

# Deltek Costpoint®

Version 7.1.1 Preprocessor

A large, abstract graphic composed of several overlapping, semi-transparent blue polygons. The shapes are arranged to create a sense of depth and movement, with some areas appearing more solid than others. The colors range from a light sky blue to a deeper cerulean blue.

**June 30, 2016**



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# IMPORT PURCHASE ORDER VOUCHERS

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# Table of Contents

IMPORT PURCHASE ORDER VOUCHERS.....	1
PROCESSING DETAILS.....	<b>Error! Bookmark not defined.</b>
PROCESSING DETAILS.....	<b>Error! Bookmark not defined.</b>
Processing Details .....	9
INPUT FILES.....	17
INPUT FILES.....	<b>Error! Bookmark not defined.</b>
ERROR MESSAGES .....	<b>Error! Bookmark not defined.</b>
ERROR MESSAGES .....	<b>Error! Bookmark not defined.</b>
Error MESSAGES .....	23
DETAILED TABLE SPECIFICATIONS.....	37
DETAILED TABLE SPECIFICATIONS.....	<b>Error! Bookmark not defined.</b>
DETAILED TABLE SPECIFICATIONS.....	<b>Error! Bookmark not defined.</b>
ADDITIONAL INFORMATION ABOUT IMPORTED PO VOUCHERS .....	51
APPENDIX .....	53



## IMPORT PURCHASE ORDER VOUCHERS

Use this application to import accounts payable vouchers that are linked to Costpoint purchase orders. Although the primary function of this application is to create vouchers that can be posted to the general ledger, you can also use it to perform purchase order and receipt matching to verify that the amounts invoiced are being paid.

Costpoint reads and validates the specified input file, looks up purchasing information from the purchase order referenced by the invoice, performs 2- and 3-way matching, and generates voucher rows for posting. The application places invoices that contain fatal errors into a suspense file and generates an error report that lists all fatal and matching discrepancy errors.

This preprocessor does not process changes or deletions to existing purchase order vouchers.

- To view and edit the transactions loaded by this process, use the Manage Purchase Order Vouchers screen.
- To review the transactions loaded by this process, use the Print Voucher Edit Report screen.

After specifying your preferences in this screen, click the Action menu to start the importing process. You can use one of the following actions:

- **Process input file** — Select this action to read the input file, create temporary tables, validate records, and print the error report.
- **Process and print the report** — Select this action to import the rows from the temporary tables created by the process into the appropriate tables and print the report.

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

On the Configure Purchase Order Voucher Settings screen, you can establish the parameters for adding purchase order vouchers to Costpoint such as the exchange rate. On that screen, the **Exchange Rate Source** can be set as:

- **Purchase Order** — This indicates that the exchange rate information for the vouchers will come from the purchase order.
- **Invoice Date** — If this is set, the exchange rate information that falls on the invoice date (from input file) will be used for the vouchers.
- **Current Date** — If this is set, the exchange rate information to be used will be for the current date.

For the **Invoice Date** and **Current Date** settings, the Transaction Currency and Rate Group will come from the purchase order (PO) and the rate amount will come from the Manage Exchange Rates by Date application. The default Pay Currency is the one that is linked to the PO Vendor.

### Location

- Accounting
- Accounts Payable
- Accounts Payable Interfaces

### Related topics

INPUT FILES

PROCESSING DETAILS

ERROR MESSAGES

## DETAILED TABLE SPECIFICATIONS

## ADDITIONAL INFORMATION


## APPENDIX

## 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. Any page setup and print options are also included in the saved parameter ID. 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 on the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using 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 on the screen, you can override the defaults.

### Description

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

## Options

Use this group box to specify all the information needed to import purchase order vouchers from your input file into Costpoint.

### Input File

Use the fields in this group box to specify the data source file and its format. See Input Files for detailed information about file layouts and formatting requirements.

#### Format

From the drop-down list, select the format of the input file:

- **Fixed Length ASCII File** — Fixed-length files do not have delimiters to separate fields. Instead, each field in the file must contain the exact number of characters specified in the file layout. See Input Files for more information.
- **Delimited ASCII File** — Delimited files use a specified character, often a comma, to separate fields. Use the **File Delimiter** option to specify the character. Note that the fields must still be in the order described in the input file layout. See Input Files for more information.

#### File Delimiter


If you select the **Delimited ASCII File** setting for the **Format**, use this drop-down list box to specify the file delimiter:

- **Comma** — Select this option if the fields in the input file are separated by commas.
- **Other** — If the fields in the input file are separated by some character other than a comma, select this option and then enter the character in the unlabeled field to the right of this drop-down list box.


#### File Location

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



- In the **File Location** field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.
- 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 **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

### File Name

Use this field to enter, or click  to select, the input file you want to use. Your input file records can be one of the following types:


- **PO Voucher Header** — The information in this file populates the Voucher Header (VCHR\_HDR) table.
- **PO Voucher Line** — The information in this file populates the Voucher Lines (VCHR\_LN) table and its child table, Voucher Line Account (VCHR\_LN\_ACCT) if the PO voucher line account input file is not available.
- **PO Voucher Line Account** — The information in this file populates the Voucher Line Account (VCHR\_LN\_ACCT) table. It allows you to load multiple charge numbers for a single voucher line. This file type is optional.
- **PO Voucher Vendor Labor** — The information in this file populates the Voucher Vendor Labor (VCHR\_LAB\_VEND) table. This file type is optional.

You can process input files simultaneously. Costpoint renames input files with an extension of .OLD after processing.


## Accounting Period

Use the fields in this group box to select a default accounting period you want to use when the PO voucher header input file does not provide an accounting period for the voucher. If the PO voucher header input file does not provide an accounting period, and you do not establish a default accounting period with these fields, Costpoint uses the invoice date to determine the accounting period.


### Fiscal Year

Use this field to enter, or use  to select, the fiscal year for the default accounting period. If you select a fiscal year, you must also select a period and subperiod.

### Period

Use this field to enter, or use  to select, a period from the selected fiscal year. You must select a fiscal year before you can select a period.

### Subperiod

Use this field to enter, or use  to select, a subperiod from the selected fiscal year and period. You must select a fiscal year and period before you can select a subperiod.

### Starting Voucher Number

Use this field to enter a default starting voucher number you want to use when the PO voucher header input file does not provide a voucher number for the voucher, and the **Voucher Number Method** on the Configure Accounts Payable Voucher Settings screen is **Manual**. The number you enter must be low enough to accommodate all purchase order vouchers without numbers that are included in the input file; you cannot exceed 999,999,999.

If the purchase order voucher header does not have a voucher number and the **Voucher Number Method** on the Configure Accounts Payable Voucher Settings screen is **System**, Costpoint assigns voucher numbers automatically. If you enter a number in this field, this number overrides the number that Costpoint would normally assign.

If there are multiple vouchers within an input file, Costpoint assigns voucher numbers, based on the value you enter in this field plus 1, for subsequent vouchers that do not have voucher numbers in the input file records. If the derived voucher number is already used for a prior created voucher or exists in the VCHR\_HDR or VCHR\_HDR\_HS

table, Costpoint skips that number and increments the value you enter in this field by another 1, and so on until a unique voucher number for the user's company and PO voucher fiscal year is obtained.

The number you enter in this field does not affect the **Last System Voucher Number** field on the Configure Accounts Payable Voucher Settings screen, which is updated when Costpoint assigns voucher numbers automatically based on the preferences on the Configure Purchase Order Voucher Settings screen.

If there is no voucher number in the voucher header or in this field, and if Costpoint does not assign voucher numbers automatically, the voucher record is flagged with an error.

#### Default Organization Source

Use this drop-down list box to select how Costpoint determines the default organization for records in the input file that specify accounts but do not specify an organization. You can select one of the following options:

- **PO Line Organization** — Select this option to use the organization from the first purchase order line account row in the referenced purchase order line. If a purchase order line is not referenced, the information is taken from the first purchase order line.
- **Project Owning Organization** — Select this option to use the input file project to determine the organization. If there is no project in the input file, the organization associated with the first purchase order line account row for the referenced purchase order line is used.

This option is disabled if the **Charge Code Change** check box is cleared in the **Allow** group box on the Configure Purchase Order Voucher Settings screen.

#### Input Error Handling

Use this drop-down list box to select how Costpoint must proceed if an error occurs. The following options are available:

- **Process Valid Vouchers** — Select this option if you want Costpoint to list the error in the error file and continue to process all vouchers that do not have errors.
- **Process None** — Select this option if you want Costpoint to stop processing any vouchers in the input file, continue to validate all voucher records, and list all in the error file.

#### Expand Segmented IDs

Select this check box to insert zeros or spaces automatically as needed to expand project, account, organization, and reference ID segments in the input file that do not have enough characters. The preprocessor requires that all populated segments of these fields contain the maximum number of characters defined for that segment. Unpopulated segments do not have to be filled. Field segments are expanded as follows:

- If the field contains only numeric characters, Costpoint adds zeros to the left of the number until the required field length is reached. For example, if the project structure is '4.3.2', then the expansion of '1003.1.1' results in a project ID of '1003.001.01'.
- If the field contains any non-numeric characters, Costpoint adds spaces to the right of the number until the required field length is reached. For example, if the organization structure is '1.5.5.6', then the expansion of 'F.G.1' results in an organization ID of 'F.G. .00001', where the G is followed by four spaces.

Project ID segments cannot contain spaces. If a project ID segment contains any non-numeric characters, no expansion is possible.

#### Sales Tax Included in Vendor Labor Amounts

Select this check box if vendor labor amounts in the PO voucher labor input file include sales tax.

If you select this check box and sales tax or value added tax (VAT) applies to the voucher line, Costpoint uses the vendor labor amount in the input file to calculate the vendor labor amount and the sales tax amount. If the sum of all calculated (pre-tax) vendor labor amounts does not equal the sum of all extended amounts, Costpoint displays an error message.

For example, if the input file amount (included tax) is 550 and the tax rate is 10%, the vendor amount (excluded tax) is calculated as  $[550/(1 + 0.1)] = 500$ , and the tax amount is calculated as  $(500 \times 0.1) = 50$ .

#### Print error messages for vouchers that are discrepant, but not over discrepancy limit

Select this check box to print error messages for vouchers with discrepancies.


## Payment

Use this group box to specify payment/manual check, pay vendor, and associated A/P and cash account information.

### Pay Vendor Information

Use this group box to specify pay vendor and check information.

#### Pay Vendor

Use this field to enter, or use  to select, the pay vendor to override any pay vendor associated with the purchase order vendors. You can process multiple vouchers even if the purchase orders have different pay vendors. If the input file has multiple vouchers, Costpoint uses the accounts payable (A/P) and cash accounts entered in this group box for processing. If you do not data in this field, Costpoint uses the pay vendor and related information associated with the vouchers.


If the **Allow Different Pay Vendor** check box is not selected on the Configure Vendor Settings screen, this field is disabled.

If the **Allow Edits to Pay Vendor on Voucher** check box is not selected in the Defaults tab of the Manage Vendors screen for the PO vendor, and the pay vendor that you enter in this field is different from that on the purchase order, Costpoint generates a process validation error message.


#### Pay Vendor Name

This field displays the descriptive name of the vendor that you specify in the **Pay Vendor** field.

#### Cash Acct Desc

You must populate this field if you populated the **Pay Vendor** field. Use this field to enter, or use  to select, a cash account description from which account information is used for posting the created vouchers to the general ledger.

#### A/P Acct Desc

You must populate this field if you populated the **Pay Vendor** field. Use this field to enter, or use  to select, an A/P account description from which account information is used for posting the created vouchers to the general ledger.

If you specify a vendor in the **Pay Vendor** field, you must populate the **Cash Acct Desc** and **A/P Acct Desc** fields with valid accounts. Cash account and A/P account values can also exist for the vendor on the Defaults tab of the Manage Vendors screen. If you leave the **Pay Vendor** field blank, the **Cash Acct Desc** and **A/P Acct Desc** fields are disabled and multiple vouchers are processed using the existing cash and A/P accounts associated with each purchase order voucher.

### Check Information

Use the fields in this group box to enter the check number and cash disbursement posting information for this purchase order voucher.

#### Check Number

Use this field to enter the check number that was paid against this batch of vouchers. You can record only one manual check for the vouchers in this screen. If you enter a value in this field, you must also enter data in the **Check Date**, **Check Amount**, **Fiscal Year**, **Period**, and **Subperiod** fields.

If you issued more than one manual check for a voucher, enter a check's information in each field in this screen, post the voucher, and then record the other check(s) on the Manage Manual Checks screen. Depending on your preferences, you may find it useful to post the voucher and record all manual checks for the voucher on the Manage Manual Checks screen.

#### Check Date

Use this field to enter the date on which the check was issued.

**Check Amount**

Use this field to enter the amount of the check that was paid against this batch of vouchers in this optional field. If you used a manual check to pay multiple vouchers, the application records each portion/amount of the manual check separately against each individual voucher that was paid from that check. [Example](#).

For example, if a check paid two vouchers, one for \$1,000 and one for \$50, the total amount of the check is \$1,050.


However, when the manual check is recorded, the check amount is \$1,000 for the first voucher, and \$50 for the second voucher.

Note that each voucher can have more than one voucher line. For example, the \$50 voucher may consist of voucher lines for \$10, \$19, and \$21.


