




Deltek

Deltek Costpoint® Planning 7.0

Post-Upgrade Configuration Settings
(MAM10) Worksheet

October 1, 2019



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This edition published October 2019.

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Downloading Deltek Products using Deltek Software Manager

Note: Please be advised that Budgeting and Planning was renamed to Costpoint Planning. Whenever applicable, verbiage was updated throughout the document to reflect this change unless it refers to a specific filename, database, hotfix or exe file.

You can use Deltek Software Manager (DSM) to download complete Deltek products, hot fixes, cumulative updates, and sub-releases. You can access DSM through the Deltek Support Center or use Deltek Software Manager Lite to download Deltek products.

Accessing DSM from within the Deltek Support Center

To access DSM from within the Deltek Support Center:

1. In your Web browser, go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**, and click **Login**.
3. When the Deltek Support Center page displays, click **Product Downloads**.
4. On the Deltek Software Manager screen, click **Launch Deltek Software Manager**.
5. Click **Settings** at the top right of the dialog box to use the Settings dialog box to specify the folder where you want to download Deltek products, and click **OK**.

Note: When you log on for the first time, DSM asks you to select a default folder where Deltek products are to be downloaded.

You can change this folder anytime in the Settings dialog box.

6. In the left pane, expand the Deltek product that you want to download, if it is not already expanded.
7. Select the product type that you want to download.

Options include:

- **Complete**
- **Cumulative Updates**
- **HotFixes**
- **Sub-Release**

8. In the table, select the check box that corresponds to the Deltek product that you want to download.

The right pane displays a message stating that the product has been added to the download queue.

Note: To view the items in the download queue, click **View Download Queue** at the bottom of the left pane.

9. Click **Download** at the bottom of the left pane to download the product to the folder that you selected.

Accessing DSM Lite

To access Deltek Software Manager Lite:

1. In your Web browser, go to <https://dsm.deltek.com/DeltekSoftwareManagerLite>.
2. Enter your Deltek Support Center **Username** and **Password**, and click **Logon**.
3. When the Deltek Software Manager Lite page displays, select a product from the drop-down list.
4. Click the product type that you want to download.

Note: The download behavior and download folder may differ depending on the browser and browser settings that you are using.

DSM Documentation and Troubleshooting

- To view the online help for Deltek Software Manager, click [here](#).
- To view a tutorial on how to use Deltek Software Manager, click [here](#).
- To view more information on troubleshooting Deltek Software Manager, click [here](#).

Note: When you click a link, you will be asked to log into DSM if you are not already logged in.

Overview

Note: Please be advised that Budgeting and Planning was renamed to Costpoint Planning. Whenever applicable, verbiage was updated throughout the document to reflect this change unless it refers to a specific filename, database, hotfix or exe file.

This guide describes configuration settings that are new in Costpoint Planning version 7.0. It also functions as a worksheet, where you can enter your decisions for each new setting.

These settings are located on the Configuration Settings (MAM10) screen. Access to this screen is limited to System Administrators.

When configuring the new settings, your System Administrator will refer directly to the options you entered for each new setting in the worksheet section of this document.

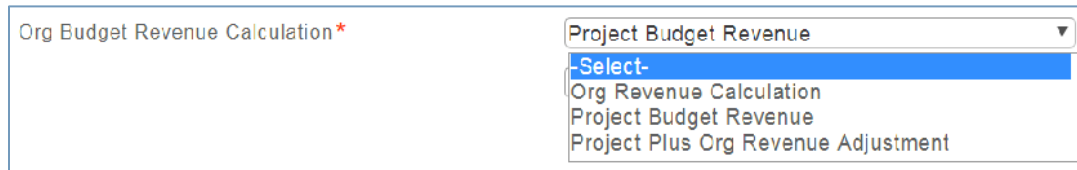
Note: It is very important that you also thoroughly review the first section of this document: "[Org Budget Revenue Calculation Methods](#)." This section provides additional, critical background to help you decide which option to select in the **Org Budget Revenue Calculation** field.

Decisions regarding these settings will require knowledge of your company's accounting and budgeting processes. It may also require additional advice from outside consultants.

