Deltek Costpoint®

Version 7.1.1 Preprocessor

June 30, 2016

This edition published June 2016.

IMPORT TIMESHEETS FROM DELTEK TIME AND EXPENSE

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IMPORT TIMESHEETS FROM DELTEK TIME AND EXPENSE

Use this screen to import timesheet data from Deltek Time & Expense. Use this program whenever you need to import timesheet data from Deltek Time & Expense. Before you run this application, you must select a Deltek Time & Expense **Version** on the Corporate Labor Settings subtask of the Configure Labor Settings screen.

Do not select any of the **Auto Adjust** check boxes until you are ready to perform the final upload for a timesheet period. Timesheets must remain unposted until all timesheets are complete. Until you perform the final upload, each upload from Time & Expense adds new lines to the existing, unposted timesheets. This provides a better audit trail.

When you perform the final upload with an **Auto Adjust** check box selected, the application includes all existing timesheet lines from the timesheets that have previously been uploaded, in addition to any new lines.

You can also use the Auto-Adjust Timesheets screen to auto-adjust the uploaded timesheets.

If the timesheets are posted prematurely, the application adds the new lines to a new, unposted timesheet, which is created using the next available sequence number.

This is a separately licensed product for the current release of Deltek Costpoint.

Location

- People
- Labor
- Deltek Time and Expense Interface

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 

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 

to select, a parameter description of up to 30 alphanumeric characters.

Selection Ranges

File Location

Option

This field always displays **One**.

Start

Enter, or click to select, the location of the file to be processed.

File Name

After you have uploaded a file, it is renamed with an extension of ".ZZZ". If a file with the same name and extension already exists, it is overwritten. If you try to upload the file again, you will receive an error message. You must rename the file before uploading it again.

Option

This field always displays **One**.

Start

Enter, or click to select, the name of the file to be processed.

Timesheet Dates

Enter the range of dates to be included from the input file. When the **Roll Up Timesheet Dates** check box in the **Options** group box is **not** selected, any record in the input file that is outside this range is not imported and is not written to the error file. However, all records outside the range, which are not imported, are included on the Error Report with a warning message and a record number of "**0**."

If you select the **Roll Up Timesheet Dates** check box, the import process includes **all** timesheets in the input file regardless of dates. In this particular instance, the **End Date** specified in the **Timesheet Dates** range is used as the timesheet date for the imported records.

Option

This field always displays **Range**.

Start

Enter, or click to select, the starting timesheet date.

End

Enter, or click to select, the ending timesheet date. If you select the **Roll Up Timesheet Dates** check box, enter the timesheet date that will be used for all the imported timesheets.

Accounting Period

Option

This field always displays **One**.

Fiscal Year

Enter, or click to select, the fiscal year to be used as default. These do not override values in the input file but are used if the fiscal year in the input file are blank.

Period

Enter, or click to select, the period to be used as default. These do not override values in the input file but are used if the period in the input file are blank.

Subperiod

Enter, or click to select, the subperiod to be used as default. These do not override values in the input file but are used if the subperiod in the input file are blank.

Options

Auto-Adjust Options for Regular Timesheets

Select one of these check boxes only when performing the final upload for a timesheet period.

Auto-Adjust Salaried Employees

Select this check box to auto adjust timesheets for salaried employees. This check box is available only if the **Enable for Salaried Employees** check box is selected in the **Selective Auto-Adjust** group box on the Overtime Settings subtask of the Configure Labor Settings screen.

C type timesheets are not auto-adjusted when imported into Costpoint.

Auto-Adjust Hourly Employees

Select this check box to auto adjust timesheets for hourly employees. This check box is available only if the **Enable for Hourly Employees** check box is selected in the **Selective Auto-Adjust** group box on the Overtime Settings subtask of the Configure Labor Settings screen.

C type timesheets are not auto-adjusted when imported into Costpoint.

Override Auto Adjust %

Enter the auto adjust percentage to be applied. If you do not specify an **Override Auto Adjust %**, Costpoint uses the **Default Auto-Adjust %** on the Manage Timesheet Periods screen for the employee's timesheet cycle.

Rules for Auto-Adjustment of D and N Type Timesheets

1. If the **Use Ref Date in Correcting and Labor Only TS** check box is selected on the Configure Labor Settings screen, Costpoint uses the **D** or **N** timesheet's **Reference Date** to determine the employee's **Salary Amount** and **Rate Type** status for use in auto-adjusting.

The Reference Date is supplied in the input file.

2. If the **Use Ref Date in Correcting and Labor Only TS** check box is NOT selected on the Configure Labor Settings screen, Costpoint uses the **D** or **N Timesheet Date** to determine the employee's **Salary Amount** and **Rate Type** status for use in auto-adjusting.
3. If the employee is **Salaried** and the **Auto-Adjust Salaried Employees** check box is selected, Costpoint auto-adjusts any **D** and **N** type timesheets for that employee. If you specified an **Override Auto Adjust %** in this screen, that value is used; otherwise, the **Default Auto-Adjust %** for the employee's Timesheet Cycle is used (this is current auto-adjust logic).
4. If the employee is **Hourly** and the **Auto-Adjust Hourly Employees** check box is selected, Costpoint auto-adjusts any **D** and **N** type timesheets for that employee. If you specified an **Override Auto Adjust %** in this screen, that value is used; otherwise, the **Default Auto-Adjust %** for the employee's Timesheet Cycle is used (this is current auto-adjust logic).
5. After inserting **D** and **N** timesheets into Costpoint tables, the application sets the timesheet type (TS_HDR. S_TS_TYPE_CD) to **C**. The Sequence Number (TS_HDR.TS_HDR_SEQ_NO) is incremented to a maximum value of 99 to avoid duplicate key issues. A sequence number is assigned to the **N** type timesheet, then the **D** type timesheet.

The **D** and **N** type timesheets are considered separate timesheets until they are inserted into TS_HDR and TS_LN (basically, they are never rolled up into one timesheet). They are auto-adjusted as separate timesheets.

Assumptions for D and N Type Timesheets

1. Time & Expense exports timesheet types **R** (Regular), **C** (Correcting), **N** (Reversing), and **D** (Replacement).
2. Do not change the original timesheet in Costpoint. (This could cause an imbalance between the original timesheet and the reversal (**N** type) timesheet from Time & Expense.)
3. If timesheets are auto-adjusted for salaried employees in Costpoint, the **Signature Process** must be set to **Auto-Adjust** for all salaried Employee Classes in Time & Expense.
4. If timesheets are auto-adjusted for hourly employees in Costpoint, the **Signature Process** must be set to **Auto-Adjust** for all salaried Employee Classes in Time & Expense.

Default Information

Timesheet Type

From the drop-down list, select the timesheet type to be used as a default if there is no timesheet type in the input file. This does not override values entered in the input file. Valid options are:

- Bonus
- Correcting
- Labor Only
- Regular

Effective Bill Date Override

Enter, or click to select, a date to override the effective bill date **Default Method** from the Configure Labor Settings screen.