The check amount cannot be greater than the sum of all voucher net amounts created within that batch. If the check amount is less than the sum of the voucher amounts (for example, to allow for partial payment), Costpoint displays a warning message during process validation. If multiple vouchers are processed referencing the same check number, each voucher stores only the associated portion of that total check amount.

If you leave this field blank and you enter a value in the **Check Number** field, the process assigns a check amount that is determined by the sum of all voucher net amounts processed in that batch.


**Fiscal Year**

Use this field to enter, or use  to select, the fiscal year in which to record the check.

**Period**

Use this field to enter, or use  to select, the period in which to record the check.

**Subperiod**

Use this field to enter, or use  to select, the subperiod in which to record the check.

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- [Table Information](#)

The application updates or uses information from the following tables:

- W\_FUNC\_PARM\_CATLG
  - ORG
  - PO\_HDR
  - PO\_LN
  - PROJ
  - VCHR\_HDR
  - VCHR\_LAB\_VEND
  - VCHR\_LN
  - VCHR\_LN\_ACCT
  - VCHR\_LN\_RECPT\_LN
  - VCHR\_SETTINGS

This application uses the following worktables for processing:

- Z\_AOPPOVCH\_ERROR
- Z\_AOPPOVCH\_INPUT
- Z\_AOPPOVCH\_LASRUN
- Z\_VCHR\_HDR
- Z\_VCHR\_HDR\_INPUT
- Z\_VCHR\_LN
- Z\_VCHR\_LN\_ACCT
- Z\_VCHR\_LN\_INPUT



## Processing Details

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This topic describes additional processing performed on the purchase order voucher input files that is too complex to cover in the Detailed Table Specifications topic.

### Processing Details for Specific Fields

#### Voucher Number

If a voucher number exists in the PO voucher header input file, the preprocessor uses it when generating voucher rows after verifying that it does not already exist in the Voucher Header (VCHR\_HDR) and Voucher Header History (VCHR\_HDR\_HS) tables.

If there is no voucher number in the input file, Costpoint uses the number (if any) that was entered in the **Starting Voucher Number** field on the Import Purchase Order Vouchers screen to assign voucher numbers in sequence, starting with that number. If the derived voucher number is already used for a prior created voucher or exists in the VCHR\_HDR or VCHR\_HDR\_HS table, Costpoint skips that number and increments the **Starting Voucher Number** by another 1, and so on until a unique voucher number for the user's company and PO voucher fiscal year is obtained.

If there is no voucher number in the input file, and no **Starting Voucher Number** was entered on the preprocessor screen, and the **Voucher Number Method** on the Configure Accounts Payable Voucher Settings screen is **System**, Costpoint assigns the next available voucher number, and the **Last System Voucher Number** is updated with the new (last) sequential number.

If there is no voucher number in the input file, no **Starting Voucher Number** was entered on the preprocessor screen, and the **Voucher Number Method** on the Configure Accounts Payable Voucher Settings screen is **Manual**, Costpoint cannot assign a voucher number. The voucher record is flagged with an error.

#### 1099 Flag and Type

If the **Print 1099-MISC Form** check box is not selected, and the **1099 Type** code is blank in the **1099s** group box on the Header tab of the Manage Vendors screen, the voucher line's **1099 Type** column in the Account Distribution subtask of the Manage Purchase Order Vouchers screen is **N**. Conversely, if you select the **Print 1099-MISC Form** check box and the **1099 Type** code, this information loads into the voucher line for that vendor. You can edit the 1099 flag and type setting in the Account Distribution subtask of the Manage Purchase Order Vouchers screen.

#### Approval Status

If a purchase order voucher exceeds any of the discrepancy limits set on the Configure Purchase Order Voucher Settings screen, it will not be approved once the approval process is executed. However, if a purchase order voucher meets the approval criteria selected on the Configure Purchase Order Voucher Settings screen, it will be approved.

If you selected **Automatic** in the **Option** field in the **Approval Required** group box on the Configure Purchase Order Voucher Settings screen, the **Appr** (Approved) column on the Approve Vouchers screen is set to **Y** if neither the **Rcpt Discrepancy** field nor the **PO Discrepancy** field is over the discrepancy quantity percentage threshold specified in the Configure Purchase Order Voucher Settings screen. If **Limited** is selected in the **Option** field, the **Appr** (Approved) column is set to **Y** if the total invoice amount is less than or equal to the amount listed in the **PO Approval Req'd Above** field, and neither the **Rcpt Discrepancy** field nor the **PO Discrepancy** field is over the discrepancy quantity percentage threshold.

#### Extended Cost Amount

For each invoice line, you can enter either quantity and a unit cost, or an extended cost. If you enter a quantity greater than zero, the voucher extended cost equals the voucher line input file quantity multiplied by the voucher line input file unit cost. If you do not provide the unit cost in the input file, or if it is zero, Costpoint pulls the unit cost from the net unit cost amount on the purchase order line. If the quantity is zero or not given, the application uses the input file extended cost amount.

#### Pay Vendor and Payment Address

If the vendor on the purchase order is not the same **Pay Vendor** that is listed on the Defaults tab of the Manage Vendors screen, Costpoint assigns the default payment address code for that pay vendor, and verifies the **A/P Account Description** and **Cash Account Description** from that subtask for the pay vendor. The address code is assigned a **D** (Default) as the payment address in the **Pmt Addr** field in the table window of the Manage Vendors screen.

If no default payment address exists for that vendor, Costpoint verifies that there is only one address row for that vendor on the Manage Vendors screen that has a **Pmt Addr** of **Y**. If no payment address is indicated, a voucher is not created.

## PO Vendor

If vendor approvals are required in Configure Accounts Payable Settings, you must specify an approved vendor in order to create a purchase order voucher (VEND.VEND\_APPRVL\_CD = **A**).

## Sales/VAT Tax

If you provide a **Taxable Code** in the PO Voucher Line input file, Costpoint uses it to set the taxable flag (VCHR\_LN.TAXABLE\_FL). A **Taxable Code** of **S** (sales tax) or **U** (use tax) sets the taxable flag to **Y**. A **Taxable Code** of **N** (not taxable) sets the taxable flag to **N**.

If **Taxable Code** is not included in the input file, the **Sales/VAT Tax Default** selection on the Configure Purchase Order Voucher Settings screen determines whether the line is taxed. If the default tax source is the purchase order line and the invoice line references a purchase order line, the purchase order voucher line and purchase order voucher line account taxable flags are loaded from the purchase order line taxable flag. If no purchase order line is referenced, the taxable flag from the purchase order line charge type loads for the purchase order voucher line miscellaneous line charge type.

If the default tax source is the item type and the referenced purchase order line has a line type of **Part**, **Good**, or **Service**, voucher taxable flags load from the **Taxable** group box settings on the Configure Product Definition Settings screen. If the purchase order line is a miscellaneous line, or if no purchase order line is referenced, the tax source loads with the taxable flag of that purchase order line's miscellaneous line charge type. If the default tax source is always taxable, all voucher taxable flags are set to **Y**. If the default tax source is always non-taxable, all voucher taxable flags are set to **N**.

If a voucher line is taxable, and there is no **Taxable Amount** in the PO voucher line input file, Costpoint calculates the voucher line and voucher line account sales tax amount by multiplying the purchase order line sales tax by the extended cost amount. The sales tax code is loaded for the ship ID code on the purchase order line. The following explains what happens if a voucher line is taxable and there is taxable amount in the PO voucher line input file:

- Upon processing, if the voucher line is taxable (VCHR\_LN.TAXABLE\_FL = Y) and sales tax is applicable (VCHR\_LN.TAXABLE\_CD = S), Costpoint uploads the value of the tax amount (if non-zero) from the input file (or staging table) to the VCHR\_LN.TRN\_SALES\_TAX\_AMT column.
- Upon processing, if the voucher line is taxable (VCHR\_LN.TAXABLE\_FL = Y) and use tax is applicable (VCHR\_LN.TAXABLE\_CD = U), Costpoint uploads the value of the tax amount (if non-zero) from the input file to the VCHR\_LN.TRN\_USE\_TAX\_AMT column.

If the invoice line does not reference a purchase order line, the voucher line is assumed to be non-taxable.

## Terms Calculations

Payment terms are specified on the purchase order. Standard voucher logic determines due dates, and discount dates, amounts, and rates based on the set terms.

## Exchange Rate

The exchange rate information that will be loaded on this screen will depend on the selection made in the **Exchange Rate Source** field on the Configure Purchase Order Voucher Settings screen.

When the **Exchange Rate Source** selected is:

- **Purchase Order** — all exchange rate information will come from the purchase order (PO).
- **Invoice Date** — the default Transaction Currency and Rate Group will come from the PO. The default Pay Currency is linked to the PO vendor. The Invoice Date will come from the input file.
- **Current Date** — the default Transaction Currency and Rate Group will come from the PO. The default Pay Currency is linked to the PO vendor. The default rate date is the current date.

If the exchange rate source is either **Invoice Date** or **Current Date**, you can modify all fields related to exchange rate except for the **Transaction Currency**.

## Processing Details for PO Voucher Vendor Labor Input Files

### Vendor Employee ID

The **Vendor Employee ID** value is taken from the input file, if available. The combination of the **Vendor ID** from the header record and the **Vendor Employee ID** from the Vendor Labor record must exist in the Vendor Employee table (the Vendor Employees block of the Manage Vendors screen). When you enter a vendor employee, the Project Labor Category (PLC) default resets based on whether that vendor employee has a default PLC. If you entered a vendor employee, the validation for PLC includes the vendor employee.



### Project Labor Category

The **Project Labor Category** value is taken from the input file, if available, or it can be derived from the Assign PLC to Employee Work Force screen for the project and vendor ID combination. The **Project** is taken from the purchase order line account that the invoice line references.

A **Project** is required before you can enter a PLC, and the PLC must exist in the Billing Labor Category table (the Manage Project Labor Categories (PLC) screen). If a work force is not required for the project, Costpoint looks for the project in the Project Labor Category table (the Link Project Labor Categories to Projects screen). If it finds the project, the project and PLC combination must exist in the Project Labor Category table. If a work force is required for the project, the work force project, vendor ID, and PLC combination must exist in the Project Vendor Labor Category table. If the PO line referenced by the invoice line has more than one PO\_LN\_ACCT row and more than one project is referenced on that purchase order line, Costpoint returns an error.

### General Labor Category

The General Labor Category value is taken from the GLC record in the PO voucher vendor labor input file, if available. If the GLC record is not available, Costpoint uses the Vendor Employee ID record as reference to derive the default associated GLC from the Vendor Employees user flow of the Manage Vendors screen. If the PO voucher vendor labor input file has both GLC and Vendor Employee ID records, Costpoint uses the GLC data.

## Processing Details for Voucher Line Accounts

Costpoint can load voucher line accounts directly from the optional PO voucher line account input file. This allows you to load multiple project/account/organization (PAO) charge lines and allocation amounts for each voucher line.

If you do not provide a line account input file, Costpoint creates line account records using information in the PO Voucher Line input file in combination with information from the referenced PO. If the voucher line record includes PAO information, Costpoint creates only one VCHR\_LN\_ACCT record for that voucher line, no matter how many PO\_LN\_ACCT records exist for the designated PO line. If PAO data exists both in the voucher line and voucher line account input file, Costpoint imports the PAO data from the voucher line account input file.

If the voucher line input file does not include an account ID, the preprocessor ignores the input file project and organization values for all purposes. If the input file record includes an account ID but no project, the project remains null on the created VCHR\_LN\_ACCT, even if there is a project ID in PO\_LN\_ACCT.

All POA information, whether supplied by the input file or derived from other tables, must undergo all standard PAO validation applicable to a PO voucher. Failed validations display on the Error Message Report.

PO Voucher Line and PO Voucher Line Account input file records must either reference a valid PO line, or include a **Line Charge Code**.

- If the PO voucher line input file references a purchase order line, and the **Charge Code Change** option on the Configure Purchase Order Voucher Settings screen is selected so that you cannot override the PO's project/account/organization (PAO) information on the PO voucher (VCHR\_SETTINGS.PO\_VCHR\_CHNG\_FL = **N**), or if the PO voucher line input file does not have a populated account, then the voucher line account rows(s) are populated using the same PAO information found on the PO\_LN\_ACCT row(s). If multiple PO\_LN\_ACCT rows exist for the selected PO\_LN, the same number of rows must be set up in VCHR\_LN\_ACCT. The vouchered amounts for that line are calculated with PO\_LN\_ACCT.CST\_AMT\_PCT\_RT.
- If the PO voucher line input file references a purchase order line, and the **Charge Code Change** option on the Configure Purchase Order Voucher Settings screen is not selected so that you can override the purchase order's PAO information on the purchase order voucher (VCHR\_SETTINGS.PO\_VCHR\_CHNG\_FL = **Y**), and if the PO voucher line input file has a populated account, then the input file record can override part or all of the PO\_LN\_ACCT information on the VCHR\_LN\_ACCT. In this case, the account and project are pulled from the input file record.

If an organization is also included in the PO voucher line input file record, it is also included in the new VCHR\_LN\_ACCT. If an organization does not exist in the PO voucher line input file record, and you selected the **PO Line Organization** option from the preprocessor screen's **Default Organization Source** drop-down list, the organization ID is pulled from the first PO\_LN\_ACCT row (lowest sub-key) for the designated PO line.

