Deltek

Deltek Costpoint® Planning Cloud 7.0

Post-Upgrade Configuration Guide

September 30, 2019

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Contents

About this Guide

> **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.

Welcome to the Costpoint Planning 7.0 Configuration Guide for cloud customers.

This guide describes initial configuration tasks for new Costpoint Planning installations and is intended for System Administrators. These tasks should be completed after Costpoint Planning 7.0 is fully installed but before users access the software.

> **Note:** If your installation is not new and you upgraded from an earlier version of Costpoint Planning, see “Deltek Costpoint Planning Cloud 7.0: Post-Upgrade Configuration Guide.”

The configurations tasks described in this guide will be implemented by Costpoint Planning System Administrators. However, some of the processes described will require advance input from other groups within your company, such as Accounting and Project groups, and may also require additional advice from outside consultants. Where such cases exist, they are noted.

Prerequisites

Before you can complete the procedures described in this guide, Costpoint Planning must be installed on Costpoint version 7.1.1 or later.

Process Overview

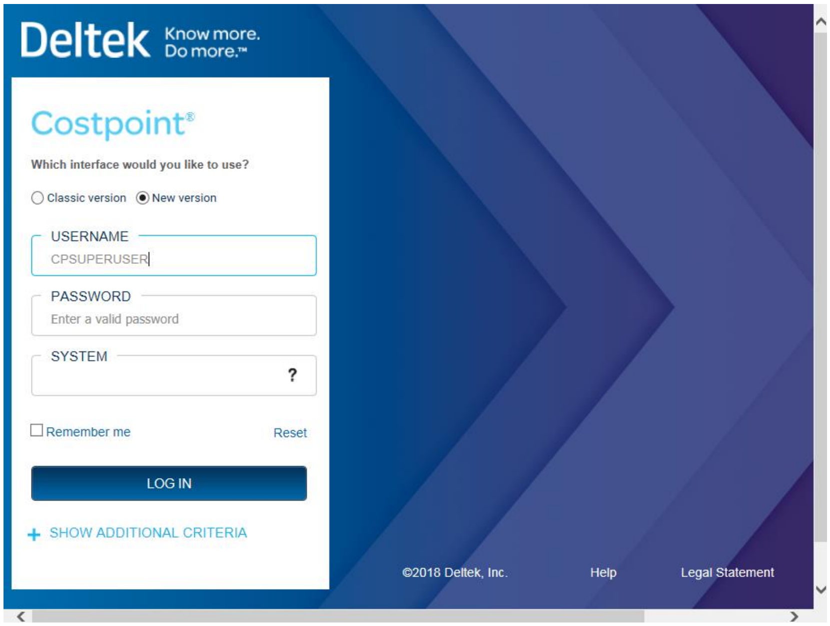
The following list provides a brief overview of the tasks required to complete the post-upgrade configuration of Costpoint Planning:

- **Step 1: Activate Administration Right** — Ensure Planning Administrator has access to all screens and full license rights.
- **Step 2: Set Up the Refresh Process** — Set up scheduled jobs, entailing the following:
    a. Create Job Parameters
    b. Create a Job ID
    c. Create a Job Queue
    d. Create a Job Server
    e. Add Job to the Queue
    f. Assign Queue to Job Server
- **Step 3: Run a Manual Refresh**
- **Step 4: Assign Users to Costpoint Planning User Groups** — Set up groups of applications which will be accessible to users.
- **Step 5: Enable User Security and Licensing Options** — Set licensing and security options specific to Costpoint Planning for each user.
- **Step 6: Validate Data** — Compare report data in Costpoint Planning with Costpoint to confirm results.

Step 1: Activate Administration Rights

To activate your Costpoint Administration rights:

1. Log on to Costpoint using your Costpoint Username.



2. Create a User Group (for example, BNP_Admin) that has rights to all the screens in Costpoint Planning, and then assign to that user group the Planning Administrator who is performing the post-upgrade configuration steps.

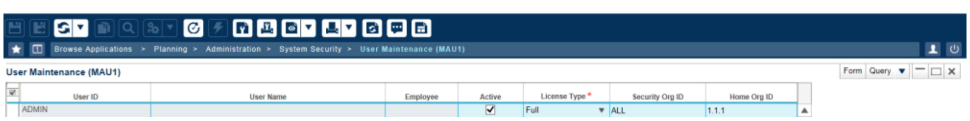
> **Note:** You will perform this step from **Planning » Administration » System Security » Manage User Groups**. Detailed information about this screen is available from within the online help. After you open the Manage Users Groups screen, click Help on the Costpoint Help menu for more information.

