Deltek

Deltek Costpoint® Planning 8.2

Configuration Settings Worksheet With Advanced Functionality

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Contents

Overview

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

This guide describes all the configuration settings that are specific to Costpoint Planning version 8.2. It also functions as a worksheet, where you can enter your decisions for each setting.

These settings are located on the **Planning » Administration » Administration Controls » Configuration Settings** screen. Access to this screen is limited to System Administrators.

Notes

For New Installations: The Configuration Settings screen is also incorporated into the Post Install Setup wizard, which your System Administrator runs following the installation of Costpoint 8.2.x.

For Upgraded Installations: If you upgraded from an earlier version, existing settings are automatically imported, any new settings still need to be reviewed. In addition to the descriptions provided in the document, also see release notes for earlier versions.

The table in each section where settings are described operates as worksheet and includes a **Decision/Admin Instructions** column, where you can enter choices for each relevant setting. Your System Administrator can refer to this document when configuring the settings.

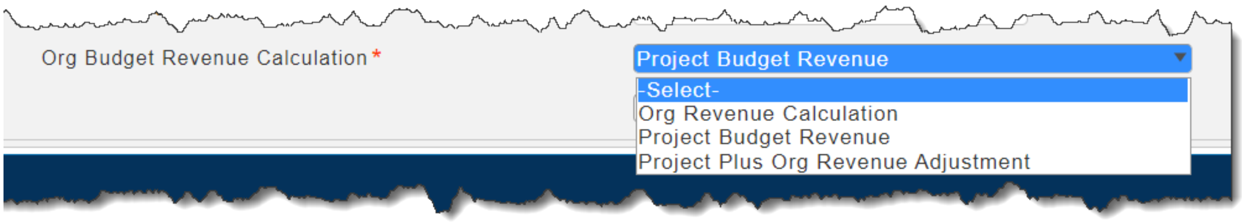
Note: In addition to reading about each individual setting, it is very important that you thoroughly review the first section of this document, Org Budget Revenue Calculation Methods. This section provides additional, critical background to help you decide which option to select in the **Org Budget Revenue Calculation** field.

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

Org Budget Revenue Calculation

During the Post Installation Setup process, your System Administrator will select an array of settings related to Org Budgeting, including **Org Budget Revenue Calculation**. The decision you make regarding this specific setting is fundamental to how Organization Budgets are completed, and Revenue is calculated in Costpoint Planning.

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



Explanations of both methods and the corresponding options follow below.

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

> **Note:** The Org Budget Revenue Calculation setting is on the Organization tab of the Configuration Settings screen. Access to this screen is limited to System Administrators.
>
> After you review the information in this section, see also **Org Budget Revenue Calculation** under Organization Settings in the Configuration Settings Worksheet section of this document.

Traditional Method for Budget Revenue Calculation

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

When considering this option, note the following:

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

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

Integrated Method for Budget Revenue Calculation

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

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

When considering this option, note the following:

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

  When running this process, also note the following:

  - Each time the Update Org Revenue from Project Revenue subtask is updated, the Org Budget revenue will be overwritten.
  - The Project Budget data will be from the final budget, EAC, or New Business budget.
  - There is a **Budget Type** option that allows you to include New Business Budgets.
  - There is a **Final Budget Type** drop-down list that allows to you choose **Budget** or **EAC**.

  For more information, see the online Help for **Planning » Organization Budgeting Administration » Controls and Utilities» Mass Upload Project Budgets to Organization Budgets**.
- Organization Budget Revenue setup is disabled.
- Data entry into Organization Budgets is disabled.

Post-Upgrade Considerations

Content in this section does not apply to new installations.

If after upgrading from version 7.x to version 8.1.x or later you decide to change from the Traditional Org Revenue method to the Integrated method and Org Budgets already exist for the current fiscal year, note the following additional tasks:

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

For additional information, contact Customer Care.

Costpoint Multi Company Considerations

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

Next Steps…

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

Configuration Settings Worksheet

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

The tables below provide an explanation of each setting and additional notes to help you decide how each setting should be configured.

In the **Decision/Admin Instructions** column of this document, select the option you want to implement for each setting. Your System Administrator will refer to this column when running the Configuration Settings section of the Post-Install Setup wizard.

> **Note:** In the **Decision/Admin Instructions** column of this document, enter the option you decided on. Your System Administrator will refer to this column during selecting the configuration settings. You may also consider using the Adobe Acrobat Collaboration features for shared reviewing to add other comments or notes directly to this document.

Account Settings

This tab is where the System Administrator will enter edit or view settings for account mapping.

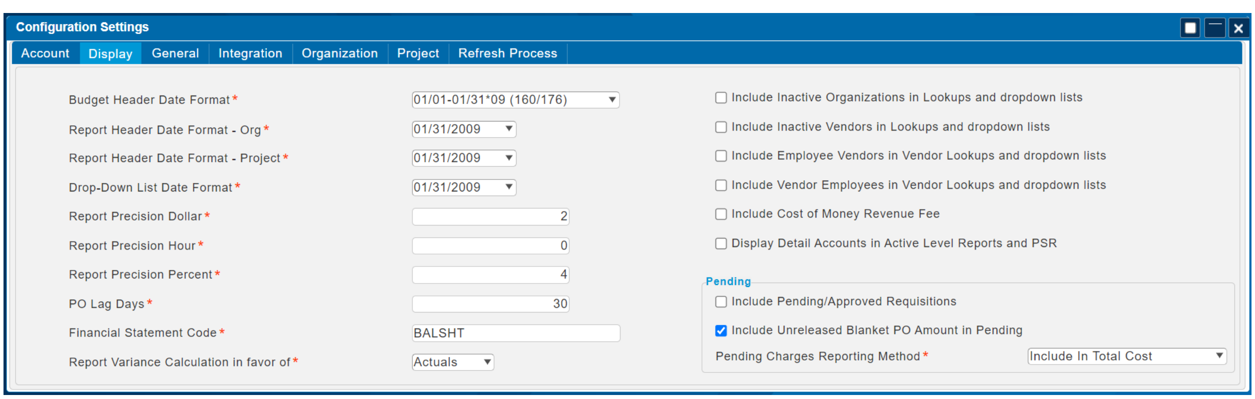
Review and decide on the following settings. An asterisk (*) indicates the required fields.