If an organization does not exist in the PO voucher line input file record, and you selected the **Project Owning Organization** option from the parameter screen's **Default Organization Source** drop-down list, the PROJ.ORG\_ID for the project ID supplied in the PO voucher line input file record is used. If you selected the **Project Owning Organization** option, but there is no project in the input file record, the preprocessor pulls the organization ID from the first PO\_LN\_ACCT row for the designated PO line.

- If the PO voucher line account input record does not reference a purchase order line, and an account is entered, the Costpoint pulls the account and project from the PO voucher line input file record. If an organization is also included in the PO voucher line account input file record, it is also included in the new VCHR\_LN\_ACCT. If an organization does not exist in the PO voucher line account input file record, and the **Use Project Owning Org** option is selected, Costpoint uses the input file's PROJ\_ORG\_ID to populate the VCHR\_LN\_ACCT.ORG\_ID. If an organization does not exist in the input file record, and the **Use PO Line Org** option is selected, the preprocessor uses the first PO line's PO\_LN\_ACCT.ORG\_ID to populate the VCHR\_LN\_ACCT.ORG\_ID.

If a purchase order line is not referenced and no account is entered on the PO voucher line input file record, and a PO voucher line account input file is not available, a single VCHR\_LN\_ACCT row is derived as follows:

1. For the voucher's PO ID and release, the preprocessor looks up the first PO line (lowest PO\_LN\_KEY).
2. The preprocessor uses the first PO\_LN\_ACCT (lowest sub-key) for that line and pulls the PROJ\_ID, ORG\_ID, PROJ\_ABBRV\_CD, ORG\_ABBRV\_CD, REF1\_ID, and REF2\_ID to use in the VCHR\_LN\_ACCT.
3. If the PROJ\_ID is not null, it pulls the VCHR\_LN\_ACCT\_ID from the LN\_CHG\_TYPE.DFLT\_PROJ\_ACCT\_ID. If the PROJ\_ID is null, it uses the LN\_CHG\_TYPE.DFLT\_NP\_ACCT\_ID.

## Processing Voucher Discrepancies

Costpoint calculates the discrepancy amounts and percents for each voucher. It compares these amounts and percents against the thresholds set up on the Configure Purchase Order Voucher Settings screen. If the voucher header discrepancy, or any voucher line discrepancies, are over the limits established on the Configure Purchase Order Voucher Settings screen, Costpoint displays a message. If no discrepancies are over the established limits, but the header and/or at least one line has a discrepancy amount or percentage greater than zero, Costpoint displays a message that the discrepancies are under the indicated settings.

Costpoint performs several discrepancy checks on a voucher. One is performed at the header level, and four are performed at the line level. It does not perform unit price and quantity discrepancy checks if the associated purchase order line has a zero or negative quantity and net unit price. It does not perform discrepancy checking on any line that does not reference a PO line. Costpoint calculates the discrepancies as follows:

Discrepancy Check	Table.Column	Match	Calculation	Notes
Total PO Discrepancy Amount	VCHR_HDR. DISCR_PO_TOT_AMT	2- or 3- Way Match	Total PO Discrepancy Amount = Original PO Header Vouchered Amount + PO Voucher Header Invoice Amount - PO Total Amount.  If the <b>Include Sales/VAT Tax</b> check box is not selected on the Configure Purchase Order Voucher Settings screen, the Total PO Discrepancy Amount = Original PO Vouchered Amount + (PO Voucher Invoice Amount - Voucher Header Sales Tax Amount) - (PO Total Amount - PO Sales Tax Amount).	Costpoint compares the Total PO Discrepancy Amount to the PO discrepancy threshold on the Configure Purchase Order Voucher Settings screen.
Unit Price Discrepancy Percent	VCHR_LN. DISCR_UNIT_PRC_RT	2- or 3- Way Match	Voucher Line Unit Price Discrepancy Percent = (PO Voucher Line Unit Cost - PO Line Net Unit Cost Amount) / (PO Line Net Unit Cost Amount).  If the PO Voucher Line Unit Cost = 0 or the PO line net unit cost amount = 0, the Voucher Line Unit Price Discrepancy Percent is set to 0.	Costpoint compares the Voucher Line Unit Price Discrepancy Percent to the unit cost percent discrepancy threshold on the Configure Purchase Order Voucher Settings screen.
Unit Price	VCHR_LN.	2- or 3-	PO Voucher Line Unit Price Discrepancy	Costpoint compares the

# IMPORT PURCHASE ORDER VOUCHERS

Discrepancy Amount	DISCR_UNIT_PRC_AMT	Way Match	<p>Amount = PO Voucher Line Unit Cost - PO Line Net Unit Cost Amount.</p> <p>If the PO Voucher Line Unit Cost or PO line Net Unit Cost Amount = 0, the PO Voucher Line Unit Price Discrepancy Amount is set to 0.</p>	PO Voucher Line Unit Price Discrepancy Amount to the unit cost amount discrepancy threshold on the Configure Purchase Order Voucher Settings screen.
Quantity Discrepancy Percent	VCHR_LN. DISCR_QTY_RT	2-Way Match	<p>Voucher Line Quantity Discrepancy Percent = (Original PO Line Vouchered Quantity + PO Voucher Line Invoice Qty - PO Line Order Quantity) / PO Line Order Quantity.</p> <p>If the PO Line Order Quantity = 0, the Voucher Line Quantity Discrepancy Percent is set to 0.</p>	Costpoint compares the Voucher Line Quantity Discrepancy Percent to the quantity percent discrepancy threshold on the Configure Purchase Order Voucher Settings screen (both 2- and 3-Way Matches).
Quantity Discrepancy Percent	VCHR_LN. DISCR_QTY_RT	3-Way Match	<p>Voucher Line Quantity Discrepancy Percent = (Original PO Line Vouchered Quantity + PO Voucher Line Invoice Qty - PO Line Accepted Quantity - PO Line Rejected but Pay Quantity) / (PO Line Accepted Quantity + PO Line Rejected but Pay Quantity).</p> <p>If the PO Line Order Quantity = 0, the Voucher Line Quantity Discrepancy Percent is set to 0; otherwise, if the PO Line Accepted Quantity + PO Line Rejected but Pay Quantity = 0, the Voucher Line Quantity Discrepancy Percent is set to 100.</p>	
Total PO Line Discrepancy Amount	VCHR_LN. DISCR_TOT_AMT	2-Way Match	<p>Voucher Line Total Discrepancy Amount = Original PO line Vouchered Amount + ((PO Voucher Line (Invoice Qty * Unit Cost) or Extended Cost) * (1+PO Line Sales Tax Rate)) - PO line Total Amount.</p> <p>The Extended Cost is used if Invoice Qty and Unit Price are null or zero.</p> <p>If the <b>Include Sales/VAT Tax</b> check box is not selected on the Configure Purchase Order Voucher Settings screen, Costpoint subtracts any calculated voucher sales tax from the PO line and PO header vouchered amount. The Voucher Line Total Discrepancy Amount = Original PO Line Vouchered Amount + (PO Voucher Line (Invoice Qty * Unit Cost) or (Extended Cost)) - (PO Line Total Amount - PO Line Sales Tax Amount - PO Line Tax Charge Amount)).</p>	Costpoint compares the Voucher Line Total Discrepancy Amount to the PO Line discrepancy threshold amount on the Configure Purchase Order Voucher Settings screen (both 2- and 3-Way Matches).
Total PO Line Discrepancy Amount	VCHR_LN. DISCR_TOT_AMT	3-Way Match	<p>PO Voucher Line Total Discrepancy Amount = Original PO Line Vouchered Amount + (((PO Voucher Line (Invoice Qty * Unit Cost) or (Extended Cost)) * (1+PO Line Sales Tax Rate)) - ((PO Line Accepted Amount + PO Line Rejected but Pay Amount) * (1+PO line</p>	

		<p>sales tax rate))) - PO Line Charge Amount - PO Line Charge Tax Amount.</p> <p>The Extended Cost is used if Invoice Qty and Unit Price are null or zero.</p> <p>If the <b>Include Sale /VAT Tax</b> check box is not selected on the Configure Purchase Order Voucher Settings screen, the Voucher Line Total Discrepancy Amount = Original PO Line Vouchered Amount + (PO Voucher Line (Invoice Qty * Unit Cost) or (Extended Cost)) - (PO Line Accepted Amount + PO Line Rejected but Pay Amount) - PO Line Charge Amount.</p>	
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## Receipt Discrepancy Processing

This function allows you to specify a single warehouse or receipt ID on the voucher header input file. This allows Costpoint to search for a specific receipt for the vouchered purchase order and compare a voucher line's invoice quantity/amount, along with previously entered invoiced quantity for that warehouse or receipt, against the total receipt lines accepted or rejected pay quantities to determine if a discrepancy exists.

You can only specify one warehouse or receipt per voucher. Also, this feature does not support the entry of receipt and acceptance information directly from the voucher.

When a voucher line is successfully saved, the preprocessor creates a new VCHR\_LN\_RECPT\_LN record for any voucher lines that were saved against a purchase order line that requires 3-way individual matching.

For each such purchase order line, the preprocessor finds the associated receipt line having a **Receipt ID** equal to that specified in the voucher header input file (if available). Costpoint verifies the following:

- $RECPT\_LN.PO\_ID = VCHR\_HDR.PO\_ID$
- $RECPT\_LN.PO\_RLSE\_NO = VCHR\_HDR.PO\_RLSE\_NO$
- $RECPT\_LN.PO\_LN\_KEY = VCHR\_LN.PO\_LN\_KEY$
- $RECPT\_LN.RECPT\_KEY = RECPT\_KEY$  corresponding to the RECEIPT\_ID in the input file header.

Then Costpoint calculates the discrepancies as follows:

1. For each such receipt line, find the total quantity that is eligible for voucher payment. This is quantity A. Calculate A as the receipt line accepted + rejected/pay quantity ( $RECPT\_LN.ACCEPT\_QTY + RECPT\_LN.REJ\_PAY\_QTY$ ).
2. For each such receipt line, calculate the total quantity that has been vouchered against it. This is quantity B. Calculate B as the sum of the current voucher line input file quantity and previously vouchered quantities for that receipt line.

Previously vouchered quantities for a particular receipt line are obtained from the sum of VCHR\_LN\_RECPT\_LN.VCHRD\_QTY for rows with a matching PO\_LN\_KEY and RECPT\_KEY combination. (Use the RECPT\_HDR.RECPT\_KEY that corresponds to the input file header RECPT\_ID.)

3. For each PO line that requires matching to the individual receipts, compare A to B. This provides the discrepancy quantity, if any.

Discrepancy Qty = B-A

Discrepancy Qty Percent = (B-A)/A

Costpoint then assigns a voucher header receipt discrepancy code (VCHR\_HDR.S\_RCPT\_DISCR\_CD) as follows:

- If the receipt line has a discrepancy, and the discrepancy quantity percent is over the discrepancy quantity percent threshold (VCHR\_SETTINGS.DISCRTY\_RT), Costpoint sets the discrepancy code to **O**.
- If there is at least one receipt line with a discrepancy, but all of the lines are below the discrepancy quantity percent threshold, Costpoint sets the discrepancy code to **U**.

- If no receipt discrepancy exists, or if no receipt matching is required, Costpoint sets the discrepancy code to **N**.

Depending on the header receipt discrepancy code, updates to the voucher approval status may be needed as follows:

- If the VCHR\_HDR.S\_PO\_DISCR\_CD = O, S\_RCPT\_DISCR\_CD = O or the HOLD\_VCHR\_FL = Y, Costpoint the VCHR\_HDR. APPRVD\_FL = N.
- If the VOUCHER\_SETTINGS.S\_AUTO\_APPRV\_PO\_CD = A (automatic), Costpoint changes the approved flag of the voucher to Y if neither the S\_RCPT\_DISCR\_CD or S\_PO\_DISCR\_CD is set to O. If either of these codes = O, Costpoint sets the Approved flag to N.
- If the VOUCHER\_SETTINGS.S\_AUTO\_APPRV\_PO\_CD = L (limited), Costpoint changes the approved flag of the voucher to Y if the total invoice amount is less than or equal to the VOUCHER\_SETTINGS.PO\_APPRVL\_REQD\_AMT and neither the S\_RCPT\_DISCR\_CD nor S\_PO\_DISCR\_CD is set to O for the voucher. If these conditions are not met, Costpoint sets the Approved flag to N.
- If the approved flag is set to Y, Costpoint sets the APPRVL\_DTT to the system date/time and the APPRVL\_USER\_ID to the user ID executing the process.

