


Deltek Costpoint® Planning 8.2

Configuration Settings Worksheet
With Essential Functionality

September 13, 2023



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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.

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

Configuration Settings Worksheet

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

The screenshot shows a software window titled 'Configuration Settings'. It has several tabs: 'Account', 'Display', 'General', 'Integration', 'Project', and 'Refresh Process'. The 'Account' tab is selected. Below the tabs, there is a label 'Account Mapping Level*' followed by a text input field containing the number '2'.

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 <u>and below</u> where Costpoint Planning will categorize accounts into labor, non-labor, revenue, staffing, materials, travel, ODCs, and so forth. | <p>Decide the level at which you want to summarize the accounts.</p> <p>For example, if the GL account number was 50-100 Direct Labor the summary level of the account is 2.</p> <p>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.</p> | Account level to enter: |

Configuration Settings Worksheet

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|-------|-------------|---|-----------------------------|
| | | <p>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.</p> <p>Choose the highest summary level account to expedite the mapping.</p> <p>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.</p> <p>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.</p> | |

Display Settings

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

Configuration Settings

Account | **Display** | General | Integration | Project | Refresh Process

Budget Header Date Format * 01/01-01/31*09 (160/176)

Report Header Date Format - Project * 01/31/09

Drop-Down List Date Format * 01/31/09

Report Precision Dollar * 2

Report Precision Hour * 2

Report Precision Percent * 2

PO Lag Days * 30

Financial Statement Code * INCSTM

Report Variance Calculation in favor of * Actuals

☐ Include Inactive Vendors in Lookups and dropdown lists

☒ Include Employee Vendors in Vendor Lookups and dropdown lists

☒ Include Vendor Employees in Vendor Lookups and dropdown lists

☐ Include Cost of Money Revenue Fee

☐ Display Detail Accounts in Active Level Reports and PSR

Pending

☐ Include Pending/Approved Requisitions

☒ Include Unreleased Blanket PO Amount in Pending

Pending Charges Reporting Method * Exclude From Total Cost

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

Configuration Settings Worksheet

| 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 – 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 |
| 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 |

Configuration Settings Worksheet

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|--|---|---|--|
| 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). B. Select Budget to display the budget amount minus the actual amount. In the above example the variance will be positive \$25. | Option chosen: A B |

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|--|---|--|--------------------------------|
| 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 |
| 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 |

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|--|--|--|--------------------------------|
| 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.

The screenshot shows the 'Configuration Settings' window with the 'General' tab selected. The settings are as follows:

- Update BI Reporting Tables ***: Off
- Steps Completed ***: Finalize Setup
- Post Installation Setup Completed**: ☒
- Hourly Rates to Use ***: None

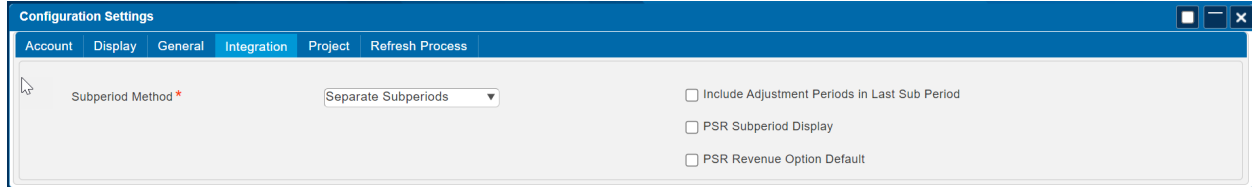
Review and decide on the following settings. An asterisk (*) indicates the required fields.

| 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 Delttek 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 Delttek 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. | <p>From Hourly Rates to Use, choose from the following:</p> <p>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.</p> <p>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.</p> <p>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).</p> | <p>Option chosen:</p> <p>A</p> <p>B</p> <p>C</p> |

Integration Settings

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



The screenshot shows the 'Configuration Settings' window with the 'Integration' tab selected. The 'Subperiod Method' is set to 'Separate Subperiods'. There are three checkboxes: 'Include Adjustment Periods in Last Sub Period' (unchecked), 'PSR Subperiod Display' (unchecked), and 'PSR Revenue Option Default' (unchecked).