Field	Description	Notes/Choices	Decision/Admin Instructions
Account Mapping Level*	The value entered in this field identifies the account level and below where Costpoint Planning will categorize accounts into labor, non-labor, revenue, staffing, materials, travel, ODCs, and so forth.	Decide the level at which you want to summarize the accounts. For example, if the GL account number was **50-100 Direct Labor** the summary level of the account is 2. The summary level account is part of the Post Install Setup utility but can also be accessed from **Planning » Administration » Administration Controls » Maintain Account Mapping**.	Account level to enter:

Field	Description	Notes/Choices	Decision/Admin Instructions
		The Maintain Account Mapping screen displays the summary level account from the GL for the account and its lower levels to be validated and mapped in Costpoint Planning after the Post Install Setup process is finished. Choose the highest summary level account to expedite the mapping. In the example above, choosing **50-100 Direct Labor** would indicate that lower level direct labor accounts (for instance, “onsite,” “offsite,” and so forth) also exist. In this example, if level 1, the “50” account, had been entered in this field, a composite of ‘direct labor’ and other lower level labor accounts would be mapped to the same area in the budgets.	

Display Settings

This tab is where the System Administrator will enter, edit, or view settings like date format, and indicate other details to display.



Review and decide on the following settings. An asterisk (*) indicates the required fields.

Field	Description	Notes/Choices	Decision/Admin Instructions
Budget Header Date Format *	The value selected in this field determines the format of text displayed in column headers for budget data entry grids for Period columns.	Available formats include: A. 01/31/09 B. 1/31/2009 C. 01/01-01/31*09 D. FY09-1 E. FY09-1-2 F. 01/31/09 (160/176) G. 1/31/2009 (160/176) H. 01/01-01/31 *09 (160/176) I. FY09-1(160/176) J. FY09-1-2 (80/88)	Format chosen: A B C D E F G H I J
Report Header Date Format – Org *	The value selected in this field determines the format of text displayed in the column headers for Org reports that are based on month.	Available formats include: A. 01/31/09 B. 1/31/2009 C. Jan-09 D. FY09-1 E. 2009_1_2	Format chosen: A B C D E
Report Header Date Format – Project *	The value selected in this field determines the format of text displayed in the column headers for reports that are based on sub-period in the Project budgets.	Available formats include: A. 01/31/09 B. 1/31/2009 C. Jan-09 D. 31-JAN-09 E. FY09-1 F. FY09-1-2 G. 2009_1_2	Format chosen: A B C D E F G
Drop-Down List Date Format *	The value selected in this field determines the format of text displayed in date-based drop-down lists.	Available formats include: A. 01/31/09 B. 1/31/2009 C. Jan-09 D. 31-JAN-09 E. FY09-1 F. FY09-1-2 G. 2009_1_2	Format chosen: A B C D E F G

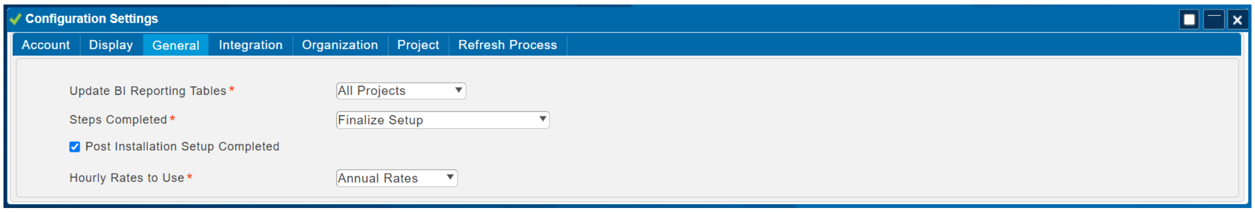
Field	Description	Notes/Choices	Decision/Admin Instructions
Report Precision Dollar *	The value entered in this field establishes the number of decimal places that will display for dollars in budget reports and inquiry screens.	Decide the number of decimal places you require for dollars. This is a memo field. You can set the decimal precision of dollar fields between 0 to 4.	Set value to: 0 1 2 3 4
Report Precision Hour *	The value entered in this field establishes the number decimal places that will display for hours in budget reports and inquiry screens.	Decide the number of decimal places you require for hours. This is a memo field. You can set the decimal precision of dollar fields between 0 to 3.	Set value to: 0 1 2 3
Report Precision Percent *	The value entered in this field establishes the number decimal places that will display for percentages in budget reports and inquiry screens.	Decide the number of decimal places you require for percentages. This is a memo field. Set the decimal precision of percent fields between 0 to 4.	Set value to: 0 1 2 3 4
PO Lag Days *	The value entered in this field establishes the number of days after a period end that the prior month PO detail should continue to be updated.	Decide the number of days required to capture this detail in the event of a late period close (for example, 30).	Number of days to enter:
Financial Statement Code *	The value entered in this field serves as the default in drop-down lists related to P&L Format reporting.	Enter your Costpoint GL Financial Statement, Income Statement ID that you wish to use as the B&P default.	Income Statement ID:
Report Variance Calculation in favor of *	This drop-down list controls how variances display in reports.	Options: A. Select **Actuals** to display the actual amount minus the budget amount. If actuals are $50, budget is $75, the variance will be negative ($25).	Option chosen: A B