## Miscellaneous Processing Details

- When you save a voucher, Costpoint updates voucher quantities and amounts on the purchase order header and purchase order line. It may also update the purchase order line and header status for 2-way match lines.
- If the purchase order line being invoiced has a 2-way match line, the status of the purchase order line is set to **S** if the total vouchered quantity is greater than or equal to the order quantity, and the order quantity is greater than zero. If the purchase order line is a 2-way match line with an order quantity of zero, the status of the line is changed to **S** if the vouchered amount is greater than or equal to the purchase order line total amount. The invoice date is loaded in as the PO line purchase order closing date (PO\_LN.PO\_LN\_CLOSE\_DT).
- If the transaction currency and functional currency are different, Costpoint adds the **Total Before Discount Amount** (PO\_LN.TOT\_BEFO\_DISC\_AMT) for each PO line to the **PO Line Vouchered Amount** (PO\_LN.VCHRD\_AMT) and **Transaction Currency Vouchered Amount** (TRN\_VCHRD\_AMT) columns. The invoice quantities for each PO line's voucher line is added to the **Vouchered Quantity** (VCHRD\_QTY). The sum of all invoiced amounts (TOT\_BEFO\_DISC\_AMT) for that PO, including invoice lines that do not reference PO lines, is added to the **PO Header Vouchered Amount** (PO\_HDR.VCHRD\_AMT) and **Transaction Currency Vouchered Amount** (TRN\_VCHRD\_AMT).
- If the **Include Sales/VAT Tax** check box is not selected on the Configure Purchase Order Voucher Settings screen and the line is a zero quantity 2-way match line, Costpoint subtracts the purchase order line sales tax amount and purchase order line charge tax amount from the purchase order line when it is compared to the vouchered amount to determine whether the line should be system-closed.
- If a line status is changed to **S**, the application checks all other lines on the PO. If they all have a status of **S**, **C**, or **V**, the status of the purchase order header is changed to **S**.



## INPUT FILES

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The Import Purchase Order Vouchers preprocessor supports the following input file types:

- **PO Voucher Header** — This input file type is required. The information in this file populates the Voucher Header (VCHR\_HDR) table.
- **PO Voucher Line** — This input file type is required. The information in this file populates the Voucher Lines (VCHR\_LN) table and its child table, Voucher Line Account (VCHR\_LN\_ACCT).
- **PO Voucher Line Account** — This input file type is optional. The information in this file populates the Voucher Line Account (VCHR\_LN\_ACCT) table. It allows you to load multiple charge numbers for a single voucher line.
- **PO Voucher Vendor Labor** — This input file type is optional. The information in this file populates the Voucher Vendor Labor (VCHR\_LAB\_VEND) table. This file type is optional. It allows you to load vendor labor voucher information.
- **PO Voucher Vendor Labor Details Record** — This input file type is optional. The information in this file captures the timesheet information for labor that has been reported.

You can process input files simultaneously. Costpoint renames input files with an extension of .OLD after processing.

### File Format Tips

- Deltek recommends that you use .TXT and .CSV file-naming conventions.
- Each PO voucher header input file record must have at least one PO voucher line input file record, and a PO voucher line input file record must have a corresponding PO voucher header input file record. Similarly, each PO voucher vendor labor input file record and each PO voucher line account input file record requires a matching PO voucher line input file record.
- PO voucher line records must physically follow their corresponding PO voucher header input file record, with no other records for another invoice in between. Invoice IDs determine which line records belong to which header record.
- If you use a PO voucher vendor labor input file, the records for each voucher/voucher line combination must begin with a subline number (SUB\_LN\_NO) of '1' and be numbered sequentially.
- If you use delimited input files, fields are separated by a comma or some other character. The delimiter must not be a character that is used for data in the input file. For example, you would not use a hyphen as a delimiter because date fields also contain hyphens. When the preprocessor encounters the declared delimiter, the delimiter is interpreted as the end of the input field.
- If you use fixed-length input files, you must fill every position with either an appropriate character or a space. It is not necessary to zero-fill numbers; you can use spaces to maintain the proper format. Numeric fields should be right justified; character fields should be left justified. If an optional column in an input file is not populated, you must include the required number of spaces for that column before entering data for the next column. As an exception, if there are empty columns at the end of the last record in the file, it is not necessary to populate them.
- Every row must end with a carriage return and a line feed. As an exception, the last record in the file does not have to be followed with a carriage return and line feed.
- Input file fields defined as dates in Costpoint must be 10 characters and in the YYYY-MM-DD format, with a four-character year (including century), month (01-12), and day (01-31). Year, month, and day must be separated by hyphens (-).
- Input file field types are alphanumeric or characters (VARCHAR), numeric (DECIMAL, SMALLINT, and INTEGER), and date. The maximum for the 14,4 decimal value is 9,999,999,999.9999, and the maximum for 14,2 is 999,999,999,999.99. (These commas should not be included in the input file.)
- For international users, the data can contain non-English characters, provided they are in the ASCII character set. Before you create an ASCII text (.TXT) file, be sure that your keyboard language is set to 'EN' (United States English) to prevent the application from generating errors.

### PO Voucher Header Input File

Seq. No.	Column Name	Costpoint Table/Column	Type	Length	Starting Position	Ending Position	Required or Optional
1	Record Type	N/A	Character (H for Header)	1	1	1	Required
2	Invoice Number	VCHR_HDR.INVC_ID and VCHR_LN.INVC_ID	Alphanumeric	15	2	16	Required
3	Invoice Date	VCHR_HDR.INVC_DT	Date	10	17	26	Required
4	Invoice Amount	VCHR_HDR.TRN_INV_C_AMT	Decimal (14,2)	16	27	42	Required
5	PO Number	VCHR_HDR and VCHR_LN.PO_ID	Alphanumeric	10	43	52	Required
6	PO Release	VCHR_HDR and VCHR_LN.PO_RLSE_NO	Numeric	3	53	55	Required
7	Voucher Number	VCHR_HDR and VCHR_LN.VCHR_NO	Numeric	10	56	65	Optional
8	Fiscal Year	VCHR_HDR.FY_CD	Alphanumeric	6	66	71	Optional
9	Period	VCHR_HDR.PD_NO	Numeric	2	72	73	Optional
10	Sub Period	VCHR_HDR.SUB_PD_NO	Numeric	2	74	75	Optional
11	Header Notes	VCHR_HDR.NOTES	Alphanumeric	254	76	329	Optional
12	Retainage Percentage	VCHR_HDR.RTN_RT	Decimal (5,4)	5	330	334	Optional
13	Warehouse	VCHR_HDR.DFLT_WHSE_ID	Alphanumeric	8	335	342	Optional
14	Receipt ID	VCHR_HDR.DFLT_RECPT_ID	Alphanumeric	10	343	352	Optional
15	Packing Slip	VCHR_HDR.DFLT_PS_ID	Alphanumeric	15	353	367	Optional
16	Debit Memo	VCHR_HDR.DM_FL	Alphanumeric	1	368	368	Optional



## PO Voucher Line Input File

Seq. No.	Column Name	Costpoint Table/Column	Type	Length	Starting Position	Ending Position	Required or Optional
1	Record Type	N/A	Character (L for Line)	1	1	1	Required
2	Invoice Number	N/A. Used to link to header.	Alphanumeric	15	2	16	Required
3	Invoice Line Number	VCHR_LN.VCHR_LN_NO	Numeric	4	17	20	Required
4	PO Line Number	VCHR_LN.PO_LN_NO (to link to PO_LN)	Numeric	4	21	24	Optional
5	Line Charge Code	VCHR_LN.MISC_LN_CHG_TYPE	Alphanumeric	6	25	30	Optional
6	Invoice Quantity	VCHR_LN.QTY	Decimal (14,4)	14	31	44	Optional
7	Unit Cost	VCHR_LN.TRN_UNIT_CST_AMT	Decimal (14,4)	16	45	60	Optional
8	Extended Cost	VCHR_LN.TRN_EXT_CST_AMT	Decimal (14,2)	16	61	76	Optional
9	Line Notes	VCHR_LN.NOTES	Alphanumeric	254	77	330	Optional
10	Account	VCHR_LN_ACCT.ACCT_ID	Alphanumeric	15	331	345	Optional
11	Organization	VCHR_LN_ACCT.ORG_ID	Alphanumeric	20	346	365	Optional
12	Project	VCHR_LN_ACCT.PROJ_ID	Alphanumeric	30	366	395	Optional
13	Reference 1	VCHR_LN_ACCT.REF1_ID	Alphanumeric	20	396	415	Optional
14	Reference 2	VCHR_LN_ACCT.REF2_ID	Alphanumeric	20	416	435	Optional
15	Taxable Code	VCHR_LN.S_TAXABLE_CD, VCHR_LN_ACCT.S_TAXABLE_CD	Alphanumeric	1	436	436	Optional
16	Tax Amount	VCHR_LN.TRN_SALES_TAX_AMT (for sales tax/VAT); VCHR_LN.TRN_USE_TAX_AMT (for use tax)	Decimal (14,2)	16	437	452	Optional

**PO Voucher Line Account Record Input File**

Seq. No.	Column Name	Costpoint Table/Column	Type	Length	Starting Position	Ending Position	Required or Optional
1	Record Type	N/A	Character ( <b>A</b> for <b>Account</b> )	1	1	1	Required
2	Invoice Number	N/A. Used to link to header.	Alphanumeric	15	2	16	Required
3	Invoice Line Number	N/A. Used to link to line.	Numeric	4	17	20	Required
4	Account Line Number	N/A. Used to link to account line.	Numeric	4	21	24	Required
5	Allocation	VCHR_LN_ACCT.CST_AMT_PCT_RT	Decimal (5,4)	6	25	30	Optional
6	Amount	VCHR_LN_ACCT.CST_AMT_PCT_RT	Decimal (14,2)	15	31	45	Optional
7	Account	VCHR_LN_ACCT.ACCT_ID	Alphanumeric	15	46	60	Required
8	Organization	VCHR_LN_ACCT.ORG_ID	Alphanumeric	20	61	80	Optional
9	Project	VCHR_LN_ACCT.PROJ_ID	Alphanumeric	30	81	110	Optional
10	Reference 1	VCHR_LN_ACCT.REF1_ID	Alphanumeric	20	111	130	Optional
11	Reference 2	VCHR_LN_ACCT.REF2_ID	Alphanumeric	20	131	150	Optional

**PO Voucher Vendor Labor Input File**

Seq. No.	Column Name	Costpoint Table/Column	Type	Length	Starting Position	Ending Position	Required or Optional
1	Record Type	N/A	Character ( <b>V</b> for <b>Vendor</b> )	1	1	1	Required
2	Invoice Number	N/A. Used to link to header.	Alphanumeric	15	2	16	Required
3	Invoice Line Number	N/A. Used to link to line.	Numeric	4	17	20	Required
4	Vendor Labor Subline	VCHR_LAB_VEND.SUB_LN_NO	Numeric	4	21	24	Required

## IMPORT PURCHASE ORDER VOUCHERS

	Number						
5	Vendor Empl ID	VCHR_LAB_VEND.VEND_EMPL_ID	Alphanumeric	12	25	36	Optional
6	General Labor Category	VCHR_LAB_VEND.GENL_LAB_CAT_CD	Alphanumeric	6	37	42	Optional
7	Project Labor Category	VCHR_LAB_VEND.BILL_LAB_CAT_CD	Alphanumeric	6	43	48	Optional
8	Vendor Hours	VCHR_LAB_VEND.VEND_HRS	Decimal (14,2)	16	49	64	Required
9	Vendor Amount	VCHR_LAB_VEND.VEND_AMT	Decimal (14,2)	16	65	80	Required
10	Effective Bill Date	VCHR_LAB_VEND.EFFECT_BILL_DT	Date	10	81	90	Optional
11	Timesheet Date	VCHR_LAB_VEND.TS-DT	Date	10	91	100	Optional
12	Comments	VCHR_LAB_VEND.NOTES	Alphanumeric	254	101	354	Optional

## PO Voucher Vendor Labor Details Input File

Seq. No.	Column Name	Costpoint Table/Column	Type	Length	Starting Position	Ending Position	Required or Optional
1	Record Type	N/A	Character (T for Timesheet)	1	1	1	Required
2	Invoice Number	N/A	Character	15	2	16	Required
3	Invoice Line Number	N/A	Numeric	4	17	20	Required
4	Vendor Labor Subline Number	VCHR_LAB_VEND_TS.LAB_SUB_LN_NO	Numeric	4	21	24	Required
5	Vendor Detail Subline Number	N/A	Numeric	4	25	28	Required

6	Timesheet Hours Date	VCHR_LAB_VEND_TS.TS_HRS_DT	Date	10	29	38	Optional
7	Pay Type	VCHR_LAB_VEND_TS.PAY_TYPE	Character	3	39	41	Optional
8	Hours	VCHR_LAB_VEND_TS.VEND_HRS	Decimal	16	42	57	Optional
9	Rate	VCHR_LAB_VEND_TS.TRN_LAB_RT_AMT	Decimal	16	58	73	Optional
10	Comments	VCHR_LAB_VEND_TS.NOTES	Alphanumeric	25	74	327	Optional

## Error MESSAGES

Errors are either fatal or non-fatal.

- A fatal error on an input file prevents all records from processing or only allows valid records to process depending on your selection in the **Input Error Handling** drop down list box on the Import Purchase Order Vouchers screen. Input file records that are not processed because of one or more fatal errors are written to a separate ASCII error suspense file that is similar in format to the input file. The error file contains rows that are not processed and that are moved to the error file in the same format in which they were originally saved.
- A non-fatal error, such as a discrepancy error, causes a message to display on the error report and may affect the status of the voucher, but Costpoint still creates the voucher.

The error file is in the same path as the input file and named **PVMMDDYY.ERR** (with MMDDYY the date on which the process ran).

- If that file already exists, Costpoint appends the new errors to the file.
- If that file does not exist, Costpoint creates the file.

You can modify the problem data with a text editor.

Some error messages display only if you selected the **Print error messages for vouchers that are discrepant, but not over discrepancy limit** check box on the Import Purchase Order Vouchers screen. These are indicated in the **Notes** column in the tables below.