Timesheet Generation

Roll Up Timesheet Dates

Select this check box to **ignore** dates in the input file and put all records on one timesheet.

If you select this check box, the **End Date** specified in the **Timesheet Dates** range will be used as the timesheet date for the imported records.

If the **Calculation Method** in the **Prorate Options** group box in the Configure Labor Settings screen is **Days per Cycle**, this check box is cleared and disabled.

Roll Up Timesheet Lines

Select this check box to add together lines in the input file when they belong to the same account, project, organization, and so forth. If the Withholding State differs, the lines are not rolled up.

If the **Calculation Method** in the **Prorate Options** group box in the Configure Labor Settings screen is **Days per Cycle**, this check box is cleared and disabled.

Parse Segmented IDs

Select this check box to format segmented IDs. Segmented ID fields are Costpoint fields (such as account, organization, project, reference number 1, reference number 2, project report, and organization) that require segment separators (periods or dashes). If you select this check box, the upload takes longer.

Prorate Salaried Employees

Select this check box to prorate labor costs for salaried employees in the final upload of the timesheet cycle. If the **Calculation Method** in the **Prorate Options** group box in the Configure Labor Settings screen is **None**, this check box is cleared and disabled.

Generate Union Fringe

Select this check box to have Costpoint calculate applicable union cash fringes when you import a timesheet for a union employee. This check box is enabled only if the **Enable Union Functionality** check box is selected on the Configure Labor Settings screen. Union cash fringe timesheet lines are built according to settings on the Manage Union Profile Setup screen.

Report

Include Edit Report

Select this check box to print the edit report in addition to the error report. The edit report lists any timesheet records that are ready for import.

Preview

Click to preprocess the specified input file and preview the error report. Any errors and/or warnings found during the preprocessing are displayed in the error report. Timesheets that do not have errors are available for import.

Print

Click to preprocess the specified input file and print the error report. Any errors and/or warnings found during the preprocessing are listed in the error report. Timesheets that do not have errors are available for import.

Import

Click and select one of the following options:

- **Import Timesheets fro Deltek Time and Expense** - Import the rows from the temporary table (created by the process) into the Timesheet Header and Timesheet Line tables. Details of the import appear later in this document.
- **Print/Import Timesheets from Deltek Time and Expense** - Read the input file, create the temporary table, validate the records, print the error report, and import valid timesheets into the timesheet tables. Details of the import appear later in this document.

File Layout

Processing Details

Screen Error Messages

- Table Information

  This application uses the following tables:

  - Account — ACCT
    - Account Entry Rules — ACCT_ENTRY_RULES
    - Accounting Period — ACCTING_PD
    - Billable Labor Category — BILL_LAB_CAT
    - Employee — EMPL
    - Employee Account Group Default — EMPL_ACCT_GRP_DFLT
    - Fiscal Year — FY
    - General Labor Category — GENL_LAB_CAT
    - Labor Account Group Default — LAB_ACCT_GRP_DFLT
    - Labor Location/Local — LAB_LOCATION
    - Leave Type — LV_TYPE
    - Organization — ORG
    - Organization Account - ORG_ACCT
    - Overtime Rules by State — OT_RULES_BY_STATE
    - Overtime Settings — OT_SETTINGS
    - Pay Type — PAY_TYPE
    - Pay Type Restriction — PAY_TYPE_RESTRICT
    - Project — PROJ
    - Project Controls — PROJ_CNTL
    - Project Employee Labor Category — PROJ_EMPL_LAB_CAT
    - Project Labor Category — PROJ_LAB_CAT
    - Project Labor Category Map — PROJ_LAB_CAT_MAP
    - Project Organization Account — PROJ_ORG_ACCT
    - Project Timesheet Default — PROJ_TS_DFLT
    - Reference Structure — REF_STRUC

- Employee Salary Information — EMPL_LAB_INFO
- Subperiod — SUB_PD
- Timesheet Header History — TS_HDR_HS
- Timesheet Period Schedule — TS_PD_SCH
- Timesheet Regular Default Lines — DFLT_REG_TS
- Wage Determination — WAGE_DETERM
- Workers' Comp — WORK_COMP
- **Input File - (User Named)**

Tables Read and Written

- Function Parameter Catalog — FUNC_PARMS_CATLG
- Posting Semaphore — POST_SEMAPHORE
- Sequence Generator — SEQ_GENERATOR
- Timesheet Header — TS_HDR
- Timesheet Line — (TS_LN)
- Timesheet Prep Parameters — (T_PARMS_AOPUTLTS)

Output

- Error File - (Input file name + .ERR)
- Edit Report
- Error Report

PROCESSING DETAILS

Processing Details

1. The program checks the temporary table to determine whether any rows were not imported. If there are any such rows, Costpoint displays a message on the screen and you can continue or to cancel the process. If you continue, the temporary table is cleared.
2. Records from the input file are read and inserted into the temporary table.
3. The program applies defaults to any fields that are blank in the input file.
4. Validations are performed.
5. After the validations are completed, timesheets for employees with errors (but not warnings) are written to the error file. If there is an error on one line of the timesheet, the program rejects all lines and writes them to the error file. These rows are then deleted from the temporary table. The temporary table now has only valid rows in it.
6. Costpoint calculates the charge hours and labor cost (if blank).
7. If you selected the **Auto-Adjust Salaried Employees** check box, the program auto-adjusts all timesheets for salaried employees in the temporary table. If you selected the **Auto-Adjust Hourly Employees** check box, all the timesheets for hourly employees are auto-adjusted.
8. Costpoint prints the Error Report. If there are errors, a message displays to notify you of this fact. If there are no errors, the Error Report indicates that no records were found.

Import Details

1. The program checks the dates of the rows in the temporary table to verify that they fall within the range of dates entered on the screen.
2. The timesheet line key is set.
3. The program checks the Timesheet Header table again to be sure that the timesheets being imported do not already exist. If duplicates exist, Costpoint displays a message and the import halts.
4. The program inserts rows from the temporary table into the Timesheet Header and Timesheet Line tables.
5. The temporary table is cleared to prevent duplicate uploads.

Timesheet Header Table

The Timesheet Header table is filled as follows:

Timesheet Date (TS_DT)

1. The timesheet date is taken from the input file or the screen.
2. The default value is the ending date from the screen.
3. The validations are as follows:
    - The date must be a valid date.
    - The date must be in an open timesheet period based on the employee's timesheet period.
    - The date must be within the period of performance of the project, if a project is entered.

Employee ID (EMPL_ID)

1. The Employee ID is taken from the input file.
2. The validations are as follows:
    - The Employee ID is a required field and must exist in the input file.
    - The employee must be in the Employee table.
    - The employee must be active.
    - The employee cannot be terminated.

Timesheet Type Code (S_TS_TYPE_CD)

1. The timesheet type is taken from the input file or the screen.

2. The default value is the timesheet type from the screen.
3. The validation is as follows:

   The timesheet type must be **R** (Regular), **L** (Labor), **B** (Bonus), or **C** (Correcting).