3. Assign license rights to the Planning Administrator:

   A. Click **Planning » Administration » System Security » User Maintenance (MAU1)**.

   B. In the row that displays the User ID of the Planning Administrator, select the **Active** check box.

   C. From the **License Type** drop-down list, select **Full**, if it is not already selected.



   D. Click .

☐ Step 2: Set Up the Refresh Process

In this step, you will set up the refresh process, which includes creating scheduled jobs.

The purpose of the refresh process is to bring in all of the new data from Costpoint and Time & Expense, such as the following:

- Open Purchase Orders
- New accounts, orgs, projects
- New employees, vendors
- Actual costs posted to the general ledger
- Timesheets created in Time Collection
- Expenses created in Expense

The Costpoint Planning refresh process is generally run on a nightly basis, via the Job Server.

> Note the following differences between version 6.1 and 7.0:
>
> - The Costpoint Planning refresh process was changed from a SQL CLR based application to a Costpoint Processing application compatible with both SQL & Oracle
> - Costpoint Planning no longer maintains Costpoint and Time & Expense database connection information. This was removed from Configuration Settings (MAM10) and Post Install Setup.
> - Manually Start Data Refresh Process (MAM4) was changed to Refresh Process (BNP_BAPREFRESH).
>
> For Costpoint 7.1.1 users, data is now pulled using the connection information already configured in Weblogic. No additional setup required.

Setting up the refresh process requires six separate procedures performed in sequence, outlined as follows:

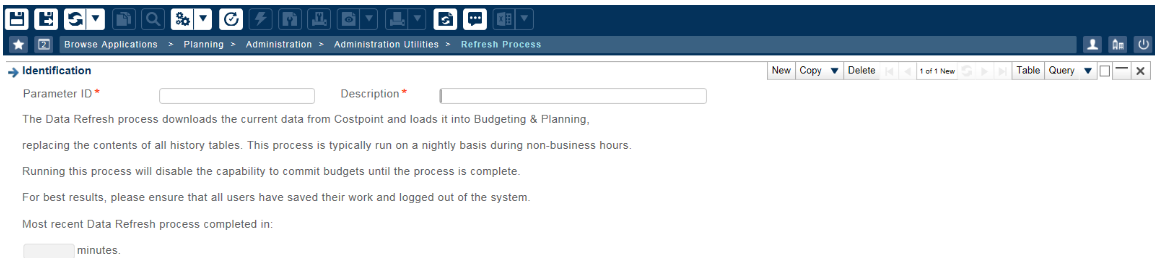
1. Create refresh job parameters.
2. Create job.
3. Create a job queue.
4. Create a job server.
5. Add job to queue.
6. Assign queue to job server.

Detailed steps for each of these procedures is provided in order below.

Create Refresh Job Parameters

To create a job parameter:

1. Click **Planning » Administration » Administration Utilities » Refresh Process**.



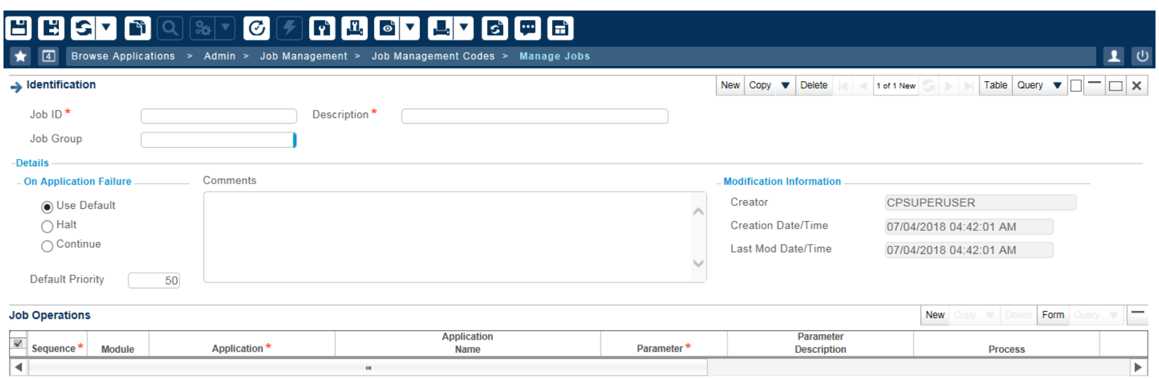
2. On the Refresh Process screen, set the **Parameter ID** to **REFRESH**.
3. Set the **Description** to **Costpoint Planning Refresh Process**.
4. Click **Save & Continue**.
5. Exit the **Refresh Process** application.

