



Deltek

Deltek Costpoint®

8.1

Corporate Planner
Preprocessor

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Corporate Planner

To run interactively, you must select a file. The application will generate an Error report if it encounters any errors. You can then terminate or continue the process to transfer valid data into the final budget table. Click **Import Budget Amounts to Costpoint** on the Action menu to transfer valid data from the working table to the main Costpoint table.

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.

Display the Corporate Planner Screen

You access the Corporate Planner screen from the Accounting domain.

Click **Accounting » General Ledger » General Ledger Interfaces » Corporate Planner**.

Contents of the Corporate Planner Screen

Use the fields and options to configure the Corporate Planner screen.

Identification

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

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

Field	Description
Parameter ID	<p>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.</p> <p>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.</p> <p>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.</p>

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

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 are uploading. 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.

Field	Description
File Name	Enter, or click  to select, the file name.
Partial Upload	If you want a full upload, leave this check box cleared (the default). Select this check box if you want a partial upload.
Fiscal Year	Enter, or click  to select, the fiscal year.
Revision ID	<p>Enter, or click  to select, the revision ID.</p> <p>If there are any records in the main table (ORG_ACCT_BUD) for the fiscal year and revision ID selected, Costpoint displays a message asking if you want to overwrite the existing data.</p> <p>If you selected the Partial Upload check box, only those rows for which new budget data has been provided are overwritten. For a full upload, Costpoint deletes all existing budgets for the fiscal year and revision and replaces them with the new information.</p> <ul style="list-style-type: none"> ▪ Select No if you do not want to replace the budget data for the selected fiscal year and revision ID. You must then specify different input files or a different target fiscal year and revision. ▪ Select Yes to replace existing budget information with the new input. Selecting Yes enables the rest of the fields on the screen.

Assign Corresponding Column Info from Input file to Costpoint Period and Other Columns

Field	Description
Header Row	Select this check box if a header row is present in the input file. If you select this check box, Costpoint ignores the first row and starts the process from the second row. It also ignores the corresponding rows if the header row is repeated in the input file(s).
Account	Enter the column in the input file that contains the account ID. The file must contain valid Costpoint accounts, optionally followed by a space and the name (for example, "1000-001" or "1000-001 Petty Cash").
Organization	Enter the column in the input file that contains the organization ID. The file must contain valid Costpoint organization IDs, optionally followed by a space and the name (for example, "1.01.01" or "1.01.01 McLean office").
PD1 - PD18	Use these fields to identify which column numbers in the input file contain the period budget amounts. The correct number of text boxes will be enabled depending on the fiscal year selected and the number of periods. The column numbers do not need to be sequential (for example, you can have quarterly total columns and a year-to-date total), but there must be enough columns of data in the input file to support the column numbers referenced, and there must be a budget amount for each period.
Ignore Rows Where Column Contains ___	Identify rows (such as subtotal or total lines) that should not be processed as budget data, based on the contents of a given column or columns. The contents of two separate columns can be analyzed, and you can enter multiple values for each one. If you enter invalid data, Costpoint displays the following warning message: "You are trying to enter a number that is bigger than the number of columns in the input file. (The maximum column number is 16.)"

Processing Options

Field	Description
Overwrite Existing Costpoint Budget Data	Select this check box to overwrite existing budget amounts in Costpoint.
Import Valid Records When Invalid Records Are Found	Select this check box to upload valid data even when invalid records are encountered.

Screen Messages and Error Messages

Error Message	Meaning/Related Information
<File Name> has already been added. It will not be added again.	You have tried to add the same file more than once into the final file list box.

Error Message	Meaning/Related Information
Do you want to over write the existing data?	There are already records in ORG_ACCT_BUD for the FY_CD and GL_BUD_RVSN_ID combination.
<p>The following selected file(s) does not contain enough data to process</p> <p><File name with path></p> <p>Would you like to proceed with processing of valid files? Note: Invalid files will be removed from selected list.</p>	The input file(s) has fewer columns than the number of Costpoint periods.
None of the files have enough data to process. Do you want to select new files?	None of the input files has enough columns for the number of Costpoint periods.
This column number is already entered in <field name>.	You tried to enter a column number more than once. You cannot leave the field until you change the number.
You are trying to enter a number that is bigger than the number of columns in input file. (The maximum column number is 16)	You entered a number that is greater than the maximum number of columns available in the input file(s), or you entered a three-digit number.
A column number must be entered in <Field name>.	You must complete entry in the current field before moving to another field.
Column number must be entered for <field names>.	You forgot to enter information in some of the fields before processing.
Text must be entered when a column number is entered to delete rows.	You entered a column number in the Ignore rows where Column field but did not enter the text to search for in the Contains field. You must make entries in both fields.
A column number must be entered when text is entered to delete row.	You entered text in the Contains field but did not enter a column number in the Ignore rows where Column field. You must make entries in both fields.
Would you like to continue processing valid data?	If Costpoint encountered any errors while reading the input file or validating the Acct, Org, or Acct/Org combinations, it displays an error report. If you close the error report and there is valid data to process, this message displays.
Previously processed data was not imported, would you like to delete the data and proceed with processing current data?	There is data in the intermediate table from the previous operation.
Process Complete	Valid data has been moved successfully to the intermediate table.

Error Message	Meaning/Related Information
Import Complete	Valid data has been imported successfully.

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