Timesheet Header Sequence Number (TS_HDR_SEQ_NO)

1. The sequence number is set to the sequence number specified in the input file.
2. If no sequence number is specified in the input file and the timesheet type is **R** (Regular), **L** (Labor Only), or **B** (Bonus), a value of **1** defaults.
3. If no sequence number is specified in the input file, and the input file timesheet type is **C** (Correcting), **D** (Replacement), or **N** (Reversal), and a **C** type timesheet already exists in the Timesheet Header or Timesheet Header History table for the same employee and date, Costpoint automatically increases the sequence number by one (up to a sequence number of 99).
4. If no sequence number is specified in the input file, the timesheet type is **C** (Correcting), **D** (Replacement), or **N** (Reversal), and a **C** type timesheet does not already exist in Costpoint for the same employee and timesheet date, a value of 1 defaults.

User ID (USER_ID)

Costpoint sets the user ID to the current user.

Posting Sequence Number (POST_SEQ_NO)

Costpoint leaves the posting sequence number blank.

Payroll Posted Flag (PR_POSTED_FL)

Costpoint sets the payroll posting flag to **N** (No).

Leave Posted Flag (LV_POSTED_FL)

Costpoint sets the leave posted flag to **N** (No).

Entry Date (ENTRY_DT)

Costpoint sets the entry date to the current system date.

Working State (WORK_STATE_CD)

1. The working state is taken from the input file.
2. The default value is the working state from the Manage Employee Salary Information table.
3. The validations are as follows:
   - The Working State is a required field and must be in the input file or defaulted from the Manage Employee Salary Information table.
   - The working state must be in the Manage Overtime Rules by State table.

Fiscal Year (FY_CD)

Period Number (PD_NO)

Subperiod Number (SUB_PD_NO)

1. The fiscal year, period, and subperiod are taken from the input file or the screen.
2. The default values are from the screen.
3. The validations are as follows:
   - The combination of all three must exist in the Subperiod table.
   - The combination must be open in the Subperiod table.

Journal Code (S_JNL_CD)

The application sets the journal code to **LD** (Labor Distribution).

Timesheet Batch ID (TS_BATCH_ID)

Costpoint leaves the timesheet batch ID blank.

Correcting Reference Date (CORRECTING_REF_DT)

1. The correcting reference date is taken from the input file.

2. The date must be a valid date in YYYY-MM-DD format.

Auto-Adjust Percentage Rate (AUTO_ADJ_PCT_RT)

1. The override auto-adjust percentage is taken from the screen.
2. If you did not specify an override percentage, the auto-adjust percentage rate is taken from the **Default Auto-Adjust %** on the Manage Timesheet Periods screen for the employee's timesheet cycle.

Timesheet Header Compute Code (S_TS_HDR_CMPUT_CD)

Costpoint sets the timesheet header compute code to **O** (Original).

Labor Group/Union Type (LAB_GRP_TYPE)

The labor group type is taken from the Salary Info and History table.

Pay Period (PAY_PD_CD)

Costpoint leaves the pay period code blank.

Pay Period Start Date (PAY_PD_START_DT)

Costpoint leaves the pay period start date blank.

Pay Period End Date (PAY_PD_END_DT)

Costpoint leaves the pay period end date blank.

Timesheet Period Code (TS_PD_CD)

The timesheet period code is taken from the Employee table.

Home Organization (EMPL_HOME_ORG_ID)

The home organization is taken from the Manage Employee Salary Information table.

Inter-Company Tracking Organization (IC_TRKNG_ORG_ID)

The Inter-company tracking organization is derived from the home organization based on the balance sheet level defined in the Organization table.

Home Reference Number 1 (EMPL_HOME_REF1_ID)

The home reference number 1 is taken from the Manage Employee Salary Information table.

Home Reference Number 2 (EMPL_HOME_REF2_ID)

The home reference number 2 is taken from the Manage Employee Salary Information table.

Timesheet Line Table

The Timesheet Line table is filled as follows:

Timesheet Date (TS_DT)

The timesheet date is set the same as in the timesheet header.

Employee ID (EMPL_ID)

The employee ID is set the same as in the timesheet header.

Timesheet Type (S_TS_TYPE_CD)

The timesheet type is set the same as in the timesheet header.

Timesheet Header Sequence Number (TS_HDR_SEQ_NO)

The timesheet header sequence number is set the same as the timesheet header.

Timesheet Line Number (TS_LN_NO)

Costpoint sets the timesheet line number sequentially.

Pay Type (PAY_TYPE)

1. The pay type is taken from the input file.
2. The default value is assigned as follows:
   - The program looks up the employee ID and the project in the Employee Project Timesheet Defaults table.

- The program looks up the employee ID and the project's account group code in the Manage Employee Account Group Default table.
- The program looks up the employee's labor group type and the project's account group code in the Manage Labor Account Group Default table.
- The program looks up the project in the Project Timesheet Default table.
- The program looks up the employee in the Default Regular Timesheet table (Manage Employee Salary Information).
- The **Pay Type** from the Configure Labor Settings screen is used.

3. The validations are as follows:
   - The **Pay Type** is a required field and must be in the input file or have a default value supplied.
   - The pay type must exist in the Pay Types table.
   - If the employee is exempt, you must select the **Exempt** check box on the Manage Pay Types screen.
   - If the employee is not exempt, you must select the **Non-Exempt** check box in the Manage Pay Types screen.
   - If the employee is salaried, you must select the **Salaried** check box on the Manage Pay Types screen.
   - The pay type cannot exist for the project, the labor location, and the employee's labor group type on the Manage Pay Type Restrictions screen.
   - If the employee is salaried and FLSA exempt, you must select the **Allow Overtime for Salaried, FLSA Exempt Employees** check box on the Overtime Settings subtask of the Configure Labor Settings screen in order to use a pay type that is flagged as an overtime pay type.

General Labor Category (GEN_LAB_CAT_CD)

1. The general labor category is taken from the input file. If you did not select the **Allow Edit of GLC** check box on the Configure Labor Settings screen, the general labor category in the input file is ignored and a default is used.
2. The default value is assigned as follows:
   - The program looks up the employee ID and the project in the Employee Project Timesheet Default table.
   - The program looks up the employee ID and the project's account group code in the Employee Account Group Default table.
   - The program looks up the employee's labor group type and the project's account group code in the Labor Account Group Default table.
   - The program looks up the project in the Project Timesheet Default table.
   - The program looks up the employee in the Default Regular Timesheet table (Manage Employee Salary Information screen).
3. The validations are as follows:
   - The general labor category is a required field and must be in the input file or have a default supplied.
   - The general labor category must be in the General Labor Category table.

Timesheet Line Type (S_TS_LN_TYPE_CD)

1. The timesheet line type is taken from the input file.
2. The default value is **A**.
3. The validations are as follows:
   - The timesheet line type must be **A**, **B**, **L**, **M**, or **S**.
   - Lines assigned to type **L** cannot have a labor cost.
   - Lines assigned to type **L** must have hours.

