. You established deductions in the Deductions menu, and assigned them to the employee ID on the Manage Employee Savings Bonds screen. The **Deduction Type** must be **U.S. Savings Bond** on the Manage Deductions screen.

Company

This field displays the company ID or taxable entity assigned to the record.

Issue Month and Year

This field displays the month and year (MM/YY) for which the file was submitted.

Pay End Date

This field displays the date that serves as the unique identifier when you update the Savings Bond File History table. This date is used in the bond issuance confirmation file that is created by the Federal Reserve.

Owner Name

This field displays the name of the owner of the bond.

Owner SSN

This field displays the bond owner's social security number.

USA Address

This field displays **Y** (Yes) or **N** (No) to indicate whether the address on the bond is a U.S.-based address or a foreign address. The program gets this information by looking at the country code.

Mail To

This field displays **Bond Owner** or **Designee** to indicate where the bond was to be mailed.

Address Line 1 or Designee

If the **Mail To** field is **Bond Owner**, this field displays the bond owner's first address line. If the **Mail To** field is **Designee**, this field displays the designee name.

Address Line 2

If the **Mail To** field is **Bond Owner**, this field displays the bond owner's second address line. If the **Mail To** field is **Designee**, this field displays the designee's first address line.

Address Line 3

If the **State** code is **AA**, **AE**, or **AP**, this field displays the country name that was added on the Manage Employee Savings Bonds screen. Otherwise, it displays the bond owner's third address line.

City

This field displays the city to which the bond is to be mailed.

State

This field displays the state/province to which the bond is to be mailed.

Zip Code

This field displays the postal code to which the bond is to be mailed.

Registration Type

This field displays the bond type that is distributed. The three authorized registrations types are:

- **S** (Single Ownership) — One bond owner
- **OR** (Co-Ownership) — Two bond owners
- **POD** (Beneficiary) — Owner and beneficiary

Co-Owner or Beneficiary Name

If the **Registration Type** is **Co-Ownership**, this column displays the co-owner's name. If the **Registration Type** is **Beneficiary**, this column displays the beneficiary's name. If the **Registration Type** is **Single Ownership**, this column is blank.

Series Designator

This column specifies whether an **EE** or an **I** series bond was requested. The value in this field determines the values that display in the **Face Value** field.

Face Value

This field displays the value of the bond.

Employee SSN

This field displays the employee's social security number if the employee is the owner of the bond. If the employee is not the owner of the bond, this field is blank.

Number of Bonds

This field displays the number of bonds being purchased.

Average Issue Date

This field displays the average issue date from the savings bond file history record.

Purchase Price

This field displays the purchase price for the bonds from the savings bond file history record.