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

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|---------------------------|---|--|---|
| Subperiod Method * | <p>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.</p> <p>Note that the method you enter in this field affects the Project Budget Period Method in method in the Project tab.</p> | <p>Decide how you want your Costpoint Subperiods to display in Costpoint Planning.</p> <p>If you have multiple subperiods within your Costpoint Calendar fiscal periods, do you want to budget by those subperiods?</p> <p>Options:</p> <p>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.</p> <p>B. Combine Subperiods: Select this option to budget by fiscal period only. This combines multiple subperiods into one subperiod.</p> | <p>Option chosen:</p> <p>A</p> <p>B</p> |

| 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. | <p>An adjustment period is a period set up in Costpoint after the end of the regular fiscal year periods and is used to capture close adjustments that occur after that time. Multiple Adjustment Periods may exist.</p> <p>This setting affects how data from adjustment periods displays in the data entry screens and reporting.</p> <p>If you select this checkbox, data from adjustment periods displays in the last non-adjusted sub-period of the fiscal year.</p> <p>If you leave this checkbox clear, fiscal years that have adjustment periods will display extra periods.</p> | <p>Checkbox:</p> <p>Selected</p> <p>Clear</p> |
| 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. | <p>Checkbox:</p> <p>Selected</p> <p>Clear</p> |
| PSR Revenue Option Default | This checkbox controls whether revenue displays on the Costpoint Planning PSR. | <p>Select this option to display the column or leave it clear to hide the column.</p> <p>Most clients select this option.</p> | <p>Checkbox:</p> <p>Selected</p> <p>Clear</p> |

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.

Configuration Settings

Account | Display | General | Integration | **Project** | Refresh Process

Project Budget Period Method * Accounting Periods/Sub Periods ☒ Unlock EAC Last Closed Period

Project Account Group Code GOV ☒ Resource Budget Commit Flag Default

Timesheet Import History * 60 Months ☐ Import Budget/EACs from Excel Commit Flag Default

Timesheet Schedule Code DEFAULT ☐ Import New Business Budget from Excel Commit Flag Default

Labor Escalation Month * January ☒ Check the Project Budget "Enable Subtask Row Hide" option by default

Labor Escalation Value * 4.000000% ☒ Enable Project "Hide Bud/EAC"

Project Security to be based on * Org ID ☐ Show Budget/EAC Only Default

Workforce Rule * Not Enforce

Allow BUD/EAC creation prior to period close * Create BUD/EACs based on Current Period

If Labor Suppression is off, do you want to show Employee Labor Rate Planning? * Yes ☐ Project Budget Sequential Locking

Default Burden Template * DEFAULT

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

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

Configuration Settings Worksheet

| 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: |
| 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 |
| 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: |
| 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 | Option chosen: Org ID Project Budget Security |

Configuration Settings Worksheet

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|---|--|---|---|
| | | migrated to Maintain Project Budget Security. | |
| Workforce Rule * | This setting controls whether selection of resources in Project Budgets is limited to those available in the Costpoint Project Workforce. | <p>Decide whether you want to control resource selection using Costpoint Project Workforce or instead base it on user security settings.</p> <p>Options:</p> <p>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.</p> <p>B. Not Enforce: When this option is selected, budgets resources available for selection are limited only by the user's security settings.</p> | <p>Option chosen:</p> <p>A</p> <p>B</p> |
| 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. | <p>Options:</p> <p>A. Create Bud/EACs based on Last Closed Period (Standard Function)</p> <p>Choose this option if you want to populate the budget or EAC with actuals up through the ending of the last closed period.</p> <p>B. Create BUD/EACs on Current Period</p> <p>Choose this option if you want to populate the budget or EAC with actuals to date from the current period.</p> | <p>Option chosen:</p> <p>A</p> <p>B</p> |

Configuration Settings Worksheet

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|--|---|--|--|
| | | <p>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.</p> <p>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.</p> | |
| 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. | <p>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.</p> <p>If set to Yes, labor rates will display in Costpoint Planning, but only for those who are also granted the right in Manage Users.</p> <p>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.</p> | <p>Option chosen:</p> <p>Yes</p> <p>No</p> |