- The account for line type **L** must be assigned as either the accrual or expense account on a leave type for which the **Use as FMLA Leave Type** check box is selected on the Manage Leave Types screen.
- The account for a line type **B** must be assigned as either the accrual or expense account on a leave type that has a related FMLA leave type.

Labor Cost Amount (LAB_CST_AMT)

1. The labor cost is taken from the input file.
2. If the timesheet line's Project, Labor Location, Labor Category, and Labor Group meet the criteria for Wage Determination, the formula to calculate labor cost is as follows:
    - If the Wage Determination record's Hourly Rate Method is **Override** on the Manage Wage Determination Rates screen, the formula is (Entered hours * Wage Determination Rate).
    - If the Wage Determination record's Hourly Rate Method is **Use if Higher** on the Manage Wage Determination Rates screen and the wage determination rate is greater than the employee's hourly rate, the formula is (entered hours * wage determination rate). If the Wage Determination record's Hourly Rate Method is **Use if Higher** and the wage determination rate is less than the employee's hourly rate, the formula is (entered hours * employee's hourly rate).
    - If the **Additional Calculations Based on an Amount** group box on the Manage Pay Types screen is set to **Add Pay Type Amount to Timesheet Line** for the pay type, the formula is (entered hours * hourly rate * pay type factor) + pay type amount. (Pay type code is **A**.)
    - If the **Additional Calculations Based on an Amount** group box on the Manage Pay Types screen is set to **Multiply Hours times Pay Type Amount** for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours). (Pay type code is **B**.)

3. If you selected the **Enable Union Functionality** check box on the Configure Labor Settings screen and the employee is flagged as a union employee, the formula is (entered hours * union profile rate)

4. If neither wage determination rates nor union rates apply, labor cost is calculated using the hourly rate and the pay type. The formula used to calculate labor cost is as follows:

    - If the **Additional Calculations Based on an Amount** group box on the Manage Pay Types screen is set to **Add Pay Type Amount to Timesheet Line** for the pay type, the formula is (entered hours * hourly rate * pay type factor) + pay type amount. (Pay type code is **A**.)
    - If the **Additional Calculations Based on an Amount** group box on the Manage Pay Types screen is set to **Multiply Hours times Pay Type Amount** for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours). (Pay type code is **B**.)
    - If the **Additional Calculations Based on an Amount** group box on the Manage Pay Types screen is set to **Multiply Hours times Pay Type Amount times Factor** for the pay type, the formula is (entered hour * hourly rate * pay type factor) + (pay type amount * entered hours * pay type factor). (Pay type code is **C**.)

4. The validations are as follows:

    - The labor cost must be numeric.
    - The labor cost must be zero if the line type is **L**.
    - The labor cost must be positive if the entered hours are positive, and the labor cost must be negative if the entered hours are negative.

Entered Hours (ENTERED_HRS)

1. The entered hours are taken from the input file.
2. The validations are as follows:
    - The entered hours must be numeric.
    - The entered hours cannot be zero if the line type is **L**.

Worker's Comp Code (WORK_COMP_CD)

1. The workers' comp code is taken from the input file.
2. The default value is assigned as follows:

- The program looks up the employee ID and the project in the Employee Project Timesheet Default table.
- The program looks up the employee ID and the project's account group code in the Employee Account Group Default table.
- The program looks up the employee's labor group type and the project's account group code in the Labor Account Group Default table.
- The program looks up the project in the Project Timesheet Default table.
- The program looks up the employee in the Default Regular Timesheet table (Manage Employee Salary Information screen).
- The **Pay Type** from the Configure Labor Settings screen is used.

3. The validations are as follows:
    - Workers' comp code is a required field and must be in the input file or have a default value supplied.
    - The workers' comp code must exist in the Workers' Comp table.

Labor Location/Local Code (LAB_LOC_CD)

1. The labor location is taken from the input file.
2. The default value is assigned as follows:
    - The program looks up the employee ID and the project in the Employee Project Timesheet Default table.
    - The program looks up the employee ID and the project's account group code in the Employee Account Group Default table.
    - The program looks up the employee's labor group type and the project's account group code in the Labor Account Group Default table.
    - The program looks up the project in the Project Timesheet Default table.
    - The program looks up the employee in the Default Regular Timesheet table (Manage Employee Salary Information screen).
3. The validations are as follows:
    - If you selected the **Require Labor Location on Timesheet** check box on the Configure Labor Settings screen, a labor location is required and must be in the Labor Location/Local table.
    - The labor location must exist in the Labor Location/Local table.

Compute Method (S_COMPUT_MTHD_CD)

Costpoint sets the compute method. Compute method is a combination of a code indicating the source of the hourly rate and a code indicating the pay type calculation to be used. See "Hourly Rate" and "Labor Cost." In addition to the codes listed under hourly rate, the program uses **Z** if the **Entered Hours** field is zero.

Charge Hours (CHG_HRS)

1. Costpoint sets the charge hours.
    - Set equal to entered hours if the pay type is not **Cost Only**.
    - Set to zero if the pay type is **Cost Only**.

Hourly Rate (HRLY_AMT)

1. The application sets the hourly rate. The hourly rate to be used is as follows:
    - If the employee is salaried/fixed and **Enable** is selected in the **Use Standard Rates** group box on the Configure Labor Settings screen, the standard rate from the Salary Info and History table is used. (Hourly rate code is **S**.)
    - If you selected the **Enable Wage Determination Feature** check box on the Configure Labor Settings screen and the employee is hourly and non-exempt, the project, labor location code, general labor category, and labor group type is looked up in the Wage Determination table.
    - If a match is found and the Hourly Rate Method is set to **Override** on the Wage Determination Rates screen, the rate from the Wage Determination table is used. (Hourly rate code is **O**.)

- If the Hourly Rate Method on the Manage Wage Determination Rates screen is set to **Use if Higher** and the rate in the Wage Determination table is greater than the employee's hourly rate, the rate from the Wage Determination table is used. (Hourly rate code is **W**.)
- In all other cases, the employee's hourly rate from the Salary Info and History table is used. (Hourly rate code is **E**.)

Organization (ORG_ID)

1. The organization is taken from the input file.
2. The default value for non-**M** (manufacturing order) type timesheets is assigned as follows:
   - The program looks up the employee ID and the project in the Employee Project Timesheet Default table.
   - The program looks up the employee ID and the project's account group code in the Employee Account Group Default table.
   - The program looks up the employee's labor group type and the project's account group code in the Labor Account Group Default table.
   - The program looks up the project in the Project Timesheet Default table.
   - The program looks up the employee in the Default Regular Timesheet table (Manage Employee Salary Information screen).