Field	Description	Notes/Choices	Decision/Admin Instructions
		B. Select **Budget** to display the budget amount minus the actual amount. In the above example the variance will be positive $25.	
Include Inactive Organizations in Lookups and dropdown lists	This checkbox controls whether inactive organizations are included for selection in lookups and drop-down lists, where applicable.	Decide whether you want to include inactive organizations in drop-down lists, for either screen entry or reporting when required.	Checkbox: Selected Clear
Include Inactive Vendors in Lookups and dropdown lists	This checkbox controls whether inactive vendors are included in for selection in lookups and drop-down lists, where applicable.	Decide whether you want to include inactive vendors in drop-down lists, for either screen entry or reporting when required.	Checkbox: Selected Clear
Include Employee Vendors in Vendor Lookups and dropdown lists	This checkbox controls whether employee vendors are included in Vendor lookups and drop-down lists.	Decide whether you want to include Employee Vendors in Vendor drop-down lists for screen entry and reporting. Vendor employees are those employees who have a Vendor ID in the Manage Employee screen. For example, employees might be set up as vendors to submit Expense Reports through Expense/Accounts Payable.	Checkbox: Selected Clear
Include Vendor Employees in Vendor Lookups and dropdown lists	This checkbox controls whether vendor employees are included in Vendor Lookups and drop-down lists.	Decide whether you want to include Vendor Employees in Vendor drop-down lists for screen entry and reporting. Vendor employees are employees working for a subcontractor. For example, a subcontractor vendor may have several employees working on a project and budgeted individually.	Checkbox: Selected Clear

Field	Description	Notes/Choices	Decision/Admin Instructions
Include Cost of Money Revenue Fee	This checkbox controls whether the Cost of Money is included in the Revenue Fee calculation.	Decide whether you want to include the cost of money in the calculation of revenue fees. In other words, if you calculate Revenue on Burden, do you want the Cost of Money included in that burden? Check to include Cost of Money.	Checkbox: Selected Clear
Display Detail Accounts in Active Level Reports and PSR	This checkbox controls whether the lowest account level displays in the Active Level reports and in the Project Status reports.	Decide whether you want to display either the fully detailed (down to the lowest account level) or summary level Account ID in reports. If you leave the checkbox clear, the summary level detail displays. (Configure the Summary Level in the Account tab.)	Checkbox: Selected Clear
Include Pending/Approved Requisitions	This checkbox controls whether to include pending or approved requisitions.	Select the checkbox to include pending or approved requisitions. Clear the checkbox to exclude pending or approved requisitions.	Checkbox: Selected Clear
Include Unreleased Blanket PO Amount in Pending	This checkbox controls whether to include the unreleased PO amount in the pending charges. Regular Open POs will be included.	Select the checkbox to include the unreleased PO amount in the pending charges. Clear the checkbox to exclude the unreleased PO amount from the pending charges.	Checkbox: Selected Clear
Pending Charges Reporting Method *	The value in this field determines whether to include pending charges in the **Total Cost** column of reports.	Options include: A. Include in Total Cost B. Exclude from Total Cost	Option chosen: A B

General Settings

This tab is where the System Administrator will configure options for building the report tables that update Costpoint Business Intelligence (BI) with current data from Costpoint Planning and shows the Post Install Process status.



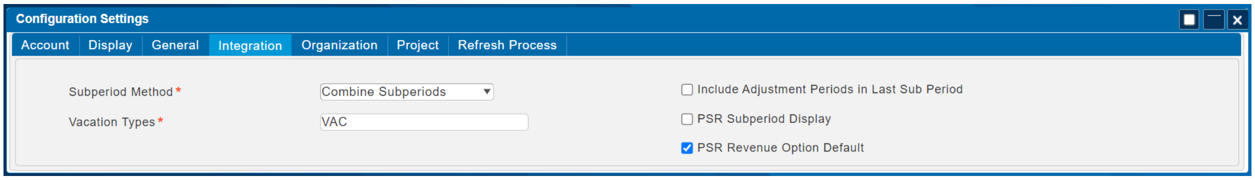
Review and decide on the following settings. An asterisk (*) indicates the required fields.

Field	Description	Notes/Choices	Decision/Admin Instructions
Update BI Reporting Tables *	The selected value in this field controls the building of report tables in Costpoint Planning for use in Business Intelligence (BI).	Whether you use BI, out-of-the-box or to write reports, choose from the following: A. **Off**: Select this option if you do not use BI, because building the tables requires additional processing time. B. **All Projects**: Select this option to build the tables from all projects. C. **Active Projects**: Select this option to build tables from active projects only.	Option chosen: A B C
Steps Completed *	This field indicates which step of the post-installation process was last completed. The value becomes non-editable after the process has been completed.	Do not change this value unless directed to do so by Deltek Support.	N/A
Post Installation Setup Completed	This checkbox is automatically checked when the post-installation process is complete.	Do not change this value unless directed to do so by Deltek Support.	N/A

Field	Description	Notes/Choices	Decision/Admin Instructions
Hourly Rates to Use *	Use this option to set the hourly rates for use in budget calculations.	From Hourly Rates to Use, choose from the following: A. **None**: Select this option if you do not want to use the hourly rates feature. The calculation is: Employee table ANNL_AMT / Planning Fiscal Year table WORK_YR_HRS_NO. B. **Annual Rates**: Select this option to calculate the hourly rate based on the employee's annual hours. Employee table ANNL_AMT / Employee table STD_EST_HRS. C. **Period Rates**: Select this option to calculate the hourly rates based on hours per period. (Employee table STD_EST_HRS / Planning table NO_OF_PD_IN_FY / Planning table TOT_PD_HRS) * (Employee table ANNL_AMT / Employee table STD_EST_HRS).	Option chosen: A B C

Integration Settings

This tab is where the System Administrator will configure Integration settings, such as Subperiod Method, and Include Adjustment Periods in Last Subperiod.