Create a Job ID

In this step, you will create the job that is associated with the application and parameter you saved in step 1 of the previous procedure (Create Refresh Job Parameters).

To create a job ID:

1. Click **Admin » Job Management » Job Management Codes » Manage Jobs**.



2. On the Manage Jobs screen, enter or select the following values.

Field	Field Value
Job ID	Enter **BNPREFRESH**.
Description	Enter **B&P REFRESH PROCESS**.
On Application Failure	Select **Use Default**.

Field	Field Value
Default Priority	Enter **1**
Job Operations	In the table, complete the following fields: ▪ **Sequence** — Enter **1**. ▪ **Module** — Enter **BA**. ▪ **Application** — Enter **BNP_BAPREFRESH** or click to select it. ▪ **Parameter** — Enter **REFRESH** or click to select it from Lookup. ▪ **Process** — Enter **BNP_BAPREFRESH_IMPORT** or click to select it.

3. Click .
4. Exit the **Manage Jobs** application.

Create a Job Queue

To create a job queue:

1. Click **Admin » Job Management » Job Management Codes » Manage Job Queues**.
2. In **Job Queue ID**, enter **BNP**.
3. Click .
4. Exit the **Manage Job Queues** application

Create a Job Server

To create a job server:

1. Click **Admin » Job Management » Job Management Processing » Start/Stop Job Server**.
2. Enter or select values in the following fields:

Field	Field Value
Sever Name	Enter **BNPSERVER**.
Destination Server	Select **Default Server or Cluster** from the drop-down list.

3. Click .
4. Exit the **Start/Stop Job Server** application.

Add Job to the Queue

In this step, you will assign the Job Queue you created in the above procedure (Create a Job Queue).

To submit a job to the queue:

1. Click **Admin » Job Management » Job Management Processing » Submit Job Queue**.
2. In the Jobs Query screen, query All.
3. On the Submit Job to Queue screen, enter or select values in the following fields:

Field	Field Value
Job	Enter **BNPREFRESH in the popup Query**.
Queue	Enter **BNP** or click to select it.
Execution Option	Select **Start Time/Date** from the drop-down list.
Start Date	Click and select tomorrow's date.
Start Time	Set time to 0200.
Recurrence Frequency	Enter **1**.
Recurring Time Frame	Select **Days** from the drop-down list.

4. Click **Submit to Queue** to submit the job to the queue.
5. Exit the **Submit Job to Queue** application

Assign Queue to Job Server

To assign a job to the queue:

1. Click **Admin » Job Management » Job Management Processing » Start/Stop Job Server**.
2. In Job Servers table, select **BNPSERVER**.
3. In the **Assigned Job Queues** table, click **New** and enter or select values in the following fields and Click .

Field	Field Value
Job Queue	Enter **BNP**.
Active for Server	This field should be checked.

4. Click **Start**.
5. Exit the **Start/Stop Job Server** application.

Step 2: Set Up the Refresh Process

In this step, you will set up the refresh process, which includes creating scheduled jobs.

The purpose of the refresh process is to bring in all of the new data from Costpoint and Time & Expense, such as the following:

- Open Purchase Orders
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The Costpoint Planning refresh process is generally run on a nightly basis, via the Job Server.

Note the following differences between version 6.1 and 7.0:

- The Costpoint Planning refresh process was changed from a SQL CLR based application to a Costpoint Processing application compatible with both SQL & Oracle
- Costpoint Planning no longer maintains Costpoint and Time & Expense database connection information. This was removed from Configuration Settings (MAM10) and Post Install Setup.
- Manually Start Data Refresh Process (MAM4) was changed to Refresh Process (BNP_BAPREFRESH).

For Costpoint 7.1.1 users, data is now pulled using the connection information already configured in Weblogic. No additional setup required.