   1. The default value for **M** (manufacturing order)type timesheets is assigned as follows:

3. The default value for **M** (manufacturing order)type timesheets is assigned as follows:
   - If the timesheet line type is **M** (Manufacturing order) and the **Organization Default Method** is **Employee Home Org** on the Configure Labor Settings screen, the timesheet line **Organization** field is populated with the employee's home organization.
   - If the **Organization Default Method** is **MO Org**, and the **Account** is the manufacturing order's WIP Labor Account, the timesheet line **Organization** field is populated with the manufacturing order's WIP Direct Labor Organization.
   - If the **Organization Default Method** is **MO Org**, and the **Account** is the manufacturing order's WIP Misc 1 Account, the timesheet line **Organization** field is populated with the manufacturing order's WIP Direct Misc 1 Organization.
   - If the **Organization Default Method** is **MO Org**, and the **Account** is the manufacturing order's WIP Misc 2 Account, the timesheet line **Organization** field is populated with the manufacturing order's WIP Direct Misc 2 Organization.

4. The validations are as follows:
   - **Organization** is a required field and must be in the input file or have a default value supplied.
   - The organization must exist in the Organization table.

Account (ACCT_ID)

1. The account is taken from the input file.
2. The default value is assigned as follows:
   - The program looks up the employee ID and the project's account group code in the Employee Account Group Default table.
   - The program looks up the employee ID and the project in the Employee Project Timesheet Default table.
   - The program looks up the employee ID and the project's account group code in the Employee Account Group Default table.
   - The program looks up the employee's labor group type and the project's account group code in the Labor Account Group Default table.
   - The program looks up the project in the Project Timesheet Default table.
   - The program looks up the employee in the Default Regular Timesheet table (Manage Employee Salary Information screen).

3. The validations are as follows:
   - **Account** is a required field and must exist in the input file or have a default value supplied.
   - The account must exist in the Account table.
   - The account must be a detail account.
   - The account must be available for use in timesheet entry.

Organization Abbreviation (ORG_ABBRV_CD)

Costpoint leaves the organization abbreviation blank.

Project (PROJ_ID)

1. Project is taken from the input file.
2. The validations are as follows:
   - If you selected the **Project Required** check box for this account on the Manage Accounts screen, **Project** is a required field and must exist in the input file.
   - The project must exist in the Project table.
   - The project must be active.

Project Abbreviation (PROJ_ABBRV_CD)

Costpoint leaves the project abbreviation blank.

Project Labor Category (BILL_LAB_CAT_CD)

1. The project labor category is taken from the input file.
2. The default value is assigned as follows:

   Costpoint first uses the transaction project's setup to determine which project is used to default the PLC. If the **Use Top Level Work Force** check box is selected for the transaction project on the Basic Info tab of the Manage Project User Flow, Costpoint uses the transaction project's top level.

   If you did not select the transaction project's **Use Top Level Work Force** check box, Costpoint then determines whether a source project is assigned to the transaction project. If a source project exists in the first row of the Define Rate Sequence table, the program uses that source project to determine the PLC default value.

   If you did not select the **Use Top Level Work Force** check box and no source project exists for the transaction project, the program uses the transaction project to determine the PLC default value.

   - The first level of PLC default is the Assign PLC to Employee Work Force subtask of the Project Employee Work Force screen. If the project and employee exist in this screen, the PLC with a **Defaults** value of **Y** is inserted into the transaction. This screen is used as a basis for default whether or not you have selected the **Project Work Force Required** check box on the Basic Info tab of the Project User Flow. If a PLC default value is found, the search ends here. If not, the process continues.
   - Costpoint then determines whether the project's **Project Work Force Required** check box is selected on the Basic Info tab of the Project User Flow. If so, the search for a PLC default value ends here. If the check box is not selected, the process searches non-work force related screens for a PLC default value.
   - If the transaction project, the employee, and a PLC default value exist on the Manage Employee Project Timesheet Defaults screen, the PLC in this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.
   - If the transaction project's account group, the employee, and a PLC default value exist on the Manage Employee Proj-Acct-Group Timesheet Defaults screen, the PLC in this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.
   - If the transaction project's account group, the employee's labor group, and a PLC default value exist on the Manage Labor-Group Proj-Acct-Group Timesheet Defaults screen, the PLC from this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.

- If the transaction project and a PLC default value exist on the Manage Project Timesheet Defaults screen, the PLC in this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.
- If the top level/source/transaction project, the transaction GLC, and a PLC default value exist on the Link GLC to Project PLC subtask of the Link Project Labor Categories to Projects screen, the PLC in this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.
- If the transaction GLC and a PLC default value exist on the Manage General Labor Categories screen, the PLC in this screen is inserted into the transaction. This is the last level of PLC default.

3. Costpoint determines whether a PLC is required for the transaction. If no project exists on the transaction, a PLC is not required and the validation process ends without error. If a PLC does exist on the transaction but no project is specified, an error message prints. If a project exists and no error occurred, the validation process continues to step b.

4. If you selected the **Project Work Force Required** check box for the project on the Basic Info tab of the Manage Project User Flow, the work force validations are performed. Costpoint uses the appropriate project (top level, source, or transaction) to validate the employee against the work force. If the employee is not assigned to the appropriate work force, an error message prints. If the employee is assigned to the appropriate work force, the validation process continues to the next step.

5. If the top level/source/transaction project does not exist on the Link Project Labor Categories to Projects screen, the validation process ends without error. If the project does not exist on the Link Project Labor Categories to Projects screen, it means that all PLCs are linked to that project. If the project does exist on the Link Project Labor Categories to Projects screen, the validation process continues to the next step.

6. If the **PLC** field is blank, Costpoint determines the project/account combination's Project Account Group function. If the function is Labor, an error message prints to inform you that the PLC is required. If the function is not Labor, the validation process ends without error. If the PLC field is not blank, the validation process continues to the next step.

7. If the **PLC** field is not blank, the next step depends on the project's **Project Work Force Required** check box on the Basic Info tab of the Manage Project User Flow.

- If you selected the **Project Work Force Required** check box for the project, the project/employee/PLC combination is validated against the Assign PLC to Employee Work Force table. If the combination exists there, the validation process ends here without error. If the combination does not exist in this table, an error message prints.
- If you did not select the **Project Work Force Required** check box for the project, the project/PLC combination is validated against the Assign PLC to Projects table. If the combination exists there, the validation process ends here without error. If the combination does not exist in this table, an error message prints.

Notes (NOTES)

Notes are taken from the input file. If the **Notes** field in the input file is all spaces, Costpoint sets it to a single space.

Reference Number 1 (REF_STRUC_1_ID)

1. Reference number 1 is taken from the input file.
2. The default value is assigned as follows:
    - The program looks up the employee ID and the project in the Employee Project Timesheet Default table.
    - The program looks up the employee ID and the project's account group code in the Employee Account Group Default table
    - The program looks up the employee's labor group type and the project's account group code in the Labor Account Group Default table.
    - The program looks up the project in the Project Timesheet Default table.
    - The program looks up the employee on the Default Regular Timesheet table (Manage Employee Information screen).
3. The validations are as follows:

- The reference number must exist in the Reference Structure table as a reference number 1.
- The employee must have a home reference number 1 (warning only).
- If the employee has no home reference number 1, there is no reference number 1 (warning only).