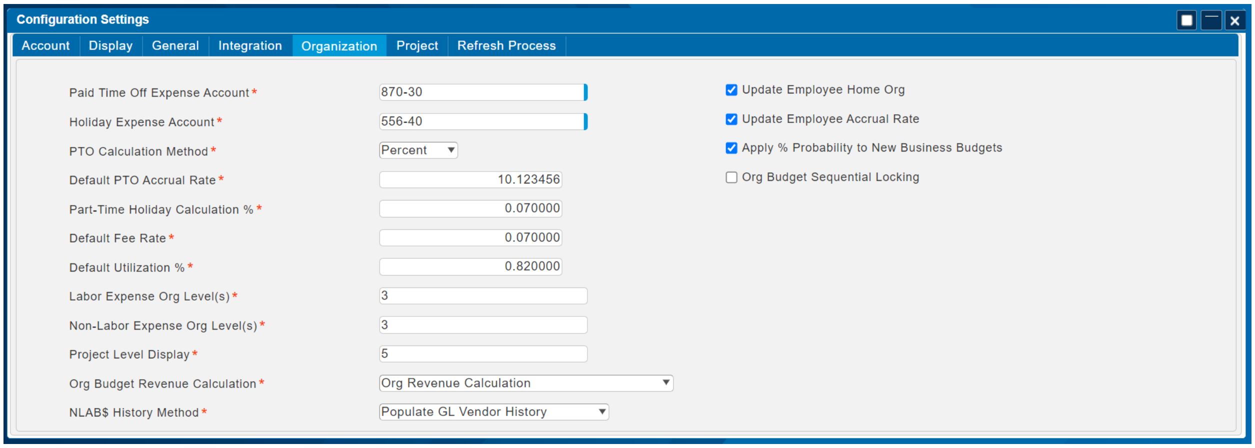
Review and decide on the following settings. An asterisk (*) indicates the required fields.

Field	Description	Notes/Choices	Decision/Admin Instructions
Subperiod Method *	The value selected in this field determines whether subperiods are combined or separated in Org and Project Budgets, when the Costpoint GL calendar contains multiple subperiods per period. Note that the method you enter in this field affects the **Project Budget Period Method** in method in the Project tab.	Decide how you want your Costpoint Subperiods to display in Costpoint Planning. If you have multiple subperiods within your Costpoint Calendar fiscal periods, do you want to budget by those subperiods? Options: A. **Separate Subperiods**: Select this option to budget by subperiods, even if there is only one subperiod in the GL calendar. This is the default option. B. **Combine Subperiods**: Select this option to budget by fiscal period only. This combines multiple subperiods into one subperiod.	Option chosen: A B
Vacation Types *	The value entered in this field identifies the valid accrued time off IDs used in Costpoint, such as, PTO, VAC, SCK, and so forth.	These codes are used to calculate employee budget accrual rates in order to calculate vacation type budget expenses.	Accrued Time off IDs to enter in this field; separate by commas:

Field	Description	Notes/Choices	Decision/Admin Instructions
Include Adjustment Periods in Last Subperiod	This checkbox controls whether adjustment period actual values are included in the last sub-period of the last non-adjustment fiscal period.	An adjustment period is a period set up in Costpoint after the end of the regular fiscal year periods and is used to capture close adjustments that occur after that time. Multiple Adjustment Periods may exist. This setting affects how data from adjustment periods displays in the data entry screens and reporting. If you select this checkbox, data from adjustment periods displays in the last non-adjusted sub-period of the fiscal year. If you leave this checkbox clear, fiscal years that have adjustment periods will display extra periods.	Checkbox: Selected Clear
PSR Subperiod Display	This checkbox controls whether the sub-period column displays on the Costpoint Planning PSR for Costpoint clients with multiple sub-periods in each period.	Select this option to display the column or leave it clear to hide the column.	Checkbox: Selected Clear
PSR Revenue Option Default	This checkbox controls whether revenue displays on the Costpoint Planning PSR.	Select this option to display the column or leave it clear to hide the column. Most clients select this option.	Checkbox: Selected Clear

Organization Settings

This tab is where the System Administrator will enter edit or view configuration settings for the organization, such as the Org Budget revenue calculation method, default fee rate, and other values related to Organization data.



Review and decide on the following settings. An asterisk (*) indicates the required fields.