After you run this preprocessor, you must make any changes to these vouchers in the source system.

The following tables outline the error conditions and messages that can display.

### All Input Files

Column	Error Condition	Fatal	Message	Notes
All Required Fields	Required field is not supplied in the input file.	Y	The XXXXXXXXXXXX field must be entered.	
Line Type	The <b>Line Type</b> is not equal to <b>A</b> , <b>H</b> , <b>L</b> , <b>V</b> or <b>T</b> .	Y	Input File Line Type must be <b>A</b> , <b>H</b> , <b>L</b> , <b>V</b> , or <b>T</b> .	

### PO Voucher Header Input File

Column	Error Condition	Fatal	Message	Notes
Invoice Header	Two header rows with no line rows in between.	Y (first header record)	You must enter at least one PO Voucher Line Input record for each Header Input record.	
Invoice	Invoice already exists for this vendor in Voucher Header or Voucher Header History with the same Purchase Order Number/Purchase Order Release Number combination, and the <b>Allow Duplicate Invoice Numbers</b> flag is selected for the voucher.	N	This invoice number already exists for this vendor on another voucher for the same PO.	
Invoice	Invoice already exists for this vendor in Voucher Header, Voucher Header History, or Company Paid Expense Header, and the	Y	Invoice number already exists for this	

	<b>Allow Duplicate Invoice Numbers</b> flag is not selected.		vendor.	
Invoice	Invoice already exists for this vendor in Voucher Header or Voucher Header History with a different Purchase Order/Purchase Order Release Number combination, and the <b>Allow Duplicate Invoice Numbers</b> flag is selected.	N	This invoice number already exists for this vendor on another voucher for a different PO.	
Invoice	Invoice already exists for this vendor in Voucher Header, Voucher Header History, or Company Paid Expense Header; the <b>Allow Duplicate Invoice Numbers</b> flag is selected; and the voucher type is not a purchase order.	N	This invoice number already exists for this vendor on another non-PO voucher.  Invoice Number/PO Number/PO Release must be unique within the input file.	
Voucher	Voucher number is not null and already exists in Voucher Header or Voucher Header History.	Y	This voucher number already exists.	
Voucher	Voucher number is null, <b>Starting Voucher Number</b> is blank on preprocessor screen (or null in saved parameters), and VCHR_SETTINGS.S_VCHR_NO_MTHD_CD = M.	Y	A voucher number is required.	
Voucher	Voucher number is null, <b>Starting Voucher Number</b> is blank on preprocessor screen (or null in saved parameters), VCHR_SETTINGS.S_VCHR_NO_MTHD_CD = S, and VCHR_SETTINGS.LAST_VCHR_NO = 999999999.	Y	System is not able to auto-assign a voucher number beyond the maximum allowed limit of 999999999.  Voucher number cannot exceed 999999999.	
PO ID/Release	PO ID/Release does not exist.	Y	The PO ID/Release does not exist.	Validate for user's company ID.
PO ID/Release	PO type is <b>Blanket</b> .	Y	This is a Blanket PO and cannot be invoiced.	
PO ID/Release	PO header status is <b>P</b> (Pending).	Y	This PO's status is Pending.	
PO ID/Release	PO header status is <b>V</b> (Void).	Y	This PO's status is Void.	
PO ID/Release	Pay vendor does not have cash account.	Y	No cash account has been designated for this pay vendor.	Validate for user's company ID.
PO ID/Release	Pay vendor does not have A/P account.	Y	No accounts payable account has been designated for this pay vendor.	Validate for user's company ID.

# IMPORT PURCHASE ORDER VOUCHERS

PO ID/ Release	Pay vendor does not have default <b>Pay To</b> (or only one address row with a <b>Pay Address</b> of Y).	Y	No default Pay-To address has been set up for this pay vendor.	Validate for user's company ID.
FY/PD/SBPD	If input file value is not valid.	Y	The supplied Fiscal Year/ Period/Sub period is not valid.	
FY/PD/SBPD	If input file value is not open for AP.	Y	The supplied Fiscal Year/ Period/Subperiod is not open for AP transactions.	
Invoice Date	If the FY/PD/SBPD is not entered in the input file or screen parameters, and the FY/PD/SBPD derived from the invoice date is not open for AP.	Y	The supplied Invoice Date's Fiscal Year/Period/Subperiod is not open for AP transactions.  Year must be between 1901 and 2078.	
Invoice Amount	Does not match sum of calculated invoice amounts from line records for this invoice (including sales tax but excluding discounts).	Y	The invoice amount does not match the sum of invoice amounts for the voucher lines.	
PO ID/Release	Pay vendor has hold payment.	N	Warning: this vendor is on Payment Hold.	Validate for user's company ID.
PO ID/Release	PO Type is Subcontractor Agreement Blanket (PO_HDR.S_PO_TYPE = K)	Y	PO Type cannot be Subcontractor Agreement Blanket	
Invoice Amount	Creates PO Total over the PO Total Discrepancy Limit.	N	Warning: the total amount invoiced against this PO exceeds the PO Total amount by more than the PO Total Amount Discrepancy.	Validate for user's company ID. This validation does not apply to negative quantities/amounts since they are always considered as non-discrepant.
Invoice Amount	Creates PO Total discrepancy under the PO Total Discrepancy Limit, but greater than zero.	N	Warning: the total amount invoiced against this PO exceeds the PO Total amount by less than the PO Total Amount Discrepancy.	Print only if <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID. This validation does not apply to negative quantities/amounts since they are always considered as non-discrepant.

Warehouse	Warehouse is Inactive (New Receipts)	Y	This Warehouse is not active.	No new receipts with inactive warehouse can be created via import voucher.
Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license	Voucher header input file has <b>Packing Slip</b> , but no <b>Receipt ID</b> or <b>Warehouse</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Packing Slip does not exist in receipts for the purchase order associated with the voucher.	
Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license	Voucher header input file has <b>Packing Slip</b> and <b>Receipt ID</b> , but no <b>Warehouse</b> , and there are no RECPT_HDR rows with matching PS_ID/RECPT_ID combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Packing Slip/Receipt ID combination does not exist in receipts for the purchase order associated with the voucher.	
Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license	Voucher header input file has <b>Packing Slip</b> , <b>Receipt ID</b> , and <b>Warehouse</b> , but there are no RECPT_HDR rows with matching PS_ID/RECPT_ID/WHSE_ID combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Packing Slip/Receipt ID/Warehouse combination does not exist in receipts for the purchase order associated with the voucher.	
Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license	Voucher header input file has <b>Packing Slip</b> and <b>Warehouse</b> , but no <b>Receipt ID</b> , and there are no RECPT_HDR rows with matching PS_ID/WHSE_ID combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Packing Slip/Warehouse combination does not exist in receipts for the purchase order associated with the voucher.	
Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license	Voucher header input file has <b>Receipt ID</b> , but no <b>Warehouse</b> or <b>Packing Slip</b> , and there are no RECPT_HDR rows with matching RECPT_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Receipt ID does not exist in receipts for the purchase order associated with the voucher.	
Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license	Voucher header input file has <b>Receipt ID</b> and <b>Warehouse</b> , but no <b>Packing Slip</b> , and there are no RECPT_HDR rows with matching RECPT_ID/WHSE_ID	Y	Receipt ID/Warehouse combination does not exist in receipts for the purchase order	



# IMPORT PURCHASE ORDER VOUCHERS

Inventory license	combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .		associated with the voucher.	
Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license	Voucher header input file has <b>Warehouse</b> , but no <b>Receipt ID</b> or <b>Packing Slip</b> , and there are no RECPT_HDR rows for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Receipt ID and/or Packing Slip is required.	
Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license	Voucher header input file has <b>Packing Slip</b> , but no <b>Receipt ID</b> or <b>Warehouse</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Packing Slip does not exist in receipts for the purchase order associated with the voucher.	
Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license	Voucher header input file has <b>Packing Slip</b> and <b>Receipt ID</b> but no <b>Warehouse</b> , but there are no RECPT_HDR rows with matching PS_ID/RECPT_ID combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Packing Slip/Receipt ID combination does not exist in receipts for the purchase order associated with the voucher.	
Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license	Voucher header input file has <b>Packing Slip</b> , <b>Receipt ID</b> , and <b>Warehouse</b> , and there are no RECPT_HDR rows with matching RECPT_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Packing Slip/Receipt ID combination does not exist in receipts for the purchase order associated with the voucher.	Ignore <b>Warehouse</b> from input file.
Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license	Voucher header input file has <b>Packing Slip</b> and <b>Warehouse</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Packing Slip does not exist in receipts for the purchase order associated with the voucher.	Ignore <b>Warehouse</b> from input file.
Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory	Voucher header input file has <b>Receipt ID</b> but not <b>Warehouse</b> or <b>Packing Slip</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one	Y	Receipt ID does not exist in receipts for the purchase order associated with the voucher.	

license	voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .			
Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license	Voucher header in put file has <b>Receipt ID</b> and <b>Warehouse</b> but no <b>Packing Slip</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .	Y	Receipt ID does not exist in receipts for the purchase order associated with the voucher.	Ignore <b>Warehouse</b> from input file.
Receipt ID	At least one receipt line has a discrepancy, and it is over the discrepancy quantity percent threshold for your company.	N	Warning: Discrepancy is greater than the discrepancy quantity percent threshold.	
Receipt ID	At least one receipt line has a discrepancy, but all discrepancies are less than the discrepancy quantity percent threshold for your company.	N	Warning: Discrepancy exists, but is not greater than the discrepancy quantity percent threshold.	
Debit Memo	PO Voucher Header input file <b>Debit Memo</b> is not blank, <b>Y</b> , or <b>N</b> .	N	Debit Memo Flag must be either "Y" or "N", if entered.	

### PO Voucher Line Input File

Column	Error Condition	Fatal	Message	Notes
Invoice ID	Does not match invoice ID of last header input record processed.	Y	The voucher line's input file record's invoice number does not match the invoice number of the last header record processed.	
PO Line	PO line number is not null but does not exist for voucher header's PO/Release.	Y	This PO line does not exist for the designated PO ID/Release.	Validate for user's company ID.
PO Line	PO line status is <b>V</b> (Void).	Y	The status of this PO line is Void.	
PO Line	PO line status is <b>P</b> (Pending).	Y	The status of this PO line is Pending.	
PO Line/Line Charge	Both null/space.	Y	A purchase order voucher line input file must include a PO line number or a line charge code.	
Line Charge	PO line number is null but is not a valid line charge type.	Y	This is not a valid line charge code.	Validate for user's company ID.
Line Charge	PO line number is null but does not	Y	A default account must be	

# IMPORT PURCHASE ORDER VOUCHERS

	have a proper default account.		set up for line charge codes in order to be processed into a voucher.	
Line Charge	PO line number is null but line charge account is not valid with selected PO project and org.	Y	The default account for this line charge is not valid for the first PO line's proj/org.	
Qty/Extended Cost	Quantity is zero/null and extended cost is zero/null.	Y	Either a quantity or an extended cost must be entered on every voucher line input record.	
Quantity	The PO line number is not null, the input file quantity is greater than zero, but the PO line quantity is zero.	Y	Invoice quantities are not allowed for PO lines with no order quantities.	
Quantity	Quantity is negative. If this is added to PO_LN.VCHRD_QTY, the new quantity will be negative.	Y	This negative voucher quantity would cause the total vouchered quantity for this PO line to go negative.	
Unit Cost	PO line number is null, input file Qty is greater than zero, but <b>Unit Cost</b> is 0.	Y	A unit cost is required for invoice line records with a quantity but no PO line.	
Unit Cost	<b>Unit Cost</b> is less than 0.	Y	Negative invoice unit costs are not allowed.	
Extended Cost	Extended amount is negative. If this amount (in functional currency) is added to PO_LN.VCHRD_AMT, the new amount will be negative.	Y	This negative voucher amount would cause the total vouchered amount for this PO line to go negative.	
Invalid PAO	Perform standard validation on all derived voucher line account row combinations.	Y		
Lien Waiver Validation	One or more projects for this voucher have a <b>Project Lien Waiver Document</b> not equal to space/null, and there is more than one project ID (PROJ_ID) in the voucher line account (VCHR_LN_ACCT) rows for this voucher.	Y	Multiple projects cannot be charged on a voucher when one or more of the projects have been assigned a Lien Waiver Document code.	
Lien Waiver Validation	Project for this voucher line account has a <b>Project Lien Waiver Document</b> not equal to space/null, and there is no row on the Maintain Project Waiver Information screen for this project. Use Costpoint Accounts Payable to look up the <b>Waiver Type Code</b> and <b>Pay Vendor ID</b> to find the <b>Vendor ID</b> in the Customer table.	Y	This voucher's project has been assigned a Lien Waiver Document code, but the pay vendor has not been linked to the project in the Maintain Project Waiver Information screen in Costpoint Accounts Payable.	Validate for user's company ID.