Reference Number 2 (REF_STRUCT_2_ID)

1. Reference number 2 is taken from the input file.
2. The default value is assigned as follows:
    - The program looks up the employee ID and the project in the Employee Project Timesheet Default table.
    - The program looks up the employee ID and the project's account group code in the Employee Account Group Default table.
    - The program looks up the employee's labor group type and the project's account group code in the Labor Account Group Default table.
    - The program looks up the project in the Project Timesheet Default table.
    - The program looks up the employee in the Default Regular Timesheet table (Manage Employee Information screen).
3. The validations are as follows:
    - The reference number must exist in the Reference Structure table as a reference number 2.
    - The employee must have a home reference number 2 (warning only).
    - If the employee has no home reference number 2, there is no reference number 2 (warning only).

Salary Info and History Effective Date (ELI_EFFECT_DT)

Costpoint sets this column to the effective date of the most recent record for the employee on the Manage Employee Salary Information screen.

Wage Determination Effective Date (WD_EFFECT_DT)

Costpoint sets this column to the effective date of the Wage Determination record used to calculate the labor cost (this column is populated only if wage determination applies to the timesheet line).

Project Account Abbreviation (PROJ_ACCT_ABBRV_CD)

1. The abbreviation code is taken from the input file.
2. Costpoint defaults this value based on the timesheet line's Project and Account.

Recast Line Flag (RECAST_LN)

Costpoint leaves the recast line column blank.

Allocated Comp OT Flag (ALLOC_LN)

Costpoint leaves the allocated comp OT column blank.

Retroactive Pay Flag (RETRO_LN)

Costpoint leaves the retroactive pay column blank.

Allowance Flag (ALLOW_LN)

Costpoint leaves the allowance line column blank.

Withholding State (WH_STATE_CD)

If you are using Deltek Time & Expense 7.x to 8.1.1, the file layout does not include the **Withholding State** field.

You must be using Time & Expense 8.1.2 and above and the employee's **Enable Multi-State Tax Withholding** check box must be selected on the Manage Pay Periods screen. If the **Enable Multi-State Tax Withholding** check box is not selected, this field is blank.

1. The withholding state is taken from the input file.
2. Costpoint obtains the default withholding state using the following levels of default:
   - Manage Employee Project Timesheet Defaults
   - Manage Employee Proj-Acct-Group Timesheet Defaults
   - Manage Labor-Group Proj-Acct-Group Timesheet Defaults
   - Manage Project Timesheet Defaults
   - Manage Employee Taxes

Withholding Locality (WH_LOCAL_CD)

Costpoint leaves the withholding locality column blank.

Union Fringe Code (FRINGE_CD)

Costpoint leaves the fringe code column blank.

Effective Bill Date (EFFECT_BILL_DT)

1. The Effective Bill Date is taken from the input file.
2. If a PLC exists on the timesheet line and no effective bill date is specified in the input file, the effective bill date is set to the last day of the specified accounting period.
3. If you are processing a **C** Type (Correcting) timesheet, and a PLC exists on the timesheet line and no effective bill date is specified in the input file, and the **Use Reference Date in Correcting Timesheets** check box is selected in the **Effective Bill Date Options** group box on the Configure Labor Settings screen, the ref date from the input file defaults.
4. If you do not select the **Use Reference Date in Correcting Timesheets** check box or you are processing an **R** Type (Regular) or **B** Type (Bonus) timesheet, the Effective Bill Date Options **Default Method** from the Configure Labor Settings screen is used to determine the effective bill date default. If the **Effective Bill Date Options Default Method** is **Subperiod End Date**, the last day of the timesheet header subperiod defaults when you enter a valid PLC. Otherwise, if the **Effective Bill Date Options Default Method** is **Timesheet Date**, the timesheet date defaults when you enter a valid PLC. You can edit the date, but it is not validated. This field is required if a PLC is specified on the timesheet line.

Timesheet Line Manufacturing (MO) Table

The timesheet line table is filled as follows:

Timesheet Date (TS_DT)

The timesheet date is set the same as in the Timesheet Header.

Employee ID (EMPL_ID)

The employee ID is set the same as in the Timesheet Header.

Timesheet Type (S_TS_TYPE_CD)

The timesheet type is set the same as in the Timesheet Header.

Timesheet Header Sequence Number (TS_HDR_SEQ_NO)

The timesheet header sequence number is set the same as the Timesheet Header.

Timesheet Line Number (TS_LN_NO)

Costpoint sets the timesheet line number sequentially.

Manufacturing Order ID (MO_ID)

The MO ID is taken from the input file.

Manufacturing Order Operating Sequence Number (MO_OPER_SEQ_NO)

The MO operating sequence number is taken from the input file.

Manufacturing Order Operation Setup Number (MO_OPER_STEP_NO)

The MO operating step number is taken from the input file.

Manufacturing Order Work Center ID (WC_ID)

The MO work center ID is taken from the input file.

Charge Hours (CHG_HRS)

Costpoint sets the charge hours.

1. Set equal to entered hours if the pay type is not **Cost Only**.
2. Set to zero if the pay type is **Cost Only**.

Labor Cost Amount (LAB_CST_AMT)

1. The labor cost is taken from the input file.

2. The program calculates labor cost using the hourly rate and the pay type. The formula used to calculate labor cost is as follows:

- If the **Additional Calculations Based on an Amount** group box on the Manage Pay Types screen is set to **Add Pay Type Amount to Timesheet Line** for the pay type, the formula is (entered hours * hourly rate * pay type factor) + pay type amount. (Pay type code is **A**.)
- If the **Additional Calculations Based on an Amount** group box on the Manage Pay Types screen is set to **Multiply Hours times Pay Type Amount** for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours). (Pay type code is **B**.)
- If the **Additional Calculations Based on an Amount** group box on the Manage Pay Types screen is set to **Multiply Hours times Pay Type Amount times Factor** for the pay type, the formula is (entered hour * hourly rate * pay type factor) + (pay type amount * entered hours * pay type factor). (Pay type code is **C**.)

Fiscal Year (FY_CD)

The fiscal year is set the same as in the Timesheet Header.

Period Number (PD_NO)

The period number is set the same as in the Timesheet Header.

Subperiod Number (SUB_PD_NO)

The subperiod number is set the same as in the Timesheet Header.

Cost Element Code (S_COST_ELEMENT_CD)

1. If the timesheet line's account matches the manufacturing order's WIP Direct Labor Account, the cost element code is set to **L**.
2. If the timesheet line's account matches the manufacturing order's WIP Miscellaneous 1 Account, the cost element code is set to **1**.
3. If the timesheet line's account matches the manufacturing order's WIP Miscellaneous 2 Account, the cost element code is set to **2**.

Activity Type (S_ACTIVITY_TYPE)

The Activity Type is taken from the input file.