Field	Description	Notes/Choices	Decision/Admin Instructions
Paid Time Off Expense Account *	The value selected in this field identifies the default PTO Account assigned to transactions resulting from the Org Budget and Org Outlook save processes	Choose the General Ledger Account that should be used as a default for PTO in Org Budgets and Outlooks.	Account ID:
Holiday Expense Account *	The value selected in this field identifies the default Holiday account assigned to transactions resulting from the Org Budget and Org Outlook save processes.	Choose the General Ledger Account that should be used as default for Holiday time off in Org Budgets and Outlooks use for Holiday time off.	Account ID:
PTO Calculation Method *	The value selected in this field determines the PTO calculation method used in Org Budgeting.	Choose one of the following PTO calculation methods: A. **Hours**: Enter whole hour numbers when budgeting. B. **Percent:** Enter the percentage of annual accrual when budgeting.	Calculation method selected: A B

Field	Description	Notes/Choices	Decision/Admin Instructions
Default PTO Accrual Rate *	The value entered in this field serves as the Default PTO Accrual Rate for Org Budgeting, when the Vacation Types field on the Integration tab is left blank or when the vacation type used in the budget is invalid.	Estimate this value using the total number of accrued hours per fiscal year divided by the total number of sub-periods in the fiscal year. This value is only used when Vacation Types are invalid or not entered.	Accrual rate:
Part-time Holiday Calculation % *	The value entered in this field determines whether Costpoint Planning will automatically calculate holiday pay for part-time employees whose FTE (full-time equivalent) percent is less than or equal to the rate entered in this field. For example, if a part-time employee works less than or at the percentage specified here, the pay is automatically calculated as zero. Note that this setting is in effect only in systems where the **Org Budget Revenue Calculation** setting on the Org tab is selected as **Org Revenue Calculation**, which is also referred to as the Traditional Method.	This field defaults to 0.5000. Decide whether you want to use a different percentage. The FTE percentage is applied only if the **Employee Type** option in **People » Employee Basic Employee Information » Manage Employee Salary Information** is also set to either Part-Time or Temporary, not Regular.	Percentage:
Default Fee Rate *	The value entered in this field serves as the Default Fee Rate for Org Budgeting Revenue purposes.	If you choose to calculate Revenue in the Org Budget instead of updating it from the Project Budget, the rate entered here (for example, 0.0700 [7%]) is used as the default fee rate for that purpose. For related information on this choice, see **Org Budget Revenue Calculation** below. Note that the rate entered here is not used for Project Revenue, which is configured separately.	Default Fee Rate:

Field	Description	Notes/Choices	Decision/Admin Instructions
Default Utilization % *	The value entered in this field serves as the default Org Budget utilization %. Note that if you use Integrated Budgeting, when the labor is uploaded from the Project Budgets to the Org Budgets, this default will be overwritten.	Decide what percent of employee hours should be attributed to direct labor versus indirect labor. For example, if you enter .82 as the default value, 82% of the employee's hours will be classified as direct labor, and 18% will be Indirect.	Default utilization %:
Labor Expense Org Level(s) *	The values entered in this field represent the Org levels that will display in Lookup lists for labor expense. You can enter multiple levels provided they are separated by commas.	Decide how many levels of the Org structure should display for users in Lookup choices. For example, if the charging level org is 10.10.001 and you want to budget labor at a higher level than the charging level, say 10.10, enter **2** in the field. Or, if you also want to allow charging at the next level down, enter both levels separated by a comma, like this: **2,3**. This would show two levels of the Org in Lookups and either level could be used in budgeting.	Enter the following Org Level/s:
Non-Labor Expense Org Level(s) *	The values entered in this field represent the org levels that will display in lookup lists for non-labor expense. You can enter multiple levels provided they are separated by commas.	The choice you make here is the same as above but for non-labor expense budgeting.	Enter the following Org Level/s:
Project Level Display *	The values entered in this field represent the Org levels that will display in lookup lists for Project Budgeting. You can enter multiple levels provided they are separated by commas.	Decide how many levels of the Org structure should display in Project Budgeting lookup lists. If you want to display more than one level, separate each level with a comma. For example, **2,3** for the 2nd and 3rd level of the Org structure.	Enter the following Org Level/s:

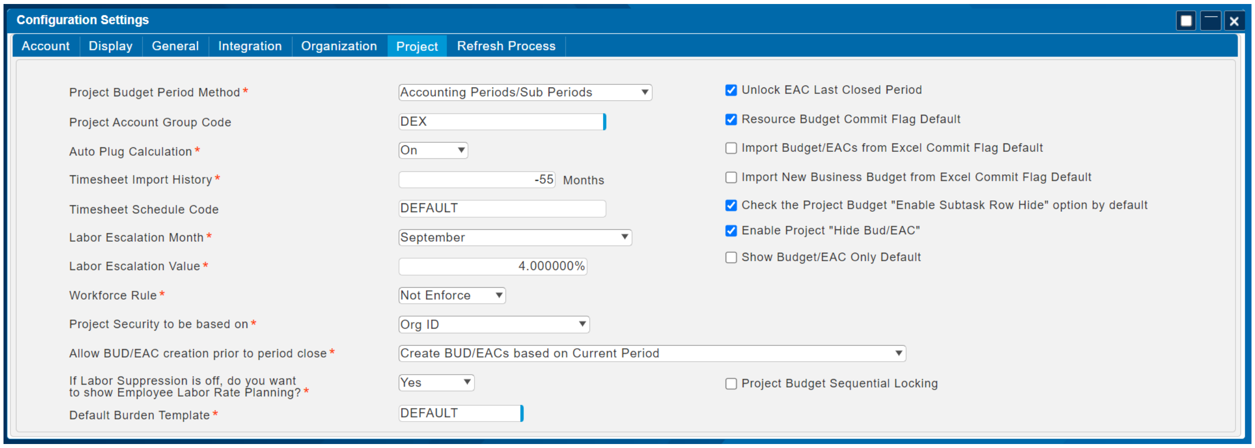
Field	Description	Notes/Choices	Decision/Admin Instructions
Org Budget Revenue Calculation *	The value selected in this field establishes which method will be used to calculate revenue in Org budgets. This is a fundamental decision and changing the method may require additional steps. Before you update this setting, be sure you have fully reviewed the Org Budget Revenue Calculation section at the beginning of this document.	Choose one of the following revenue calculation methods for Org Budgeting: A. **Org Revenue Calculation**: This is the historical method of calculating Org Revenue. B. **Project Budget Revenue:** This method retrieves revenue from project budgets. You must bring over labor and non-labor costs from project budgets before you can bring over the project budget revenue. C. **Project plus Org Rev Adjustment:** This method retrieves revenue from project budgets. Labor and non-labor costs must come over before revenue. It allows for revenue adjustments in the Org Budget.	Option chosen: A B C
NLAB$ History Method *	The value selected in this field determines which method is used to populate the Non-Labor Dollar (NLAB$) tab in Org Budgeting.	The value selected here is used when creating the first Org Budget. Choose from the following options: A. Populate the NLAB$ tab with Prior Year GL Vendor history. B. Populate the NLAB$ tab with Prior Year GL Account history. C. Do not populate the NLAB$ tab. Note that if you do not populate the NLAB$ tab, you will need to manually enter the Non-Labor Dollar budgets.	Option chosen: A B C