Qty/Unit Price/Extended Price	Quantity/Unit Price/Extended Price not zero or null, but quantity * unit price does not equal extended price.	N	Warning: the extended cost does not match the supplied invoice line quantity * unit price. Extended price is ignored.	
PO Line	Status is <b>C</b> (Closed), and 2-way matching is used.	N	Warning: this PO line has already been closed.	
Invoice Unit Price	Creates PO Unit Price Percent discrepancy.	N	Warning: the invoice unit price exceeds the PO line unit price by a percentage more than the Unit Price Percentage Discrepancy limit.	Validate for user's company ID.
Invoice Unit Price	Creates PO Unit Price Percent discrepancy under PO Line Discrepancy Limit, but greater than zero.	N	Warning: the invoice unit price exceeds the PO line unit price by a percentage less than the Unit Price Percentage Discrepancy limit.	Print only if <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID.
Invoice Unit Price	Creates PO Unit Price Amount discrepancy.	N	Warning: the invoice unit price exceeds the PO line unit price by more than the Unit Price Discrepancy limit.	Validate for user's company ID.
Invoice Unit Price	Creates PO Unit Price Amount discrepancy under PO Line Discrepancy Limit, but greater than zero.	N	Warning: the invoice unit price exceeds the PO line unit price by less than the Unit Price Discrepancy limit.	Print only if <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID.
Invoice Quantity	Creates Quantity discrepancy.	N	Warning: the invoice quantity exceeds the PO line quantity by more than the Quantity Discrepancy limit.	Validate for user's company ID.
Invoice Quantity	Creates Quantity discrepancy under PO Line Discrepancy Limit, but greater than zero.	N	Warning: the invoice quantity exceeds the PO line quantity by less than the Quantity Discrepancy limit.	Print only if <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID.
Invoice Line Amount	Creates PO Line discrepancy.	N	Warning: the total amount invoiced against this PO line exceeds the PO line amount by more than the PO Line Amount	Validate for user's company ID.

# IMPORT PURCHASE ORDER VOUCHERS

			Discrepancy limit.	
Invoice Line Amount	Creates PO Line discrepancy under PO Line Discrepancy Limit, but greater than zero.	N	Warning: the total amount invoiced against this PO line exceeds the PO line amount by less than the PO Line Amount Discrepancy limit.	Print only if <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID.
Reference 1 & Reference 2	The reference field contains a value that has not been defined.	Y	Reference [#] value does not exist.	
Reference 1 & Reference 2	The reference field contains a reference value that is not selected for use in data entry.	Y	Reference [#] may not be used in data entry.	
Taxable Code	<b>Taxable Code</b> is not blank, <b>N</b> , <b>S</b> , or <b>U</b> .	Y	Taxable Code must be either <b>N</b> (Not Taxable), <b>S</b> (Sales Tax) or <b>U</b> (Use Tax).	
Tax Amount	Voucher line is not taxable, but it has a non-zero tax amount.	Y	Voucher Line cannot have a non-zero tax amount if non-taxable.	

## Voucher Line Account Record Input File

Column	Error Condition	Fatal	Message	Notes
Invoice Number	<b>Invoice Number</b> does not match that of the last header input record processed.	Y	The input file record's invoice number does not match the invoice number of the voucher line account last header record.	
Invoice Number & Invoice Line Number	The <b>Invoice ID</b> and <b>Invoice Line Number</b> do not match those of the last line input record processed.	Y	The voucher line account input file record's invoice and line number does not match the last line record processed.	
Account Line Number	More than one line account row exists in the input file with same combination of <b>Invoice ID</b> , <b>Invoice Line Number</b> , and <b>Account Line Number</b> .	Y	Account line numbers should be unique for a given Invoice ID / Invoice Line Number combination.	
Allocation	Allocation value = <0.0000, or >1.0000	Y	Allocation value must be greater than zero and not exceed 1 (100%).	
Allocation	If at least one allocation value is greater than zero for a given invoice line, the sum of allocation values for all account line rows associated with a particular <b>Invoice ID</b> and <b>Invoice Line Number</b> is not 1.	Y	The total of Allocation values for all account lines associated with a particular Invoice ID/Invoice Line Number must equal 1	

			(100%).	
Allocation & Amount	Row does not have either an <b>Amount</b> or an <b>Allocation</b> value.	Y	Either Amount or Allocation value must be provided.	
Allocation & Amount	Multiple input file rows exist with the same <b>Invoice Number</b> and <b>Invoice Line</b> combination, but some rows have <b>Amount</b> values while others have <b>Allocation</b> values.	Y	Either Amount (only) or Allocation (only) must be used consistently in all the account lines associated with a particular voucher line.	
Amount	If at least one amount is greater than zero for a given invoice line, the sum of amounts for all account line rows associated with a particular <b>Invoice ID</b> and <b>Invoice Line Number</b> is not equal to the corresponding <b>Invoice Line Amount</b> .	Y	The total of Amount values for all rows associated with a particular Invoice ID / Invoice Line Number must equal the total amount for the invoice line.	
Account	<b>Account</b> is not blank, but value is not defined, or it exists but ACTIVE_FL = N.	Y	This account does not exist or is inactive.	
Organization	<b>Organization</b> is not blank, but value is not defined, or it exists but ACTIVE_FL = N.	Y	This organization does not exist or is inactive.	
Project	<b>Project</b> is not blank, but value is not defined, or it exists but ACTIVE_FL = N.	Y	This project does not exist or is inactive.	
Project	Account requires <b>Project</b> (ACCT.PROJ_REQD_FL = Y, but <b>Project</b> is not in the same input file row.	Y	This account requires a project.	
Reference 1 & Reference 2	The reference field contains a value that has not been defined.	Y	Reference [#] does not exist.	
Reference 1 & Reference 2	The reference field contains a reference value that is not selected for use in data entry.	Y	Reference [#] may not be used in data entry.	

### PO Voucher Vendor Labor Input File

Column	Error Condition	Fatal	Message	Notes
Invoice ID	Does not match <b>Invoice ID</b> of last header input record processed.	Y	The vendor labor's input file record's invoice number does not match the invoice number of the last header record processed.	
Invoice ID / Line Number	Does not match <b>Invoice ID/Line No</b> of last line input record processed.	Y	The vendor labor's input file record's invoice and line number does not match the last line record processed.	
Subline Number	Number must be sequential (starting with 1) or not sequential (beginning with 1).	Y	The Vendor Subline Number field in the Input File is not	

# IMPORT PURCHASE ORDER VOUCHERS

			sequential, starting with the number "1," for each unique Invoice and Invoice Line Number.	
GLC	<b>GLC</b> is not blank, but it does not exist in GENL_LAB_CAT for your company.	Y	Invalid General Labor Category Code.	
GLC & Vendor Employee ID	Input file row does not have either a <b>GLC</b> or <b>Vendor Employee ID</b> .	Y	GLC or Vendor Employee ID is required.	
GLC & Vendor Employee ID	Input file row has no <b>GLC</b> . It has a <b>Vendor Employee ID</b> , but there is no matching row in VEND_EMPL, or else a row exists in VEND_EMPL but without a value in VEND_EMPL.DF_GENL_LAB_CAT_CD.	Y	A default Vendor Employee GLC does not exist for the vendor employee associated with this PO voucher line.	
PLC	Not null and does not exist in Billing Labor Category table.	Y	The PLC does not exist in the Billing Labor Category table.	Validate for user's company.
PLC	Not null, but no project on the PO line (PO_LN_ACCT).	Y	A PLC was entered, but no Project is on the PO line.	
PLC	Null, but project exists on the PO line (PO_LN_ACCT).	Y	A Project is referenced on the PO line, but a PLC was not entered.	
PLC	<b>PLC</b> is not null, but <b>Proj/PLC</b> combination does not exist.	Y	The Project/PLC combination does not exist.	
PLC	Project Workforce is required on <b>Project</b> , but <b>Proj/PLC/Vendor</b> combination does not exist.	Y	The work force project/Vendor/ PLC combination does not exist.	
PLC	More than one PO line account row exists for the selected PO line. Costpoint displays an error if there are multiple account distribution rows, whether the <b>PLC</b> is entered or not.	Y	More than one P/A/O combination exists for this PO line.	
Vendor/ Employee	<b>PO Vendor</b> and <b>Employee</b> do not exist in the Vendor Employee (VEND_EMPL) table.	Y	The combination of the Vendor and the Vendor Employee does not exist in the Vendor Employee table.	Validate for user's company.
Vendor Amount	Not numeric.	Y	The Vendor Amount field is not numeric.	
Vendor Hours	Not numeric.	Y	The Vendor Hours field is not numeric.	

Vendor Amount	<b>Sales Tax Included in Vendor Labor Amounts</b> check box is selected; derived value of VCHR_LN.TAXABLE_FL = Y with VCHR_LN.S_SALES_TAX_CD = S; and the sum of the vendor labor file rows' <b>Vendor Amount</b> is NOT equal to the associated voucher line row's extended cost (that is, VCHR_LAB_VEND.TRN_VEND_AMT is not equal to VCHR_LN.TRN_EXT_CST_AMT).	Y	The sum of the Vendor Labor Amounts does not equal the invoice extended cost amount.	
Transaction/ Pay Currency	Voucher header has a CIS code, but <b>Transaction</b> and/or <b>Pay Currency</b> is not <b>GBP</b> .	Y	Transaction and Pay Currencies must be GBP if a CIS code exists in the voucher header.	
Check Amount	The <b>Check Amount</b> in the Payment Info subtask is not equal to the sum of all voucher lines' voucher line net amount processed in the batch.	Y	Check Amount (XXXXXX) is not equal to the Total Vouchered Net Amount for all the voucher lines processed in this batch (XXXXXX).	
Check Number	The input file has multiple vouchers, and not all vouchers are associated with the same <b>Pay Vendor</b> . The <b>Check Number</b> field on the Payment Info subtask is populated, but no <b>Pay Vendor</b> is entered.	Y	If Check Number is entered on the input screen, all vouchers processed must be associated with the same Pay Vendor.	
Check Number	The <b>Pay Vendor</b> is entered in the Payment Info subtask.	N	Warning: The Pay Vendor information entered applies to all the vouchers processed in this batch.	
Check Number	The <b>Check Number</b> is entered in the Payment Info subtask.	N	Warning: The Check information entered applies to all the vouchers processed in this batch.	
PO ID/Release	On the Manage Vendors screen, the <b>On Hold</b> or <b>Inactive</b> option is selected in the <b>Pay Vendor</b> group box.	Y	WARNING: This pay vendor has a status of inactive on the Manage Vendors screen.	
PO ID/Release	The PO Vendor does not allow edits to the Pay Vendor on PO vouchers (the <b>Allow Different Pay Vendor</b> check box is not selected on the Configure Vendor Settings screen), and the <b>Pay Vendor</b> on the Payment Info subtask is different from the pay vendor associated with the PO vendor.	Y	The Pay Vendor entered in the input screen is different from that associated with the PO Vendor, which has been set up to not allow changes to the associated Pay Vendor.	
PO ID/Release	On the Manage Vendors screen, the <b>On Hold</b> or <b>Inactive</b> option is selected in the <b>Pay Vendor</b> group box.	N	WARNING: This PO vendor has a status of inactive on the Manage Vendors screen.	



## IMPORT PURCHASE ORDER VOUCHERS

Vendor	Vendor approvals are required in Configure Accounts Payable Settings and the PO vendor has an approval status of <b>Not Approved</b> or <b>Pending</b> (VEND.VEND_APPRVL_CD = N or P).	Y	The vendor on the PO voucher must be approved.
Effective Bill Date	Value is not blank, but it is not a valid date in YYYY-MM-DD format.	Y	Effective Billing Date is invalid.



## DETAILED TABLE SPECIFICATIONS

This topic lists the Costpoint data elements that are affected by the PO Voucher preprocessor. Each section lists the Costpoint columns and source of data for each table.

### Voucher Header (VCHR\_HDR)

Costpoint Column	Source Table	Source Column	Other Default or Processing Logic
ANTIC_PAY_DT			
APPRVD_FL			See the 'Approval Status' section in Processing Details for more information.
APPRVL_DTT			If the approved flag is set to <b>Y</b> , set to Costpoint date/time.
APPRVR_USER_ID			If the approved flag is set to <b>Y</b> , set to the user ID executing the process.
AP_ACCTS_KEY	VEND	AP_ACCTS_KEY	If available, use value from <b>Payment</b> block on the Import Purchase Order Vouchers screen.
AP_ACCT_ID			Derived from AP_ACCTS_KEY.
AP_ORG_ID			Derived from AP_ACCTS_KEY.
AP_REF1_ID			Derived from AP_ACCTS_KEY.
AP_REF2_ID			Derived from AP_ACCTS_KEY.
AUTO_CREATE_FL			Load <b>Y</b> .
BATCH_ID			Load null.
CASH_ACCTS_KEY	VEND	CASH_ACCTS_KEY	Use PAY_VEND_ID. If available, use value from <b>Payment</b> block on the main screen.
CASH_ACCT_ID			Derived from CASH_ACCTS_KEY.
CASH_ORG_ID			Derived from CASH_ACCTS_KEY.
CASH_REF1_ID			Derived from CASH_ACCTS_KEY.
CASH_REF2_ID			Derived from CASH_ACCTS_KEY.
CHK_AMT			Calculate sum of all voucher line net amounts (VCHR_LN.NET_AMT) for this voucher. If not available, load null.