FILE LAYOUT

Time & Expense File Layout

You name the input file when exporting timesheets from Time & Expense. The Error file has the same name with an extension of .ERR. The confirmation report has the same name with an extension of .CFM.

If you are using Deltek Time & Expense 7.x to 8.1.1, the file layout does not include the **Withholding State** field.

2-Digit Manufacturing Order (MO) Operation Step Number

The import process uses the 2-Digit MO operation step number file layout if you apply either of the following settings on the Corporate Labor Settings subtask of the Configure Labor Settings screen:

- The Deltek Time & Expense Version is set to **Time & Expense 8.3**; or
- The Deltek Time & Expense Version is set to **Time & Expense 9.x** and the **Use File Layout with a three-Digit MO Operation Step Number** check box is not selected.

#	Field Name	Length	Column #	Required/Optional	Format/Source
1	ET Batch ID	Char 10	1 - 10		
2	Employee ID	Char 12	11 - 22		
3	Year	Char 4	23 - 26		
4	Period Number	Char 3	27 - 29		
5	Timesheet Schedule	Char 10	30 - 39		
6	Line Number	Num 3	40 - 42		
7	Timesheet Line Date	Char 6	43 - 48	Required if the prorate **Calculation Method** is **Days per Cycle** (LAB_SETTINGS.prorate_calc_mthd = **D**).	If Summary, fill with spaces. Otherwise, TS Date (YYMMDD).
8	Timesheet Date	Char 10	49 - 58	Required (Default provided)	YYYY-MM-DD
9	Employee ID	Char 12	59 - 70	Required	
10	Timesheet Type Code	Char 2	71 - 72	Required (Default provided)	R, L, B, C, D, or N
11	Working State	Char 2	73 - 74	Required (Default provided)	
12	Fiscal Year	Char 6	75 - 80	Required (Default provided)	
13	Period	Num 2	81 - 82	Required	

				(Default provided)	
14	Sub Period	Num 2	83 - 84	Required (Default provided)	
15	Correcting Ref Date	Char 10	85 - 94	Optional	YYYY-MM-DD
16	Pay Type	Char 3	95 - 97	Required (Default provided)	
17	General Labor Category	Char 6	98 - 103	Required (Default provided)	
18	Timesheet Line Type Code	Char 1	104	Required (Default provided)	A, B, L, M, S
19	Labor Cost Amount	Num 15	105 - 119	Required (Default provided)	99999999999.99
20	Hours	Num 10	120 - 129	Required	-999999.99
21	Worker's Comp Code	Char 6	130 - 135	Required (Default provided)	
22	Labor Location Code	Char 6	136 - 141	Required if the **Require Labor Location** check box is selected on the Configure Labor Settings screen. (Default provided)	
23	Organization ID	Char 20	142 - 161	Required (Default provided)	
24	Account ID	Char 15	162 - 176	Required (Default provided)	
25	Project ID	Char 30	177 - 206	Required if a **Project Required** account is specified. (Default provided)	
26	Project Labor Category	Char 6	207 - 212	Required /Optional status dependent upon project setup (Default provided)	
27	Reference Number 1	Char 20	213 - 232	Optional (Default provided)	
28	Reference Number 2	Char 20	233 - 252	Optional (Default provided)	

29	Manufacturing Order ID	Char 10	253 - 262	Required if the **Timesheet Line Type Code** is **M**.	
30	Operation Sequence No	Num 4	263 - 266	Required if **Operation Step No** is specified and **Timesheet Line Type Code** is **M**.	
31	Operation Step No	Num 2	267 - 268	Required if **Operation Sequence No** is specified and **Timesheet Line Type Code** is **M**.	
32	Activity Type	Char 1	269	Required if the **Timesheet Line Type Code** is **M**.	**R** or **S** If blank, Costpoint populates the timesheet with an **R**.
33	Work Center ID	Char 12	270 - 281	If the **Timesheet Line Type Code** is **M** and no work center is provided in the input file, default the MO_ROUTING.wc_id where: 1. The MO_ROUTING.mo_id matches the timesheet line **Manufacturing Order ID** (field 29). 2. The MO_ROUTING.mo_oper_seq_no matches the timesheet line **Operation Sequence No** (field 30). 3. The MO_ROUTING.mo_oper_step_no matches the timesheet line **Operation Step No** (field 31).	
34	Sales Order ID	Char 10	282 - 291	Required if **Timesheet Line Type Code** is **S**. (Not currently populated by Deltek Time & Expense)	
35	SO Release No	Num 2	292 - 293	Required if **Timesheet Line Type Code** is **S**. (Not currently populated by Deltek Time & Expense)	
36	SO Line No	Num 2	294 - 295	Optional. (Not currently populated by Deltek Time & Expense)	
37	Organization Abbreviation	Char 6	296 - 301	Optional	
38	Project Abbreviation	Char 6	302 - 307	Optional	

39	Sequence Number	Num 1	308	Required If the timesheet type is **Correcting**, the application automatically increments the sequence number if a timesheet already exists for the employee/TS date/TS type/seq no (whether or not a sequence number is provided in the input file). If this field is blank, the timesheet type is **Regular**, and no timesheet already exists for the Empl/TS Date/TS Type, **1** defaults. If this field is blank and a sequence 1 timesheet already exists for the Empl/TS Date/TS Type, an error message prints.	1 - 9
40	Effective Billing Date	Char 10	309 - 318	Optional. (Default provided if a PLC exists on the timesheet line.)	YYYY-MM-DD
41	Project-Account Abbreviation	Char 6	319 - 324	Optional	
42	Withholding State	Char 2	325 - 326	Optional/Required. This value is required if you are using Deltek Time & Expense 8.1.2 and above and the **Enable Multi-State Tax Withholding** check box is selected on the Manage Pay Periods screen.	
43	Future Use	Char 46	327 - 374	Optional	
44	Notes	Char 254	375 - 628	Optional	

3-Digit MO Operation Step Number

The import process uses the 3-digit MO operation step number file layout if you apply one of the following settings on the Corporate Labor Settings subtask of the Configure Labor Settings screen:

- The Deltek Time & Expense Version is set to **Time & Expense 9.x** and the **Use File Layout with a three-digit MO Operation Step Number** check box is selected; or
- The Deltek Time & Expense Version is set to **Time & Expense 10.x**.