Field	Description	Notes/Choices	Decision/Admin Instructions
Update Employee Home Org	This checkbox controls whether the employee home Org ID in the Employee Rates subtask of the Organization Budget Cycle Initialization screen is updated to reflect the current Home Org when the Organization Initialization and Org Budget/Outlook screens are opened. (This applies only to employee records that are not locked.)	During the refresh process, depending on whether this setting is selected or clear, the following occurs: **Selected**: Home Org IDs are updated, but only for employee records where the **Lock** checkbox (also on the Employee Rates subtask) is not selected. When **Lock** is selected, records cannot be overwritten regardless of how this setting is configured. **Clear**: The Home Org IDs are not updated. If you leave this checkbox clear, you will have to run the Organization Budget Cycle Initialization on a regular basis to capture these changes outside of the refresh process.	Checkbox: Selected Clear
Update Employee Accrual Rate	This checkbox controls whether the PTO accrual rate in the Employee Rates subtask of the Organization Budget Cycle Initialization screen is updated to reflect the current accrual rate when the Organization Initialization and Org Budget/Outlook screens are opened. (This applies only to employee records that are not locked.)	During the refresh process, depending on whether this setting is selected or clear, the following occurs: **Selected**: PTO accrual rates are updated, but only for employee records where the **Lock** checkbox (also on the Employee Rates subtask) is not selected. When **Lock** is selected, records cannot be overwritten regardless of how this setting is configured. **Clear**: PTO accrual rates are not updated. If you leave this **box** clear, you will have to run the Organization Budget Cycle Initialization on a regular basis to capture these changes outside of the refresh process.	Checkbox: Selected Clear
Apply % Probability to New Business Budgets	This setting controls whether the probability percent value in New Business Budgeting is applied to revenue and	When this checkbox is selected, the probability percent value is applied when you use the Mass	Checkbox: Selected Clear

Field	Description	Notes/Choices	Decision/Admin Instructions
	cost amounts in Organization Budgeting when you upload new business budgets and when you run various reports.	Upload Project Budgets to Organization Budgets application to upload new business budgets, and also when you run the following reports: ▪ Rate Processing/Reports » Rate Analysis by Project ▪ Profit and Loss Reports » Profit and Loss by Project ▪ Labor Analysis Reports » Org Job Summary ▪ Plug Processing and Reports » Plug Project Review If the checkbox is not selected, revenue and costs are always calculated at the default probability value of 100%.	
Org Budget Sequential Locking	This setting should not be configured without consulting with Deltek Customer Care. If this option is enabled, certain sub-processes can be executed by only one user at time to prevent issues with deadlock. The option should never be enabled unless specified by Deltek and is usually enabled only temporarily during troubleshooting, if a deadlock issue occurs. Enabling this setting may cause performance to slowdown.	N/A	N/A

Project Settings

This tab is where the System Administrator will enter edit or view configuration settings for the project, such as budget period, auto-plug calculation, workforce rule, and escalation value.



Review and decide on the following settings. An asterisk (*) indicates the required fields.

Field	Description	Notes/Choices	Decision/Admin Instructions
Project Budget Period Method *	The value selected in this field determines the Project budgeting period. Note that the method you select in this drop-down list correlates with the option in the **Subperiod Method** in the Configuration Integration tab.	Choose how you want your Budget Periods to appear throughout Project Budgets. Choose one of the following budget periods: A. **Accounting Periods/Sub Periods**: Select this option if you selected **Separate Subperiod** in the Integration configuration tab. B. **Accounting Periods ONLY**: Select this option if you have multiple Costpoint subperiods and you selected **Combine Subperiods** in the Integration configuration tab. C. **Time Collection Periods**: To use Time Collection Periods, enter the **Timesheet Schedule Code**.	Option chosen: A B C