Setting up the refresh process requires six separate procedures performed in sequence, outlined as follows:

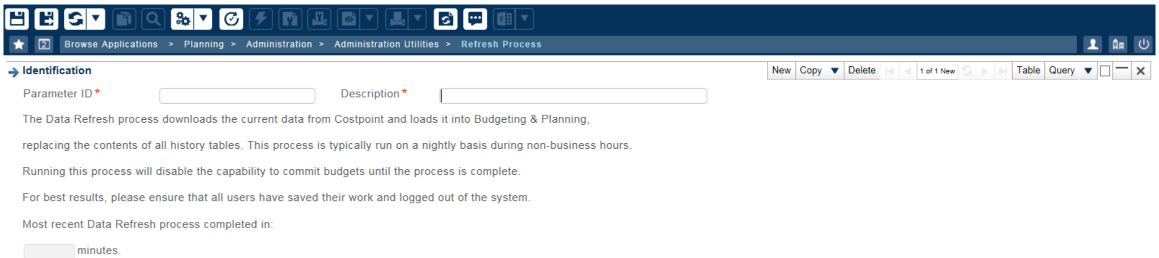
1. Create refresh job parameters.
2. Create job.
3. Create a job queue.
4. Create a job server.
5. Add job to queue.
6. Assign queue to job server.

Detailed steps for each of these procedures is provided in order below.

Create Refresh Job Parameters

To create a job parameter:

1. Click **Planning » Administration » Administration Utilities » Refresh Process**.



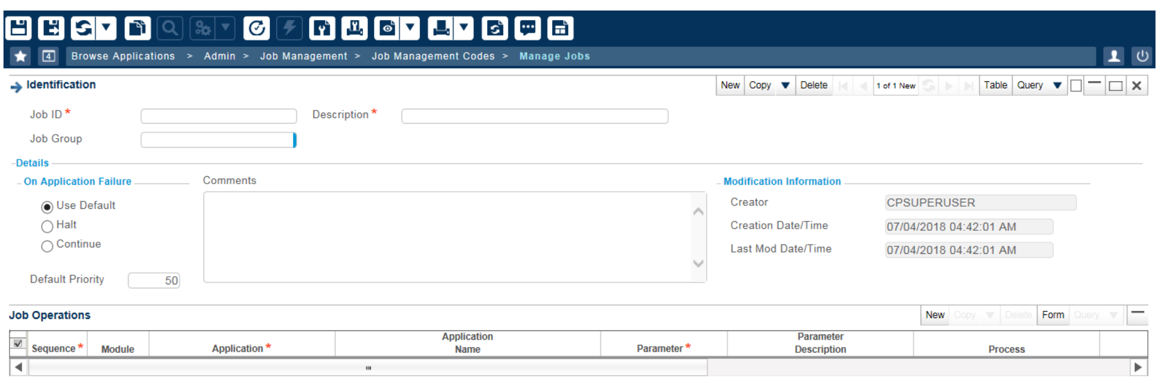
2. On the Refresh Process screen, set the **Parameter ID** to **REFRESH**.
3. Set the **Description** to **Costpoint Planning Refresh Process**.
4. Click **Save & Continue**.
5. Exit the **Refresh Process** application.

Create a Job ID

In this step, you will create the job that is associated with the application and parameter you saved in step 1 of the previous procedure (Create Refresh Job Parameters).

To create a job ID:

1. Click **Admin » Job Management » Job Management Codes » Manage Jobs**.



2. On the Manage Jobs screen, enter or select the following values.

Field	Field Value
Job ID	Enter **BNPREFRESH**.
Description	Enter **B&P REFRESH PROCESS**.
On Application Failure	Select **Use Default**.

Field	Field Value
Default Priority	Enter **1**
Job Operations	In the table, complete the following fields: ▪ **Sequence** — Enter **1**. ▪ **Module** — Enter **BA**. ▪ **Application** — Enter **BNP_BAPREFRESH** or click to select it. ▪ **Parameter** — Enter **REFRESH** or click to select it from Lookup. ▪ **Process** — Enter **BNP_BAPREFRESH_IMPORT** or click to select it.