#	Field Name	Length	Column #	Required/Optional	Format/Source
1	ET Batch ID	Char 10	1 - 10		
2	Employee ID	Char 12	11 - 22		
3	Year	Char 4	23 - 26		

4	Period Number	Char 3	27 - 29		
5	Timesheet Schedule	Char 10	30 - 39		
6	Line Number	Num 3	40 - 42		
7	Timesheet Line Date	Char 6	43 - 48	Required if the prorate **Calculation Method** is **Days per Cycle** (LAB_SETTINGS.prorate_calc_mthd = **D**).	If Summary, fill with spaces. Otherwise, TS Date (YYMMDD).
8	Timesheet Date	Char 10	49 - 58	Required (Default provided)	YYYY-MM-DD
9	Employee ID	Char 12	59 - 70	Required	
10	Timesheet Type Code	Char 2	71 - 72	Required (Default provided)	R, L, B, C, D, or N
11	Working State	Char 2	73 - 74	Required (Default provided)	
12	Fiscal Year	Char 6	75 - 80	Required (Default provided)	
13	Period	Num 2	81 - 82	Required (Default provided)	
14	Sub Period	Num 2	83 - 84	Required (Default provided)	
15	Correcting Ref Date	Char 10	85 - 94	Optional	YYYY-MM-DD
16	Pay Type	Char 3	95 - 97	Required (Default provided)	
17	General Labor Category	Char 6	98 - 103	Required (Default provided)	
18	Timesheet Line Type Code	Char 1	104	Required (Default provided)	A, B, L, M, S
19	Labor Cost Amount	Num 15	105 - 119	Required (Default provided)	99999999999.99
20	Hours	Num 10	120 - 129	Required	-999999.99

21	Worker's Comp Code	Char 6	130 - 135	Required (Default provided)	
22	Labor Location Code	Char 6	136 - 141	Required if the **Require Labor Location** check box is selected on the Configure Labor Settings screen. (Default provided)	
23	Organization ID	Char 20	142 - 161	Required (Default provided)	
24	Account ID	Char 15	162 - 176	Required (Default provided)	
25	Project ID	Char 30	177 - 206	Required if a **Project Required** account is specified. (Default provided)	
26	Project Labor Category	Char 6	207 - 212	Required /Optional status dependent upon project setup (Default provided)	
27	Reference Number 1	Char 20	213 - 232	Optional (Default provided)	
28	Reference Number 2	Char 20	233 - 252	Optional (Default provided)	
29	Manufacturing Order ID	Char 10	253 - 262	Required if the **Timesheet Line Type Code** is **M**.	
30	Operation Sequence No	Num 4	263 - 266	Required if **Operation Step No** is specified and **Timesheet Line Type Code** is **M**.	
31	Operation Step No	Num 3	267 - 269	Required if **Operation Sequence No** is specified and **Timesheet Line Type Code** is **M**.	
32	Activity Type	Char 1	270	Required if the **Timesheet Line Type Code** is **M**.	**R** or **S** If blank, Costpoint populates the timesheet with an **R**.
33	Work Center ID	Char 12	271 - 282	If the **Timesheet Line Type Code** is **M** and no work center is provided in the input file, default the MO_ROUTING.wc_id where: 1. The MO_ROUTING.mo_id matches the timesheet line	

				Manufacturing Order ID (field 29). 2. The MO_ROUTING.mo_oper_seq_no matches the timesheet line **Operation Sequence No** (field 30). 3. The MO_ROUTING.mo_oper_step_no matches the timesheet line **Operation Step No** (field 31).	
34	Sales Order ID	Char 10	283 - 292	Required if **Timesheet Line Type Code** is **S**. (Not currently populated by Deltek Time & Expense)	
35	SO Release No	Num 2	293 - 294	Required if **Timesheet Line Type Code** is **S**. (Not currently populated by Deltek Time & Expense)	
36	SO Line No	Num 2	295 - 296	Optional. (Not currently populated by Deltek Time & Expense)	
37	Organization Abbreviation	Char 6	297 - 302	Optional	
38	Project Abbreviation	Char 6	303 - 308	Optional	
39	Sequence Number	Num 1	309	Required If the timesheet type is **Correcting**, the application automatically increments the sequence number if a timesheet already exists for the employee/TS date/TS type/seq no (whether or not a sequence number is provided in the input file). If this field is blank, the timesheet type is **Regular**, and no timesheet already exists for the Empl/TS Date/TS Type, **1** defaults. If this field is blank and a sequence 1 timesheet already exists for the Empl/TS Date/TS Type, an error message prints.	1 - 9
40	Effective Billing Date	Char 10	310 - 319	Optional. (Default provided if a PLC exists on the timesheet line.)	YYYY-MM-DD
41	Project-Account Abbreviation	Char 6	320 - 325	Optional	

42	Withholding State	Char 2	326 - 327	Optional/Required. This value is required if you are using Deltek Time & Expense 8.1.2 and above and the **Enable Multi-State Tax Withholding** check box is selected on the Manage Pay Periods screen.	
43	Future Use	Char 46	329 - 375	Optional	
44	Notes	Char 254	376 - 629	Optional	

SCREEN ERROR MESSAGES

The following error messages can display on the screen.

Each line of the input file should contain X fields. Line Y of your input file contains Z fields. Abort processing?

X is the number of fields that the input file must contain. Y is the line number of the current record. Z is the number of fields found on this line in the input file. This message displays only when you are importing a comma-delimited file. Too many commas were found on the line in the input file. Continuing to process can result in errors. Please verify the layout of the input file.

Ending date is earlier than beginning date.

The ending date must be a later date than the beginning date.

Errors have occurred that may need correcting. Do you want to continue?

Costpoint displays this message if errors are discovered during processing. Review the Error Report. The options available at this point are:

- Import the records that have been validated; make any changes needed in the error file, rename the error file, and then process the errors.
- Make any corrections needed to the original input file and process again.

File does not exist.

The input file entered could not be found. The input file must be in your working directory. Check your working directory.

No records have been selected to transfer.

All the records in the input file were either outside the selected date range or were rejected with errors.

No records found in table. Please process the input file before importing or printing.

This indicates that you selected or and there are no rows in the temporary table.

Records that have not been imported exist in the temporary table. Do you want to continue?

This indicates that you clicked , but there are still rows in the temporary table that were not imported. Click **Yes** to continue, and all the rows in the temporary table are deleted. Select **Cancel** to import the existing rows in the temporary table or when you need to investigate the rows in the temporary table.

Requested dates do not exist in the table.

When you select or , the program compares the dates on the screen to the dates in the temporary table. Costpoint displays this message if the dates in the table do not fall within the range entered on the screen.

The database is unable to process the records required for the requested activity. Possible reasons are another user is using a record you want to update, or there is a database error or hardware malfunction.

When this error occurs, make note of what was being done and at what point the application stopped, then call Costpoint Technical Support.

Timesheets to be imported already exist in the Timesheet Header or History table. This condition must be corrected before importing.

If you select , the program compares the rows in the temporary table to the Timesheet Header and Timesheet Header History tables to see whether duplicates exist (a timesheet with the same date and type for one or more employees in the temporary table already exists in the Timesheet Header table). This indicates that timesheets have been added to Costpoint between the processing of the input file and the import of the timesheet file.

X 'Y' on input file line Z is too long. Truncate?

X is the field name. Y is the contents of the field. Z is the line number of the record in question. This message displays only when you are importing a comma-delimited file, and truncation may occur because the field in the input file is longer than the corresponding field in Costpoint. The extra characters on the right are deleted.