Org Budget Revenue Calculation

The Organization tab of the Configuration Settings (MAM10) screen includes a new **Org Budget Revenue Calculation** setting. The decision you make regarding this setting is fundamental to how Organization Budgets are completed and Revenue is calculated in Costpoint Planning.

There are two main methods to complete the Organization Budget Revenue: Traditional or Integrated, both of which correspond to options on the **Org Budget Revenue Calculation** drop-down list.



Explanations of both methods and the corresponding options follow below.

Note, however, that the **Org Budget Revenue Calculation** configuration setting will affect all Organization Budgets. It is important that due consideration is given to this decision. Once your choice is implemented, switching methods later would be an involved process, which may require Customer Care assistance.

Note: The Org Budget Revenue Calculation setting is on the Organization tab of the Configuration Settings (MAM10) screen. Access to this screen is limited to System Administrators.

After you review the information in this section, see also [Org Budget Revenue Calculation](#) under Organization Settings in the Configuration Settings Worksheet section of this document.

Traditional Method for Budget Revenue Calculation

The traditional method is based on the **Org Revenue Calculation** option. When this option is chosen, a 'Plug' number will be calculated to show the variance between the Org Revenue and the Project Revenue.

When considering this option, note the following:

- You will also need to set a default fee rate (also located under Organization configuration settings). This rate is editable in individual Org Budgets.
- Revenue Adjustments are possible within individual Org Budgets.
- The Plug Processing in Org Budgeting shows the variances in revenue and costs by Org between Project Budgets and Org Budgets. There are also Revenue/Risk Analysis Charts.
- Using the **Planning » Organization Budgeting » Controls and Utilities » Mass Upload Project Budgets to Organization Budgets** screen, you can populate the Org Budgets with Labor and Non-Labor Costs only – no Revenue. Each time the upload is run, however, the Org Budget costs are overwritten.

If you choose this method, you will have your System Administrator select *Org Revenue Calculation* from the **Org Budget Revenue Calculation** drop-down list.

Integrated Method for Budget Revenue Calculation

The integrated method is based on **Project Budget Revenue** option. This option allows updates to the Org Budget Revenue from the Project or Project/ New Business Budgets.

Alternatively, you can choose the **Project Plus Org Revenue Adjustment** option. This is the same as **Project Budget Revenue**, but in addition, the Revenue Adjustment subtask in the Org Budget becomes available.

When considering this option, note the following:

- This method assumes that **ALL** direct and indirect costs are entered on the Project Budgeting side. The intent is that after the upload, the Project and Organization budgets will tie (be equal).
- When updating Org revenue, either in the individual Org budget, or from the Mass Upload Project Budgets to Organization Budgets utility, the Update Org Revenue from Project Revenue subtask should be run only after the following two subtasks have been run:
 - Update Org Labor from Project Non-Labor
 - Update Org Non-Labor from Project Non-Labor

When running this process, also note the following:

- Each time the Update Org Revenue from Project Revenue subtask is updated, the Org Budget revenue will be overwritten.
- The Project Budget data will be from the latest committed Budget or EAC.
- There is a **Budget Type** option that allows you to include New Business Budgets.
- There is a **Project Status** option that allows to you include **Completed** or **Approved** Project Budgets/EACs.

For more information, see online Help for **Planning » Organization Budgeting » Controls and Utilities» Mass Upload Project Budgets to Organization Budgets**.

- Organizational Budget Revenue setup is disabled.
- Data entry into Organizational Budgets is disabled.
- An enhancement in June/July 2018 will enable the 'Non-Labor %' functionality in the Organizational Budgets.

Post-Upgrade Considerations

After upgrading from Costpoint Planning 6.1 to 7.0, if you decide to change from the Traditional Org Revenue method to the Integrated method and Org Budgets already exist for the current fiscal year, note the following additional tasks:

- Change the Org Budget Method in configuration.
- Those Org Budgets would need to be 'modified' to put them into a 'working' status.
- Run the Mass Upload Project Budgets to Organization Budgets utility for labor, non-labor and revenue.
- Then commit the Org Budgets to calculate values based on the new configuration.