Field	Description	Notes/Choices	Decision/Admin Instructions
Project Account Group Code	This value selected in this field serves as the default **Project Account Group (PAG)** code for New Business Budgets.	Since a Costpoint project does not exist for New Business Budgets, you must choose a PAG code to use for them instead.	PAG chosen:
Auto Plug Calculation *	This setting controls whether the automatic plug calculation for Org Revenue Budgets is enabled or disabled.	This setting relates to the selection you made in the **Org Budget Revenue Calculation** field on the Organization tab. If you chose **Org Revenue Calculation** as the calculation method, set this option to **On** to automatically calculate the difference between project and org budgets. Knowing the gap between these can help when evaluating the accuracy or soundness of an Org budget. If you chose a calculation method that brings costs and revenue into the Org Budgets from Project Budgets, you should set this option to **Off**.	Option chosen: On Off
Timesheet Import History *	The value entered in this field represents the number of months of timesheet data that is imported from Time & Expense during the refresh process.	The default for this field is 36 months. If you change this value, be sure that the number of months you enter sufficiently accounts for unposted and/or adjusted timesheets to be included in the budget timesheet reports.	Number of months:
Timesheet Schedule Code	The value entered in this field is used as the timesheet schedule code for project budgeting.	This setting is required only if **Time Collection Periods** was selected as the Budget Period (also configured on this tab).	Code:
Labor Escalation Month *	The value entered in this field sets the time marker to use when increasing pay in Budgets and EACs.	Decide whether to use the employee anniversary date or a given month for a company-wide fixed escalation period.	Month chosen: or Employee Anniversary Date

Field	Description	Notes/Choices	Decision/Admin Instructions
Labor Escalation Value *	The value entered in this field sets the percentage to use when increasing pay in Budgets and EACs.	Decide the percent (for example, 0.0300 for 3%) to use as a default escalation value. This value can be edited in the individual project budgets.	Percent:
Workforce Rule *	This setting controls whether selection of resources in Project Budgets is limited to those available in the Costpoint Project Workforce.	Decide whether you want to control resource selection using Costpoint Project Workforce or instead base it on user security settings. Options: A. **Enforce**: When this option is selected, Project Budgets will only **display** resources in the Costpoint Project Workforce; therefore, only those resources can be added to the project budget. B. **Not Enforce**: When this option is selected, budgets resources available for selection are limited only by the user's security settings.	Option chosen: A B
Project Security to be based on *	Switching this setting to **Project Budget Security** allows Project Managers to view and edit all assigned budgets. If security is based on Org ID, and for example, a Project manager has a Home Org of an Overhead type, he or she could not edit project budgets and associated resources that have a Direct type of Home Org, such as Engineering or Construction.	The default is **Org ID**, but you need to select **Project Security** to use the Maintain Project Budget Security application. Note that with the addition of the new **Project Security** to be based on configuration option, the Manage Additional Project Budget Approvers screen was made obsolete and has been removed. During installation, existing entries from Project Budget Approvers are migrated to Maintain Project Budget Security.	Option chosen: Org ID Project Budget Security

Field	Description	Notes/Choices	Decision/Admin Instructions
Allow Bud/EAC creation prior to period close *	This setting determines which period is used to populate actual revenue and cost amounts from Costpoint, when you create a new budget or an EAC from an approved budget.	Options: A. **Create Bud/EACs based on Last Closed Period (Standard Function)** Choose this option if you want to populate the budget or EAC with actuals up through the ending of the last closed period. B. **Create BUD/EACs on Current Period** Choose this option if you want to populate the budget or EAC with actuals to date from the current period. This option is non-standard because it allows the possibility of incomplete information, if you create the budget or EAC in the middle of a period. For example, if the current period is January, and you create the budget or EAC on the 15th, actual revenue and cost amounts from Costpoint will populate through that date, and February will be the beginning of the next future period. This leaves the last two weeks of January incomplete, since they are populated neither with actual nor budgeted amounts.	Option chosen: A B
If Labor Suppression is off, do you want to show Employee Labor Rate in Planning? *	This setting controls whether employee labor rates can display within Costpoint Planning.	If set to **No**, labor rates will not display in Costpoint Planning for any users, even those who are granted the right in Manager Users. If set to **Yes**, labor rates will display in Costpoint Planning, but only for those	Option chosen: Yes No

Field	Description	Notes/Choices	Decision/Admin Instructions
		who are also granted the right in Manage Users. For example, on the Company Access subtask in **Planning » Administration » System Security » Manage Users**, if Suppress Labor is clear for a selected user and this setting is set to **Y**, labor rates will display throughout Costpoint Planning for that user.	
Default Burden Template *	Use this field to designate which burden template will be available by default for users of the following applications: ▪ New Business Budgeting ▪ Project Budgets/EACs ▪ Import New Business Budgets from Excel Within these applications, users are allowed to select a different template, but the one you select here displays as the default version.	If you do not select a specific template, the system one will be used. The system template is named **DEFAULT**, and the burden calculations for this template are based on the Costpoint fiscal year pool configuration.	Enter the name of the template that you want to set as the default version, or if you prefer, leave it set to the standard system template (**DEFAULT**).
Unlock EAC Last Closed Period	This checkbox controls whether the actuals in the last closed period of the Project EAC can be changed.	Check this box to allow users to modify the actuals in the last closed period of the Project EAC. The need for this may occur when a period rolls forward before all actuals from the prior period have been reported. Alternatively, whether this box is checked or unchecked, users can delete the EAC that is missing data and recreate it or create a new version of the EAC.	Checkbox: Selected Clear