Configuration Settings Worksheet

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|--|--|--|--|
| Default Burden Template * | <p>Use this field to designate which burden template will be available by default for users of the following applications:</p> <ul style="list-style-type: none"> ▪ New Business Budgeting ▪ Project Budgets/EACs ▪ Import New Business Budgets from Excel <p>Within these applications, users are allowed to select a different template, but the one you select here displays as the default version.</p> | <p>If you do not select a specific template, the system one will be used.</p> <p>The system template is named DEFAULT, and the burden calculations for this template are based on the Costpoint fiscal year pool configuration.</p> | 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. | <p>Check this box to allow users to modify the actuals in the last closed period of the Project EAC.</p> <p>The need for this may occur when a period rolls forward before all actuals from the prior period have been reported.</p> <p>Alternatively, whether this box is checked or unchecked, users can delete the EAC that is missing data and recreate it or create a new version of the EAC.</p> | Checkbox: Selected Clear |
| 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. | <p>The Commit checkbox on the subtask is editable, so users can change the status, either selected or clear, as needed.</p> <p>Checking this option simply provides a default status.</p> <p>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.</p> | Checkbox: Selected Clear |

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|---|---|---|---|
| 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. | <p>The Commit Budget/EAC drop-down list is editable, so users can change the option, either Yes or No, as needed.</p> <p>Selecting Yes simply provides a default status.</p> <p>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.</p> | <p>Option chosen:</p> <p>Yes</p> <p>No</p> |
| 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. | <p>The Commit New Business Budget drop-down list is editable, so users can change the option, either Yes or No, as needed.</p> <p>Selecting Yes simply provides a default status.</p> <p>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.</p> | <p>Option chosen:</p> <p>Yes</p> <p>No</p> |
| 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. | <p>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.</p> <p>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.</p> | <p>Checkbox:</p> <p>Selected</p> <p>Clear</p> |

Configuration Settings Worksheet

| Field | Description | Notes/Choices | Decision/Admin Instructions |
|--|--|---|--------------------------------|
| 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. 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. | N/A | N/A |

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**).

| Configuration Settings | | | | | |
|---|---|----------------------|--------------------------|-------------------------------------|--|
| Account Display General Integration Project Refresh Process | | | | | |
| Query ▼ | | | | | |
| Task | Description | Table Updated | Custom | Active | |
| SRC01_PROCESS_DELTEK_CP_IMPORT | Import CP Data | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| BI_ACCT_LEVELING | Rebuilds BI_ACCT_LEVELING Table | BI_ACCT_LEVELING | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| BI_ORG_LEVELING | Rebuilds BI_ORG_LEVELING Table | BI_ORG_LEVELING | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| BI_PROJ_LEVELING | Rebuilds BI_PROJ_LEVELING Table | BI_PROJ_LEVELING | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| BASE_COMP_BURD_RATE | Rebuilds BASE_COMP_BURD_RATE Table | BASE_COMP_BURD_RATE | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| SRC00_PROCESS_BUILD_EPROJ_MNGRS | Rebuilds ePROJ_MNGRS table based on current security settings | EPROJ_MNGRS | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| SRC00_PROCESS_BUILD_EREPOROT_PROJ_TREND | Rebuild Project Trend Report Table | EREPORT_PROJ_TREND | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| SRC00_PROCESS_BUILD_EREPOROT_PROJ_DETAILS | Rebuild Project Details Report Table | EREPORT_PROJ_DETAILS | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

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 | <ul style="list-style-type: none"> you don't have any custom import tables |
| BI_ACCT_LEVELING BI_ORG_LEVELING BI_PROJ_LEVELING | <ul style="list-style-type: none"> you don't use BI/CER |
| BASE_COMP_BURD_RATE | <ul style="list-style-type: none"> you don't use the table in your BI reporting |
| SRC00_PROCESS_BUILD_EPROJ_MNGRS | <ul style="list-style-type: none"> DO NOT deactivate! |
| SRC00_PROCESS_BUILD_EREPOROT_PROJ_TREND SRC00_PROCESS_BUILD_EREPOROT_PROJ_DETAILS | <ul style="list-style-type: none"> 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