For additional information, contact Customer Care.

Costpoint Multi Company Considerations

If you have a multi company environment, the initial **Org Budget Revenue Calculation** configuration setting will be applied in Costpoint Company 1. However, any subsequent System Companies set up can choose different Organizational Budget Revenue methods.

Next Steps...

For additional information, and to note your final decision, see the [Org Budget Revenue Calculation](#) description under the Organization Tab in the Configuration Settings Worksheet section of this document.

Configuration Settings Worksheet

The Configuration Settings (MAM10) screen contains configuration settings for account levels, display, and reporting, as well as key settings for how Org and Project budgeting are configured.

When your Costpoint Planning installation was upgraded to version 7.0, all of your existing settings were automatically implemented.

However, as of 6/1/2018, there are five new configuration settings, which you must evaluate and configure. The tables below provide an explanation of each new setting and additional notes to help you decide how each setting should be configured.

In the **Decision/Admin Instructions** column of this document, select the option you want to implement for each setting. Your System Administrator will refer to this column when updating the Configuration Settings (MAM10) screen.

Note: The **Decision/Admin Instructions** column of this document includes a column where you can indicate your decision. You may also consider using the Adobe Acrobat Collaboration features for shared reviewing, if available in your version, to add other comments or notes directly to this document.

Integration Tab

This tab includes one configuration setting.

The screenshot shows the 'Configuration Settings (MAM10)' window with the 'Integration' tab selected. The 'Include Adjustment Periods in Last Sub Period' checkbox is checked and highlighted with a red box. Other settings visible include 'Subperiod Method' set to 'Separate Subperiods', 'Use Reorg Structure' set to 'Yes', 'Data Reset Flag' set to 'No', 'Number of Days to Retrieve Data' set to 0, 'Days to Recalculate' set to 123, and 'Vacation Types' set to '1BRV'.

Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Field	Description	Notes/Choices	Decision/Admin Instructions
Include Adjustment Periods in Last Subperiod	This check box controls whether adjustment period actual values are included in the last sub-period of the last non-adjustment fiscal period.	<p>An adjustment period is a period set up in Costpoint after the end of the regular fiscal year periods and is used to capture close adjustments that occur after that time. Multiple Adjustment Periods may exist.</p> <p>This setting affects how data from adjustment periods displays in data entry screens and reporting.</p>	<p>Checked</p> <p>Unchecked</p>

Configuration Settings Worksheet

Field	Description	Notes/Choices	Decision/Admin Instructions
		<ul style="list-style-type: none"> If you select this check box, data from adjustment periods displays in the last non-adjusted sub-period of the fiscal year. If you do not select this check box, fiscal years that have adjustment periods will display extra Periods. 	

Organization Tab

This tab includes one new configuration setting.

Configuration Settings (MAM10)

Account Display General Integration **Organization** Project

Paid Time Off Account* 11-112-20 ☐ Update Employee Home Org

Holiday Account* 21-211-40 ☐ Update Employee Accrual Rate

PTO Calculation Method* Percent ☐ Use effective rates

Default PTO Accrual Rate* 10.000000

Part-Time Holiday Calculation %* 0.5000

Default Fee Rate* 0.0700

Default Utilization %* 0.8200

Labor Expense Org Level(s)* 1,2,3,4,5,6

Non-Labor Expense Org Level(s)* 1,2,3,4,5,6

Project Level Display* 1,2,3,4,5,6

Org Budget Revenue Calculation* Project Plus Org Revenue Adjustment

NLABS History Method* Populate GL Account History

Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Field	Description	Notes/Choices	Decision/Admin Instructions
Org Budget Revenue Calculation	The value selected in this field establishes which method will be used to calculate revenue in Org budgets.	Choose one of the following revenue calculation methods for Org budgeting: <ul style="list-style-type: none"> Org Revenue Calculation –This is the historical method of calculating Org revenue. 	Option chosen:

Configuration Settings Worksheet

Field	Description	Notes/Choices	Decision/Admin Instructions
		<ul style="list-style-type: none"> ▪ Project Budget Revenue – This method retrieves revenue from project budgets. You must bring over labor and non-labor costs from project budgets before you can bring over the project budget revenue. ▪ Project plus Org Rev Adjustment – This method retrieves revenue from project budgets. Labor and non-labor costs must come over before revenue. It allows for revenue adjustments in the Org Budget. <p>This is a fundamental decision, and changing the method may require additional steps. Before you update this setting, be sure you have fully reviewed the “Org Budget Revenue Calculation” section at the beginning of this document.</p>	

Project Tab

This tab includes new configuration settings.