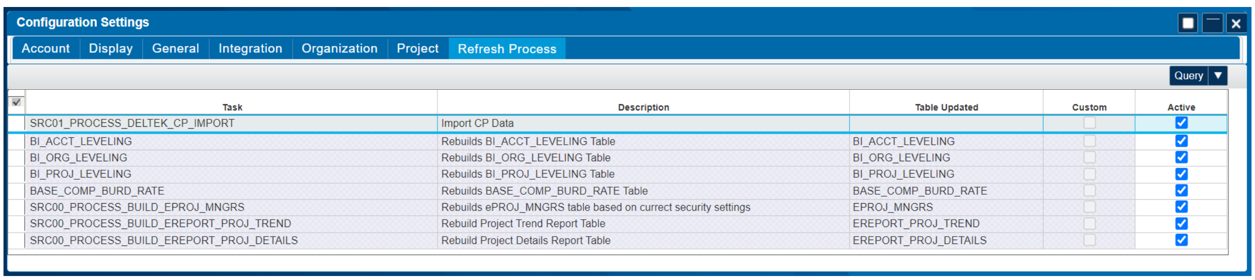
Field	Description	Notes/Choices	Decision/Admin Instructions
Resource Budget Commit Flag Default	This checkbox controls whether the **Commit** checkbox in the Add/Edit/Delete Assignments subtask of the Budget by Resource is selected by default.	The **Commit** checkbox on the subtask is editable, so users can change the status, either selected or clear, as needed. Checking this option simply provides a default status. If the budget assignments are not committed from the Budget by Resource screen, they can be committed directly from the individual project budgets in Project Budgets/EACs.	Checkbox: Selected Clear
Import Budget/EACs from Excel Commit Flag Default	This checkbox controls whether **Yes** is selected by default in the **Commit Budget/EAC** drop-down list of the Import Budgets/EACs from Excel screen.	The **Commit Budget/EAC** drop-down list is editable, so users can change the option, either **Yes** or **No**, as needed. Selecting **Yes** simply provides a default status. If the budgets/EACs are not committed on the Import Budgets/EACs from Excel screen, they can be committed directly from the individual project budgets in Project Budgets/EACs.	Option chosen: Yes No
Import New Business Budgets from Excel Commit Flag Default	This checkbox controls whether **Yes** is selected by default in the **Commit New Business Budget** drop-down list of the Import New Business Budget from Excel screen.	The **Commit New Business Budget** drop-down list is editable, so users can change the option, either **Yes** or **No**, as needed. Selecting **Yes** simply provides a default status. If the budgets are not committed on the Import New Business Budgets from Excel screen, they can be committed directly on the New Business Budgets screen.	Option chosen: Yes No

Field	Description	Notes/Choices	Decision/Admin Instructions
Check the Project Budget "Enable Subtask Row Hide" option by default	This checkbox controls whether the **Enable Subtask Row Hide** checkbox on the Project Budgets/EACs screen is selected by default.	Select this checkbox to enable, by default, the ability to hide project budget or EAC rows on data entry subtasks on the Project Budgets / EACs screen. Otherwise, clear this checkbox to display all budget/EAC rows. The **Enable Subtask Row Hide** checkbox on the Project Budgets / EACs is editable, so users can override this setting, either checked or unchecked, as needed.	Checkbox: Selected Clear
Enable Project "Hide Bud/EAC"	This checkbox controls whether the hiding of historic versions of project budgets or EACs on the Project Budgets / EACs screen is enabled or not.	Select this checkbox to display the **Hide Bud/EAC** column and the **Hide** and **Unhide** buttons on the Project Budgets / EACs screen.	Checkbox: Selected Clear
Show Budget/EAC Only Default	This checkbox controls whether the **Show Budget/EAC Only** checkbox on the Project Budgets / EACs screen is selected by default.	Select this checkbox to display, by default, only the projects that have an existing budget/EAC when you open the Project Budgets / EACs screen. Otherwise, clear this checkbox to display all projects. The **Show Budget/EAC Only** checkbox on the Project Budgets / EACs is editable, so users can override this setting, either checked or unchecked, as needed.	Checkbox: Selected Clear
Project Budget Sequential Locking	This setting should not be configured without consulting with Deltek Customer Care. If this option is enabled, certain sub-processes can be executed by only one user at time to prevent issues with deadlock.	N/A	N/A

Field	Description	Notes/Choices	Decision/Admin Instructions
	The option should never be enabled unless specified by Deltek and is usually enabled only temporarily during troubleshooting, if a deadlock issue occurs. Enabling this setting may cause a slowdown in performance.		

Refresh Process Settings

This tab is where System Administrators can configure which tables are refreshed when they run the Report Table Update Process utility (**Planning » Administration » Administration Utilities**).



Due to direct integration with Costpoint, the tables previously updated in Planning with the refresh process are now linked views and do not require a separate refresh.

The tables that do require a separate refresh are related to the following:

- Business Intelligence (BI) report tables
- Custom report tables
- Project security tables

Deltek recommends that you leave **Active** selected for all non-custom refresh tasks that display in the table.

You may clear the **Active** checkbox to deactivate specific tasks in the following instances:

Task	You may deactivate if:
SRC01_PROCESS_DELTEK_CP_IMPORT	▪ you don't have any custom import tables
BI_ACCT_LEVELING BI_ORG_LEVELING BI_PROJ_LEVELING	▪ you don't use BI/CER
BASE_COMP_BURD_RATE	▪ you don't use the table in your BI reporting

Task	You may deactivate if:
SRC00_PROCESS_BUILD_EPROJ_MNGRS	▪ DO NOT deactivate!
SRC00_PROCESS_BUILD_EREPORT_PROJ_TREND SRC00_PROCESS_BUILD_EREPORT_PROJ_DETAILS	▪ you don’t use BI/CER, or you don’t use these tables for custom reports

Appendix: If You Need Assistance

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

Customer Services

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

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

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

Deltek Support Center

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

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

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

> **Attention:** For more information regarding Deltek Support Center, refer to the online help available from the website.

Access Deltek Support Center

To access the Deltek Support Center:

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

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

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com