3. Click .
4. Exit the **Manage Jobs** application.

Create a Job Queue

To create a job queue:

1. Click **Admin » Job Management » Job Management Codes » Manage Job Queues**.
2. In **Job Queue ID**, enter **BNP**.
3. Click .
4. Exit the **Manage Job Queues** application

Create a Job Server

To create a job server:

1. Click **Admin » Job Management » Job Management Processing » Start/Stop Job Server**.
2. Enter or select values in the following fields:

Field	Field Value
Sever Name	Enter **BNPSERVER**.
Destination Server	Select **Default Server or Cluster** from the drop-down list.

3. Click .
4. Exit the **Start/Stop Job Server** application.

Add Job to the Queue

In this step, you will assign the Job Queue you created in the above procedure (Create a Job Queue).

To submit a job to the queue:

1. Click **Admin » Job Management » Job Management Processing » Submit Job Queue**.
2. In the Jobs Query screen, query All.
3. On the Submit Job to Queue screen, enter or select values in the following fields:

Field	Field Value
Job	Enter **BNPREFRESH in the popup Query**.
Queue	Enter **BNP** or click to select it.
Execution Option	Select **Start Time/Date** from the drop-down list.
Start Date	Click and select tomorrow's date.
Start Time	Set time to 0200.
Recurrence Frequency	Enter **1**.
Recurring Time Frame	Select **Days** from the drop-down list.

4. Click **Submit to Queue** to submit the job to the queue.
5. Exit the **Submit Job to Queue** application

Assign Queue to Job Server

To assign a job to the queue:

1. Click **Admin » Job Management » Job Management Processing » Start/Stop Job Server**.
2. In Job Servers table, select **BNPSERVER**.
3. In the **Assigned Job Queues** table, click **New** and enter or select values in the following fields and Click .

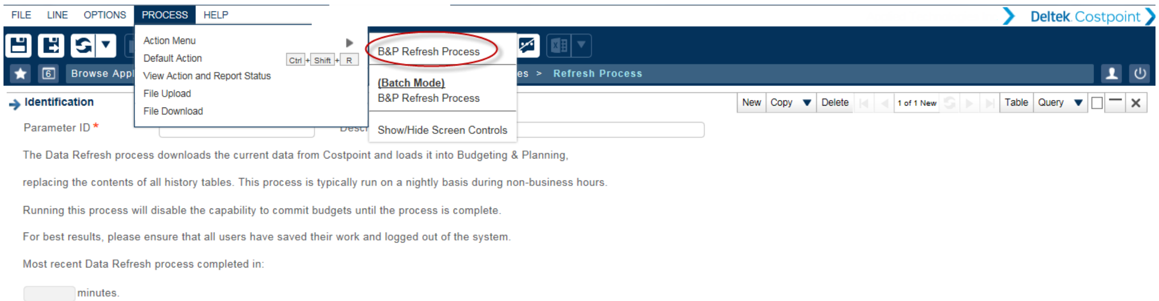
Field	Field Value
Job Queue	Enter **BNP**.
Active for Server	This field should be checked.

4. Click **Start**.
5. Exit the **Start/Stop Job Server** application.

Step 3: Run a Manual Refresh

To run a manual refresh:

1. Click **Planning » Administration » Administration Utilities » Refresh Process**.
2. On the Process menu, click **Action Menu » B&P Refresh Process** to run the refresh in attended mode.



The circled option in the image above allows to run the refresh process in Attended Mode. The advantage of this mode is that errors are flagged immediately. There is a progress bar and a message indicates when the process is 100% complete. You won’t be able to complete any other steps until this process is completed.

