Deltek Costpoint®

Version 711 Preprocessor

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IMPORT ALLOCATION BASIS JOURNALS

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Use this screen to upload your allocation basis journal from the ALLOC_BASIS_PREP table into your Costpoint ALLOC_BASIS_JNL table. You can populate the Manage Allocation Journals screen by using this screen rather than manually entering the data.

Use this toolkit only for service center type pools with a **Manual** calculation base on the Service Center subtask of the Manage Cost Pools screen. You can execute this screen more than once for the same fiscal year, period, subperiod, and pool number combination, but Costpoint deletes any unposted records residing in the ALLOC_BASIS_JNL table for this same combination to ensure that duplicate data is not uploaded.

Before using this screen, you must populate the ALLOC_BASIS_PREP table. The layout of this table is noted in the processing instructions that follow. Records that successfully upload populate ALLOC_BASIS_JNL and are deleted from ALLOC_BASIS_PREP. Records that do not successfully upload are detailed in the table window with their respective error descriptions. These records continue to reside in the ALLOC_BASIS_PREP table. Thus, you can adjust the data in the table and try again to upload them. First, either post the records that are successfully uploaded or populate ALLOC_BASIS_PREP with the same records from the original upload. Process partial information only if you are using a standard cost service center. If you are using a year-to-date or current period service center, you must correct the failed records and post all records together. As noted previously, data in the ALLOC_BASIS_JNL is always deleted for the fiscal year, period, subperiod, and pool number combination that is being uploaded.

Location

- Projects
- Cost and Revenue Processing
- Cost Pool Processing

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options are also included in the saved parameter ID if there are any. 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 run the process 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 Range

Use the fields in this group box to select the period information and pool number that is associated with the data you are uploading.

Fiscal Year

Enter, or click 🔍 to select, the fiscal year of the records you want to upload.

Period

Enter, or click 🔍 to select, the period of the records you want to upload.

Subperiod

Enter, or click 🔍 to select, the subperiod in which its end date is also displayed.

Pool

Enter, or click 🔍 to select, the pool.

Options

Upload Input File

Select this check box to upload input data from a text file.

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

- You can access the input file from the network by using Alternate File Locations.

- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

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

Create ABJ Entry

Select this check box to create the Allocation Basis Journal (ABJ). This check box is selected by default.

Input File Information

Use the fields in this group box to enter information about the data file to be uploaded.

Alt File Location

Enter, or click 🔍 to select, the location of the input file you are importing. There are two ways to do this:

- In the **Alt File Location** field, enter, or click 🔍 to select, the alternate file location where the input file is located. Alternate file locations are set up on the Manage Alternate File Locations screen.

  or

- From the Global Menu, click **Process » File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **Alt File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

File

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

Format

Use this drop-down list to select the format of the file that you want to upload. Valid options are:

- Comma-Separated Values
- Fixed-Length

Comma-separated value files contain data separated by commas with character fields surrounded by double quotes. Fixed-length files contain data positioned in a set range of columns for each field.

Truncated Values

Use this drop-down list to select the action that is performed if the values of the input file are larger than Costpoint allows. Valid options are:

- Always Truncate
- Never Truncate
- Warn Before Truncation

If the file format is **Comma-Separated Values**, all truncated value selections are available. If you select **Fixed-Length**, the only available selection is **Never Truncate**.

Clear existing records in ALLOC_BASIS_PREP

Select this check box to clear rows from ALLOC_BASIS_PREP that were not posted to the Allocation Basis Journal.

Table Window

This table window displays the records that failed to upload and provides an error description for each.

Upload the Allocation Basis Journal

Click to execute the upload process.

Processing Instructions

1. The application populates the ALLOC_BASIS_PREP table per the following layout:

Column No	Column Name	Costpoint Field Name	Data Type	Data Length	"R" (Required) / "O" (Optional) / "D" (Derived)
1	ACCT_ID	Account ID	VARCHAR2	15	R
2	ORG_ID	Organization	VARCHAR2	20	R
3	POOL_NO	Pool	NUMBER	10,0	R
4	CUR_BASE_UNITS_QTY	Current Base Units Quantity	NUMBER	16,4	R
5	YTD_BASE_UNITS_QTY	Year-To-Date Basis Units Quantity	NUMBER	16,4	R
6	PROJ_ID	Project	VARCHAR2	30	O
7	REF1_ID	Reference Number 1	VARCHAR2	20	O
8	REF2_ID	Reference Number 2	VARCHAR2	20	O

2. Execute this toolkit. Review the errors, if any. After correcting the errors for records that you want to upload, you have two options. The first option is to post the Allocation Journal for the records that successfully uploaded. You can then attempt to re-upload the records that were unsuccessful. The second option is to not post the successful records. You would then have to re-populate ALLOC_BASIS_PREP with the entire original selection of records before re-executing the toolkit. Process partial records only if you are using a standard cost service center. If you are using a year-to-date or current period service center, you must process all records together.

3. This screen populates the Manage Allocation Journal screen only with the units that are charged to each project, account, and organization. To populate the Journal with the remaining columns such as **Current Percentage, Current Allocation Amount,** and **Current Amount To Post**, you must run the

Compute/Print Pool Rates screen for the pools that have been uploaded. This can be completed separately or with your other pools during the normal cost and revenue process.

4. You can post the uploaded pools separately or in the normal process.