CHK_DT			If available, use value from <b>Payment</b> block on the main screen. Otherwise, load null.
CHK_FY_CD			If available, use value from <b>Payment</b> block on the main screen. Otherwise, load null.
CHK_NO			If available, use value from <b>Payment</b> block on the main screen. Otherwise, load <b>0</b> .
CHK_PD_NO			If available, use value from <b>Payment</b> block on the main screen. Otherwise, load null.
CHK_SUB_PD_NO			If available, use value from <b>Payment</b> block on the main screen. Otherwise, load null.
CIS_CD	PO_HDR	CIS_CD	
COMPANY_ID	PO_HDR	COMPANY_ID	
CST_AMT			Load <b>0</b> .
DFLT_PS_ID	Header input file	Packing Slip	If not in input file, load space.
DFLT_RECPT_ID	Header input file	Receipt ID	If not in input file, load null.
DFLT_WHSE_ID	Header input file	Warehouse	If not in input file, load null.
DISCR_CALC_DTT			Load Costpoint date/time.
DISC_AMT			Use standard PO voucher logic.
DISC_DT			Use standard PO voucher logic.
DISC_PCT_RT			Use standard PO voucher logic.
DISC_TAKEN_AMT			Load <b>0</b> .
DM_FL	Header input file	Debit Memo	If not in input file, load <b>N</b> .
DM_PRNTD_FL			Load <b>N</b> .
DOC_LOCATION			Load null.
DUE_AMT			Use standard PO voucher logic.
DUE_DT			Use standard PO voucher logic.
END_FY_CD			Load null.
END_PD_NO			Load null.

# IMPORT PURCHASE ORDER VOUCHERS

END_SUB_PD_NO			Load null.
ENTR_DTT			Load system date/time.
ENTR_USER_ID			Load process user ID.
EUR_TO_FUNC_RT	PO_HDR	EUR_TO_FUNC_RT	
EUR_TO_PAY_RT			Load <b>1</b> .
EXT_PO_ID			Load one space.
EXT_PO_RLSE_NO			Load null.
FUNC_TO_EUR_RT			Load <b>1</b> .
FUNC_TO_EUR_RT_FL			Load <b>N</b> .
FY_CD	Header input file	Fiscal Year	If not in input file, use the default <b>Fiscal Year</b> entered on the screen.  If no default <b>Fiscal Year</b> was entered, derive from INVC_DT.
HOLD_VCHR_FL			Set the VCHR_HDR.HOLD_VCHR_FL = N if the Vendor's HOLD_PMT_FL = N.
INVC_AMT	VCHR_HDR	TRN_INVC_AMT	Convert to functional currency.
INVC_DT	Header input file	Invoice Date	
INVC_ID	Header input file	Invoice ID	
INVC_POP_DT			Load null.
JNT_PAY_VEND_NAME			Load null.
LST_VCHR_FY_CD			Load null.
LST_VCHR_PD_NO			Load null.
LST_VCHR_SUB_PD_NO			Load null.
MODIFIED_BY			Load the process user ID.
NOTES	Header input file	Header Notes	If not in input file, load one space.
OVR_BUD_FL			Load <b>N</b> .
PAY_ADDR_DC	VEND_ADDR	ADDR_DC	See the 'Pay Vendor and Payment Address' section in Processing Details for more information.
PAY_VEND_ID	VEND	AP_CHK_VEND_ID	Use PO_HDR.VEND_ID. If available, use value from

			<b>Payment</b> block on the main screen. See the 'Pay Vendor and Payment Address' section in Processing Details for more information.
PAY_WHEN_PAID_FL	VEND	PAY_WHEN_PAID_FL	Use PO_HDR.VEND_ID.
PAYWPD_AMT			Load <b>0</b> .
PAY_CRNCY_CD	PO_HDR	TRN_CRNCY_CD	
PAY_CRNCY_DT	PO_HDR	TRN_CRNCY_DT	
PAY_FREEZE_RT_FL	PO_HDR	TRN_FREEZE_RT_FL	
PD_NO	Header input file	Period	If not in input file, use the default <b>Period</b> entered on the screen.  If no default <b>Period</b> was entered, derive from INVC_DT.
PO_ID	Header input file	PO Number	
PO_RLSE_NO	Header input file	PO Release	
POST_SEQ_NO			Load null.
POSTED_AP_FL			Load <b>N</b> .
PRINT_NOTE_FL			Load <b>N</b> .
RATE_GRP_ID	PO_HDR	RATE_GRP_ID	
RECUR_FL			Load <b>N</b> .
RECUR_PAR_VCHR_KEY			Load null.
RECUR_PAR_VCHR_NO			Load <b>0</b> .
RECUR_TMPLT_FL			Load <b>N</b> .
RECUR_VCHR_DC			Load null.
ROWVERSION			Load <b>0</b> .
RTN_NT			Load one space.
RTN_RT	Header input file	Retainage Percentage	Load <b>0</b> if <b>Retainage Percent</b> is null/space.
RVRS_VCHR_FL			Load <b>N</b> .
SALES_TAX_AMT			Calculate the sum of voucher line sales tax amounts (VCHR_LN.SALES_TAX_AMT).

# IMPORT PURCHASE ORDER VOUCHERS

SALES_TAX_CD			Load null.
SEP_CHK_FL			Load <b>N</b> .
SHIP_AMT			Load <b>0</b> .
START_FY_CD			Load null.
START_PD_NO			Load null.
START_SUB_PD_NO			Load null.
SUB_PD_NO	Header input file	Subperiod	If not in input file, use the default <b>Subperiod</b> entered on the screen.  If no default <b>Subperiod</b> was entered, derive from INVC_DT.
S_INVC_TYPE			Load <b>N</b> .
S_JNL_CD			APV
S_PO_DISCR_CD	VCHR_HDR	S_PO_DISCR_CD	
S_RECPT_DISCR_CD			See the 'Receipt Discrepancy Processing' section in Processing Details for more information.
S_SALES_TAX_SRC_CD	VCHR_SETTINGS	DF_PO_S_TAX_SRC_CD	
S_STATUS_CD			Load <b>N</b> .
S_SUBCTR_PAY_CD			Load <b>N</b> .
S_TAXABLE_CD			Load <b>S</b> .
S_VCHR_TYPE			Load <b>P</b> .
TAXABLE_FL			Load <b>N</b> .
TERMS_DC	PO_HDR	TERMS_DC	If null, use pay vendor's VEND.TERMS_DC. See the 'Terms Calculations' section in Processing Details for more information.
TIME_STAMP			Load system date/time.
TRN_CRNCY_CD	PO_HDR	TRN_CRNCY_CD	
TRN_CRNCY_DT	PO_HDR	TRN_CRNCY_DT	
TRN_CST_AMT			Load <b>0</b> .
TRN_DISC_AMT			Use standard PO voucher logic in transaction currency.

TRN_DUE_AMT			Use standard PO voucher logic in transaction currency.
TRN_FREEZE_RT_FL	PO_HDR	TRN_FREEZE_RT_FL	
TRN_INVC_AMT	Header input file	Invoice Amount	
TRN_SALES_TAX_AMT			Calculate the sum of voucher line sales tax amounts (VCHR_LN.TRN_SALES_TAX_AMT).
TRN_SHIP_AMT			Load <b>0</b> .
TRN_TO_EUR_RT	PO_HDR	TRN_TO_EUR_RT	
TRN_TO_EUR_RT_FL	PO_HDR	TRN_TO_EUR_RT_FL	
TRN_USE_TAX_AMT			Load <b>0</b> .
USE_TAX_AMT			Load <b>0</b> .
VAT_TAX_DT			Load null.
VAT_TAX_ID			Load null.
VCHR_KEY			SEQ_GENERATOR determines the next VCHR_KEY.
VCHR_NO	Header input file	Voucher Number	If not in input file, use <b>Starting Voucher Number</b> on input screen to assign voucher numbers in sequence. If that field is not populated, use auto-numbering for vouchers, if enabled. See the 'Voucher Number' section in Processing Details for more information.
VEND_ID	VEND	AP_CHK_VEND_ID	Refer to <b>PO Vendor</b> in Processing Details.

**Voucher Line (VCHR\_LN)**

Costpoint Column	Source Table	Source Column	Other Default or Processing Logic
CIS_RPT_FL			If PO_HDR.CIS_CD is not null, load <b>Y</b> . Otherwise, load <b>N</b> .
CIS_WH_FL	PO_LN	CIS_WH_FL	
DISCR_QTY_RT			See the 'Processing Voucher Discrepancies' section in Processing Details for more information.



# IMPORT PURCHASE ORDER VOUCHERS

DISCR_TOT_AMT			See the 'Processing Voucher Discrepancies' section in Processing Details for more information.
DISCR_UNIT_PRC_AMT			See the 'Processing Voucher Discrepancies' section in Processing Details for more information.
DISCR_UNIT_PRC_RT			See the 'Processing Voucher Discrepancies' section in Processing Details for more information.
DISC_AMT			Calculate VCHR_HDR.DISC_PCT_RT * TOT_BEF_DISC_AMT.
EXT_CST_AMT	VCHR_LN	TRN_EXT_CST_AMT	Convert to functional currency.
LN_CHG_CST_AMT			Load <b>0</b> .
LN_CHG_TAX_AMT			Load <b>0</b> .
LN_CHG_USE_TAX_AMT			Load <b>0</b> .
MISC_LN_CHG_TYPE	PO_LN	MISC_LN_CHG_TYPE	
MODIFIED_BY			Load the process user ID.
NET_AMT			TOT_BEF_DISC_AMT - DISC_AMT.
NOTES	Line input file	Line Notes	If not in input file, load one space.
PO_ID	Header input file	PO Number	
PO_LN_KEY	PO_LN	PO_LN_KEY	Look up using PO, Release, Line Number. If no PO line number is on line input file, leave null.
PO_LN_NO	Line input file	PO Line Number	
PO_RLSE_NO	Header input file	PO Release	
QTY	Line input file	Invoice Quantity	If not in input file, load <b>0</b> .
RECOVERY_AMT			Load <b>0</b> .
RECOVERY_RT			Load <b>0</b> .
RMA_NO_ID			Load one space.
ROWVERSION			Load <b>0</b> .
S_PO_LN_TYPE	PO_LN	S_PO_LN_TYPE	If no PO line number is entered, load <b>M</b> .

S_TAXABLE_CD	Line input file	Taxable Code	If not in input file, load <b>S</b> if the voucher line is taxable. See the 'Sales/VAT Tax' section in Processing Details for more information.
SALES_TAX_AMT	VCHR_LN	TRN_SALES_TAX_AMT	Convert to functional currency.
SALES_TAX_CD			
SALES_TAX_NT			Load one space.
TAXABLE_FL	Line input file	Derived from Taxable Code	If <b>Taxable Code</b> in the input file is <b>S</b> or <b>U</b> , load <b>Y</b> . If it is <b>N</b> , load <b>N</b> .  If <b>Taxable Code</b> in the input file is blank, see the 'Sales/VAT Tax' section in Processing Details for more information.
TIME_STAMP			Load system date/time.
TOT_BEF_DISC_AMT			Calculate EXT_CST_AMT + LN_CHG_CST_AMT + SALES_TAX_AMT + LN_CHG_TAX_AMT.
TRN_DISCR_TOT_AMT			
TRN_DISCR_UNIT_AMT			
TRN_DISC_AMT			Calculate VCHR_HDR.DISC_PCT_RT * TRN_TOT_BEF_DC_AMT.
TRN_EXT_CST_AMT	Line input file	Extended Cost	See the 'Extended Cost Amount' section in Processing Details for more information.
TRN_LN_CHG_CST_AMT			Load <b>0</b> .
TRN_LN_CHG_TAX_AMT			Load <b>0</b> .
TRN_LN_CHG_USE_AMT			Load <b>0</b> .
TRN_NET_AMT			Calculate TRN_TOT_BEF_DC_AMT - TRN_DISC_AMT.
TRN_RECOVERY_AMT			Load <b>0</b> .
TRN_SALES_TAX_AMT	Line input file	Tax Amount	If S_TAXABLE_CD= <b>S</b> , use amount from the input file. If not in input file, or if no input file is used, calculate using the tax rate from the PO (PO_LN.SALES_TAX_RT * TRN_TOT_BEF_DC_AMT).  If S_TAXABLE_CD is not <b>S</b> , load <b>0</b> .
TRN_TOT_BEF_DC_AMT			Calculate TRN_EXT_CST_AMT + TRN_LN_CHG_CST_AMT + TRN_SALES_TAX_AMT + TRN_LN_CHG_TAX_AMT.