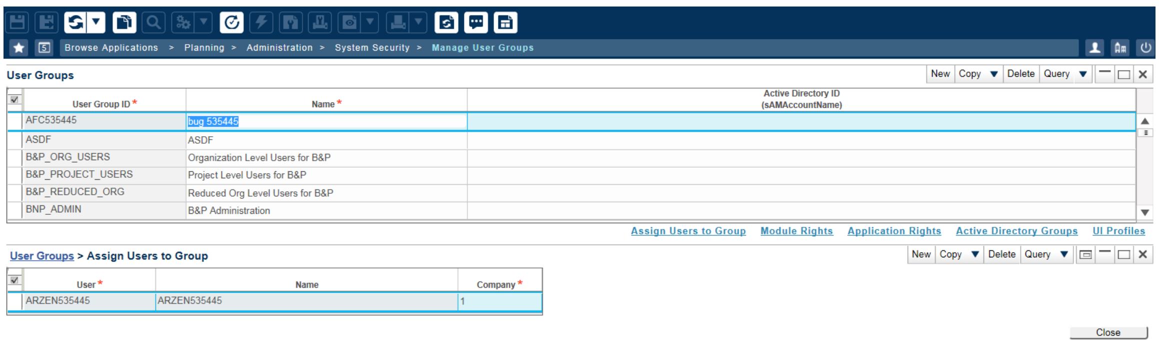
☐ Step 4: Assign Users to User Groups

Security for module, screen, and application access is managed through user groups. In this step, you will create user groups and assign users to them.

> **Note:** Costpoint Planning 7.0 leverages the Costpoint security model, and as such, it replaces the Security Groups functionality. As a result, new User Groups will need to be created and assigned in 7.0.0 to re-establish the functionality from Security Groups in version 6.1.

To set up users in Costpoint:

1. Click **Planning » Administration » System Security » Manage User Groups**.

   The image above is taken from an environment where groups have already been created, and as such, the data is not representative of what will display for you. However, after you create your Users Groups, those groups will display in the upper table of the screen.

2. Click **New** in the User Group table to create a User Group. Further establish security and access rights for that group using the following subtasks:

   - **Assign User to Group —** Use this subtask to assign users to a user group.
   - **Module Rights —** Use this subtask to assign Read-Only, Full, or Deny rights in one or more Costpoint modules to a user group by company.
   - **Application Rights —** Use the fields in this subtask table window to assign Read-Only, Full, or Deny rights to a user in one or more Costpoint applications within a module.
   - **Active Directory Groups —** Use this subtask to load Active Directory (AD) groups to Costpoint from a pre-generated CSV file.
   - **UI Profiles —** Use this subtask to view a list of user interface (UI) profiles.

   > **Note:** For more detailed information about User Groups, see “User Access to Modules, Applications, and Reports” in the *Deltek Costpoint Security Guide.* Also see the Costpoint online help for the Manage User Groups screen.

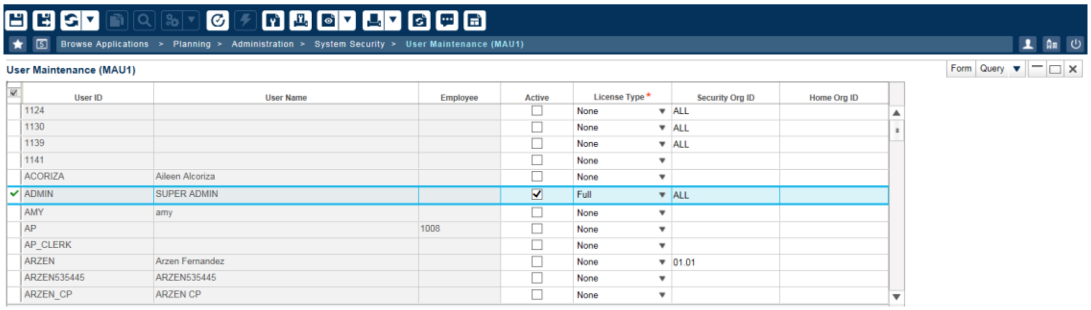
3. Click .

Step 5: Enable User Security and Licensing Options

In this step, you will review Costpoint Planning licensing and Org security options for each user.

To update user org security and licensing information in Costpoint Planning:

1. Click **Planning » Administration » System Security » User Maintenance (MAU1)**.



User ID	User Name	Employee	Active	License Type *	Security Org ID	Home Org ID
1124			☐	None	ALL	
1130			☐	None	ALL	
1139			☐	None	ALL	
1141			☐	None		
ACORIZA	Aileen Alcoriza		☐	None		
ADMIN	SUPER ADMIN		☑	Full	ALL	
AMY	amy		☐	None		
AP		1008	☐	None		
AP_CLERK			☐	None		
ARZEN	Arzen Fernandez		☐	None	01.01	
ARZEN535445	ARZEN535445		☐	None		
ARZEN_CP	ARZEN CP		☐	None		

   The image above is an example only. The field values are not representative of what will display in your system.

   This screen is a Costpoint Planning specific user security screen, which controls the license Type and security organization of individual users. Once users are created in Manage Users, they are visible in the User Maintenance (MAU1).