Configuration Settings (MAM10)

Account Display General Integration Organization **Project**

Project Budget Period Method* Accounting Periods/Sub Periods

Project Account Group Code

Auto Plug Calculation* On

Timesheet Import History* 36 Months

Timesheet Schedule Code STFR

Labor Escalation Month* Employee's Anniversary Date

Labor Escalation Value* 200.00%

Workforce Rule* Enforce

Project Security to be based on* Project Budget Security

☐ Unlock EAC Last Closed Period
☒ Resource Budget Commit Flag Default
☐ Import Budget/EACs from Excel Commit Flag Default

Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Configuration Settings Worksheet

Field	Description	Notes/Choices	Decision/Admin Instructions
Project Security to be based on	Switching this setting to Project Budget Security allows Project Managers to view and edit all assigned budgets. If security is based on Org ID, and for example, a Project manager has a Home Org of an Overhead type, he or she could not edit project budgets and associated resources that have a Direct type of Home Org, such as Engineering or Construction.	<p>The default is Org ID but you need to select Project Security to use the Maintain Project Budget Security application.</p> <p>Note that with the addition of the new Project Security to be based on configuration option, the Manage Additional Project Budget Approvers (MAP8) screen was made obsolete and has been removed. During installation, existing entries from Project Budget Approvers (MAP8) are migrated to Maintain Project Budget Security, where they are denoted by "MAP8" in the Source field.</p>	<p>Org ID</p> <p>Project Budget Security</p>
Unlock EAC Last Closed Period	This check box controls whether the actuals in the last closed period of the Project EAC can be changed.	<p>Check this box to allow users to modify the actuals in the last closed period of the Project EAC.</p> <p>The need for this may occur when a period rolls forward before all actuals from the prior period have been reported.</p> <p>Alternatively, whether this box is checked or unchecked, users can to delete the EAC that is missing data and recreate it or create a new version of the EAC.</p>	<p>Checked</p> <p>Unchecked</p>
Resource Budget Commit Flag Default	<p>This check box controls whether the Commit check box in the Add/Edit/Delete Assignments subtask of the Budget by Resource is selected by default.</p> <p>To learn more about the feature associated with this configuration setting, see the "Deltek Costpoint Planning 7.0 General Availability Release Notes" or the online help.</p>	<p>The Commit check box on the subtask is editable, so users can change the status, either checked or unchecked, as needed.</p> <p>Check this option simply provides a default status.</p> <p>If the budget assignments are not committed from the Budget by Resource screen,</p>	<p>Checked</p> <p>Unchecked</p>

Configuration Settings Worksheet

Field	Description	Notes/Choices	Decision/Admin Instructions
		they can be committed directly from the individual project budgets in Project Budgets/EACs.	
Import Budget/EACs from Excel Commit Flag Default	<p>This check box controls whether the Commit check box in the Upload Report subtask of the Import Budgets/EACs from Excel screen is selected by default.</p> <p>To learn more about the feature associated with this configuration setting, see “Deltek Costpoint Planning 7.0 General Availability Release Notes” or the online help.</p>	<p>The Commit check box on the subtask is editable, so users can change the status, either checked or unchecked, as needed.</p> <p>Check this option simply provides a default status.</p> <p>If the budgets are not committed from Budgets/EACs from Excel screen, they can be committed directly from the individual project budgets in Project Budgets/EACs.</p>	<p>Checked</p> <p>Unchecked</p>

Appendix A: If You Need Assistance

If you need assistance installing, implementing, or using Costpoint Planning, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

Attention: Find out more about these and other services from the Deltek Support Center.

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.



About Deltek

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