## IMPORT PURCHASE ORDER VOUCHERS

TRN_UNIT_CST_AMT	Line input file	Unit Cost	Use PO_LN. TRN_NET_UN CST_ AMT if not loaded in input file.
TRN_USE_TAX_AMT	Line input file	Tax Amount	If S_TAXABLE_CD= <b>U</b> , use amount from the input file. If not in input file, or if no input file is used, calculate using the tax rate from the PO (PO_LN.SALES_TAX_RT * TRN_TOT_BEF_DC_AMT). If S_TAXABLE_CD is not <b>U</b> , load <b>0</b> .
UM_CD	PO_LN	PO_LN_UM_CD	
UNIT_CST_AMT	VCHR_LN	TRN_UNIT_CST_AMT	Convert to functional currency.
USE_TAX_AMT	VCHR_LN	TRN_USE_TAX_AMT	Convert to functional currency.
VAT_SUPPLY_DC			Load null.
VAT_SUPPLY_DT			Load null.
VCHR_KEY	VCHR_HDR	VCHR_KEY	
VCHR_LN_DESC	PO_LN	PO_LN_DESC	Load from LN_CHG_TYPE.LN_CHG_DESC if no line number is given.
VCHR_LN_KEY			SEQ_GENERATOR determines the next VCHR_LN_KEY.
VCHR_LN_NO	Line input file	Invoice Line No	

### Voucher Line Account (VCHR\_LN\_ACCT)

Costpoint Column	Source Table	Source Column	Other Default or Processing Logic
ACCT_ID	Line Account input file	Account	This data is taken from the voucher line account input file.  If the voucher line account input file is not available, this data is taken from the voucher line input file.  If the voucher line input file is not available, this data is taken from the PO_LN_ACCT.ACCT_ID table.  If PO line number is null or zero, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.
AP_1099_FL			See the '1099 Flag and Type' section in Processing Details for more information.
CST_AMT			Load <b>0</b> .
CST_AMT_PCT_RT	Line Account input file	Amount or Allocation	Calculate input file <b>Amount</b> / VCHR_LN.TOT_BEF_DISC_AMT.  If <b>Amount</b> is not available in the input file, use

			<b>Allocation</b> (without calculation). If no input file is used, use PO_LN_ACCT.CST_AMT_PCT_RT. If PO line number is null, use <b>1</b> .
DISC_AMT			Calculate VCHR_LN_ACCT.TOT_BEFC_DISC_AMT * VCHR_HDR.DISC_PCT_RT.
FA_TMPLT_ID			Load null.
FA_TMPLT_KEY			Load null.
FA_TMPLT_RVSN_ID			Load null.
LN_CHG_CST_AMT			Load <b>0</b> .
MODIFIED_BY			Load the process user ID.
NET_AMT			Calculate VCHR_LN_ACCT.TOT_BEFC_DISC_AMT - DISC_AMT.
ORG_ABBRV_CD			If the Line Account input file is used, load ORG.ORG_ABBRV_CD associated with ORG_ID.  Otherwise, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.
ORG_ID	Line Account input file	Organization	If no Line Account input file is used, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.
PROJ_ABBRV_CD			If the Line Account input file is used, load PROJ.PROJ_ABBRV_CD associated with PROJ_ID.  Otherwise, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.
PROJ_ACCT_ABBRV_CD			Load null.
PROJ_ID	Line Account input file	Project	If no Line Account input file is used, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.
RECOVERY_AMT			Load <b>0</b> .
REF1_ID	Line Account input file or Line input file	Reference 1	If not available in Line Account input file, load from Line input file.  If not in input file, or if no input file is used, load PO_LN_ACCT.REF_STRUC_1_ID.
REF2_ID	Line Account input file or Line input file	Reference 2	If not available in Line Account input file, load from Line input file.  If not in input file, or if no input file is used, load PO_LN_ACCT.REF_STRUC_2_ID.

## IMPORT PURCHASE ORDER VOUCHERS

ROWVERSION			Load <b>O</b> .
S_AP_1099_TYPE_CD			
S_TAXABLE_CD	Line input file	Taxable Code	If not in input file, load <b>S</b> if the voucher line is taxable. See the 'Sales/VAT Tax' section in Processing Details for more information.
SALES_TAX_AMT			If an input file is used and S_TAXABLE_CD= <b>S</b> , calculate PO_LN.SALES_TAX_RT * TOT_BEF_DISC_AMT.  If S_TAXABLE_CD is not <b>S</b> , load <b>O</b> .  If no input file is used, see the 'Sales/VAT Tax' section in Processing Details for more information.
TAXABLE_FL	Line input file	Derived from Taxable Code	If <b>Taxable Code</b> in the input file is <b>S</b> or <b>U</b> , load <b>Y</b> . If it is <b>N</b> , load <b>N</b> .  If <b>Taxable Code</b> in the input file is blank, see the 'Sales/VAT Tax' section in Processing Details for more information.
TIME_STAMP			Load system date/time.
TOT_BEF_DISC_AMT			Calculate CST_AMT_PCT_RT * VCHR_LN.TOT_BEF_DISC_AMT.
TRN_CST_AMT			Load <b>O</b> .
TRN_DISC_AMT			Calculate TRN_TOT_BEF_DC_AMT * VCHR_HDR.DISC_PCT_RT.
TRN_LN_CHG_CST_AMT			Load <b>O</b> .
TRN_NET_AMT			Calculate TRN_TOT_BEF_DC_AMT - TRN_DISC_AMT.
TRN_RECOVERY_AMT			Load <b>O</b> .
TRN_SALES_TAX_AMT			If an input file is used and S_TAXABLE_CD= <b>S</b> , calculate PO_LN.SALES_TAX_RT * TRN_TOT_BEF_DC_AMT.  If S_TAXABLE_CD is not <b>S</b> , load <b>O</b> .  If no input file is used, see the 'Sales/VAT Tax' section in Processing Details for more information.
TRN_TOT_BEF_DC_AMT			Calculate CST_AMT_PCT_RT * VCHR_LN.TRN_TOT_BEF_DC_AMT.
TRN_USE_TAX_AMT			If an input file is used and S_TAXABLE_CD= <b>U</b> , calculate PO_LN.SALES_TAX_RT * TRN_TOT_BEF_DC_AMT.  Otherwise, load <b>O</b> .
USE_TAX_AMT			If an input file is used and S_TAXABLE_CD= <b>U</b> , calculate PO_LN.SALES_TAX_RT * TOT_BEF_DISC_AMT.  Otherwise, load <b>O</b> .
VCHR_KEY	VCHR_LN	VCHR_KEY	

VCHR_LN_ACCT_KEY			SEQ_GENERATOR determines the next VCHR_LN_ACCT_KEY.
VCHR_LN_KEY	VCHR_LN	VCHR_LN_KEY	

### Voucher Line Receipt Line (VCHR\_LN\_RECPT\_LN)

When a voucher line is saved, the preprocessor creates a new VCHR\_LN\_RECPT\_LN record for any voucher lines saved against a PO line that requires 3-way individual matching.

Costpoint Column	Source Table	Source Column	Other Default or Processing Logic
MODIFIED_BY			Load the process user ID.
PO_LN_KEY	RECPT_LN	PO_LN_KEY	
RECPT_KEY	RECPT_LN	RECPT_KEY	
ROWVERSION			Load 0.
TIME_STAMP			Load system date/time.
VCHR_KEY	VCHR_LN	VCHR_KEY	
VCHR_LN_KEY	VCHR_LN	VCHR_LN_KEY	
VCHRD_QTY	VCHR_LN	QTY	

### Voucher Vendor Labor (VCHR\_LAB\_VEND)

Costpoint Column	Source Table	Source Column	Other Default or Processing Logic
BILL_LAB_CAT_CD	Vendor Labor input file	Project Labor Category	See the 'Project Labor Category' section in Processing Details for more information.
EFFECT_BILL_DT	Vendor Labor input file	Effective Bill Date	If not in input file, load subperiod end date of the FY/PD/SPD in the Voucher Header.
GENL_LAB_CAT_CD	Vendor Labor input file	General Labor Category	If not in input file, load the VEND_EMPL.DF_GENL_LAB_CAT_CD from row with VEND_ID corresponding to the vendor on the voucher PO.
LAST_VCHRD_DT	VCHR_HDR (used with PO_LN)	ENTR_DTT	Load date only. Update for new voucher created for a PO line.
MODIFIED_BY			Load the process user ID.
RECOVERY_AMT			Load 0.
ROWVERSION			Load 0.
SUB_LN_NO	Vendor Labor input	Vendor Labor	

## IMPORT PURCHASE ORDER VOUCHERS

	file	Subline Number	
TIME_STAMP			Load system date/time.
TRN_RECOVERY_AMT			Load <b>0</b> .
TRN_VEND_AMT	Vendor Labor input file	Vendor Amount	If screen option <b>Sales Tax Included in Vendor Labor Amounts</b> is selected, and VCHR_LN.S_SALES_TAX_CD= <b>S</b> , calculate input file <b>Vendor Amount</b> / (1 + PO_LN.SALES_TAX_RT).  Otherwise, use input file <b>Vendor Amount</b> without the calculation.
VCHR_KEY	VCHR_LN	VCHR_KEY	
VCHR_LN_KEY	VCHR_LN	VCHR_LN_KEY	
VCHR_LN_VEND_KEY			SEQ_GENERATOR determines the next VCHR_LN_VEND_KEY.
VEND_AMT	VCHR_LAB_VEND	TRN_VEND_AMT	Convert to functional currency.
VEND_EMPL_ID	Vendor Labor input file	Vendor Empl ID	If not in input file, use null. See the 'Vendor Employee ID' section in Processing Details for more information.
VEND_HRS	Vendor Labor input file	Vendor Hours	





## ADDITIONAL INFORMATION ABOUT IMPORTED PO VOUCHERS

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### Multicompany

If you selected the **Separate Items by Company** check box on the Corporate Settings block of the Configure Product Definition Settings screen, Costpoint filters field validations by the user's company ID. The company ID of the user executing the process triggers the validation of all company tables. When you save a new purchase order voucher record in Costpoint, it is automatically assigned the user's company ID and search parameters. All company-related tables and lookup-related valid values (or search parameters in **Find** or **Query**) are validated using the user's company ID. Uploads can be processed for only one company at a time (the user's company).

- Account Entry Rules (ACCT\_ENTRY\_RULES)
- Account Group Setup (ACCT\_GRP\_SETUP)
- Billing Labor Category (BILL\_LAB\_CAT)
- Default Accounts Payable Accounts (DFLT\_AP\_ACCTS)
- Default Cash Accounts (DFLT\_CASH\_ACCTS)
- Employee (EMPL)
- General Labor Category (GLC) (GENL\_LAB\_CAT)
- Inventory Abbreviation Code (INVT\_ABBRV\_CD)
- Line Charge Type (LN\_CHG\_TYPE)
- Organization (ORG)
- Purchase Order Header (PO\_HDR)
- Project (PROJ)
- Project Billing Info (PROJ\_BILL\_INFO)
- Receiving Settings (RECV\_SETTINGS)
- Reference Structure (REF\_STRUC)
- Reason Code (RSN\_CD)
- SUB\_PD\_JNL\_STATUS
- Sales Tax (SALES\_TAX)
- Voucher Approval User (VCHR\_APPRVR\_USER)
- Voucher Header (VCHR\_HDR)
- Voucher Settings (VCHR\_SETTINGS)
- Vendor (VEND)
- Vendor Address (VEND\_ADDR)
- Vendor Employee (VEND\_EMPL)
- Vendor Settings (VEND\_SETTINGS)
- Warehouse (WHSE)

### Multicurrency

When you use multicurrency data, all amount fields in the input file are listed in the transactional currency (which may or may not be the same as the functional currency). When processing, Costpoint calculates the corresponding value in terms of the functional currency using exchange rate information from the associated purchase order (such as **Transaction Currency**, **Rate Group**, and **Rate Date**), and Costpoint calculates subsequent, corresponding amounts for the related functional currency fields in accordance with the exchange rate information in other tables. Data is stored in both currencies in Costpoint.

If exchange rate information does not exist, Costpoint assumes that the transactional and functional currencies are the same (1:1). All currency-related columns are still populated with default values, Costpoint exchange rate is 1, and amount columns therefore have the same values for transactional and functional currencies.

## Construction Industry Scheme (CIS)

For Great Britain only: The application updates columns requiring CIS data, including **Voucher Header CIS Code** (VCHR\_HDR. CIS\_CD), **Voucher Line CIS Withholding Flag** (VCHR\_LN. CIS\_WH\_FL), and **Voucher Line CIS Reporting Flag** (VCHR\_LN. CIS\_RPT\_FL). If the voucher header has a CIS code, Costpoint performs a validation to ensure that the transaction and pay currency codes are both in Great British Pounds (GBP).

## Files Necessary to Run PO Vouchers Preprocessor

The following custom files and stored procedures files must be accessible to run the Import Purchase Order Vouchers screen.

PATCH 994 (5.0 only)	
CSTPOINT.EXE	Costpoint executable
AOPPOVCH.EXE	Purchase Order Vouchers preprocessor application executable
AOPPOVCH.QRP	Purchase Order Vouchers preprocessor report file
AOPPOVCH.MSS	Microsoft SQLServer stored procedures for the Purchase Order Vouchers preprocessor
AOPPOVCH.ORA	Oracle stored procedures for the Purchase Order Vouchers preprocessor

## Costpoint Data Setup

After you copy the new files and execute the script file (see installation instructions), perform the following setup actions before running the application for the first time.

1. Establish default values on the Configure Purchase Order Voucher Settings screen.
2. Make sure that the patches have been applied to the database.
3. Make sure the AOPPOVCH.ORA (Oracle) or AOPPOVCH.MSS (Microsoft SQLServer) stored procedures are applied to the database.

## APPENDIX

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The following terms and general functions apply to the Import Purchase Order Vouchers application:

- You must enter invoices not corresponding to a Costpoint-generated purchase order on the Manage Accounts Payable Vouchers screen.
- This process handles only new purchase order vouchers. The application does not accept changes and deletions to existing vouchers.
- This application does not create or track voucher batches.
- This application does not create labor hours.
- Overshipments for 3-way matches are valid for invoicing if they have been accepted.
- Line charges are handled only as separate invoice lines.
- Manual check information is not loaded.
- Invoice lines that do not reference purchase order lines are assumed to be non-taxable.
- All vouchers created by this process have their **Over Budget** check box selected on the Header Info tab of the Manage Purchase Order Vouchers screen.