2. For each existing user, review, and where necessary, edit values in the following fields:

Field	Field Value
Active	Select this check box to indicate that the employee is active and should be counted against an active license. Clear the check box if the employee is no longer active and you want to free that license seat. Unless you are using the Cloud version of Costpoint Planning, if **Active** is selected, the number of currently active users is compared to the number allowed by your licensing, when you save the record. For non-Cloud customers, a warning message displays for the user when the license is within thirty days of its expiration date, or when the license has expired and the user attempts to logon.
License Type	Use this drop-down list to assign an available license type to a user. Choose from the following: ▪ **None -** Select this option if the user does not have rights. ▪ **Full -** This license provides access to all modules within the Planning Domain

Field	Field Value
	Menu access is controlled by license type and can further be restricted by user security.
Security Org ID	Use this setting to assign users access to a specific Security Org ID within Costpoint Planning By default, every user listed in the table is granted access to all levels of the Org structure. This is true even if the field is blank and does not display "All" as the value. To limit access to a specific Org ID within Costpoint Planning, select the user and click to select the ID. The level you choose gives the user access to that level and all levels below it. Note also that Org security for Costpoint Planning is separate from and unrelated to Costpoint Org security.
Home Org ID	Click to select the Home Org ID. This field reflects the organization to which the user's costs resolve.

3. Click .

Step 6: Validate Data

Prior to first use, it is strongly suggested that you validate your setup, configuration, and account mapping by running a few key reports in both Costpoint and Costpoint Planning and comparing the results.

We suggest you run the Costpoint and Costpoint Planning reports listed in the table below and confirm that the results are the same. You should confirm that Costpoint has not had any updates since the last the last refresh was run in Costpoint Planning.

Costpoint Reports	Costpoint Planning Reports	Notes
Financial Statement **Accounting » General Ledger » General Ledger Reports/Inquiries » Print Financial Statements**	Profit and Loss by Account **Planning » Organization Budgeting » Profit and Loss Reports » Profit and Loss by Account (COP2,BOP2,POP2)**	In Costpoint Planning, select **Cost** (actuals) under Report Type.
CP Statement of Indirect Expenses **Projects » Cost and Revenue Processing » Cost Pool Processing » Compute/Print Pool Rates**	Rate Analysis by Org report **Planning » Organization Budgeting » Rate Processing/Reports » Rate Analysis by Org (AOR1,COR1,BOR1,POR1)**	In Costpoint Planning, select **Cost** (actuals) under Report Type, and **Pools** under Pool Type. Run the report for each pool and compare the results to the same pools in Costpoint. To view the Statement of Indirect Expenses report in Costpoint without processing Cost Pools, do the following: 1. Complete parameters on the Compute/Print Pool Rates screen. 2. Click  on the toolbar.
Project Status **Projects » Project Inquiry and Reporting » Project Reports/Inquiries» Print Project Status Report**	Project Status report **Planning » Project Budgeting » Supplemental Reports » Project Status (SPA5)**	Use same parameters in both Costpoint and Costpoint Planning.

Appendix A: Review New Configuration Settings

When you upgrade from version 6.1, all of your existing configuration settings are automatically imported. However, there are new configuration settings in version 7.0, which did not exist in 6.1.

All of the Costpoint Planning configuration settings are located on the **Planning » Administration » Administration Controls » Configuration Settings (MAM10)** screen. Only System Administrators can update these settings.

However, decisions regarding how to set each option will require advance input from key personnel within your company, such as Accounting and Project groups, and possibly outside consultants as well.

The note below includes a hyperlink to the "Costpoint Planning 7.0 Configuration Worksheet." This document includes the following:

- A key section that provides additional, critical background on the new **Org Budget Revenue Calculation** setting.

  This setting affects *all* Organization Budgets. Decisions regarding this setting must be carefully considered, because switching methods later would be an involved process, which may require Customer Care assistance.

- Descriptions and notes for all new configuration settings.
- A Decision column where final choices for each setting can be noted for your future use.

> **Note:** Costpoint Planning 7.0 Post-Upgrade Configuration Settings Worksheet.
>
> Click the above link to download the document and personally distribute to Accounting personnel and other decision-makers, or right-click the link and select **Copy Link Location** to distribute the link itself.

Appendix B: 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 Web site.

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 is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com