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Deltek Costpoint® 8.2

Manage and Import Company Credit Card Transactions Preprocessor

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Contents

Manage Credit Card Import Information

Use this screen to map fields in the Credit Card Transaction File to specific fields in Costpoint.

You must complete this screen to process the Import Company Credit Card Transactions screen.

Display the Manage Credit Card Import Information Screen

You access the Manage Credit Card Import Information screen from the Accounting domain.

> Click **Accounting » Accounts Payable » Accounts Payable Controls » Manage Credit Card Import Information**.

Contents of the Manage Credit Card Import Information Screen

Use the fields and options to configure the Manage Credit Card Import Information screen.

Identification

Field	Description
Credit Card Type	Enter the name of the credit card for which you are defining field positions.
Credit Card Desc	Enter a short credit card description in this field.

Define Field Positions

Field	Description
Vendor ID	Enter the position of the vendor identifier.
Credit Card Accounts	Enter the position of the credit card account.
Pay Vendor ID	Enter the position of the pay vendor ID in this field.
Invoice Date	Enter the position of the invoice date.
Transaction Amt	Enter the position of the transaction amount.
Transaction Desc	Enter the position of the transaction description in this field.
Account	Enter the position of the account.
Organization	Enter the position of the organization.

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Field	Description
Project	Enter the position of the project in this field.
Notes	Enter the position of the notes in this field.
Tax Type	Enter the position of the tax type.
Sales/Use Tax Cd	Enter the position of the sales/use tax code in this field.
Sales/Use Tax Amt	Enter the position of the sales/use tax amount in this field.

Enter for Travel Upload

> **Note:** The fields in this group box are optional if you plan to upload corporate credit card transactions through the Manage Accounts Payable Vouchers screen.

Field	Description
Trip Number	Enter the position of the trip number in this field.
Expense Type	Enter the position of the expense type.
Trip Start Date	Enter the position of the trip start date in this field.
Trip End Date	Enter the position of the trip end date in this field.
Ticket Number	Enter the position of the ticket number in this field.
Destination Desc	Enter the position of the destination description in this field.

Import Company Credit Card Transactions

Use this screen to upload credit card transactions into Costpoint.

Uploading these transactions into Costpoint allows you to post job costs in real time rather than posting them at a later date. As a result, you are better able to monitor, analyze, and report your company's purchasing, travel, and entertainment expenditures.

> **Note:** Only one user at a time can run this application.

You must complete the Manage Credit Card Import Information screen before using this screen.

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 Import Company Credit Card Transactions Screen

You access the Import Company Credit Card Transactions screen from the Accounting domain.

Click **Accounting** » **Accounts Payable** » **Accounts Payable Interfaces** » **Import Company Credit Card Transactions**.

Contents of the Import Company Credit Card Transactions Screen

Use the fields and options to configure the Import Company Credit Card Transactions 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	Enter, or click **Query ▼** to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY. When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using **Query**. You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults.
Description	Enter, or click **Query ▼** to select, a parameter description of up to 30 alphanumeric characters.

Options

Input File

Field	Description
File Location	Enter the location of the input file you are importing. There are two ways to do this: - In the **File Location** field, enter, or click 🔍 to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen. or - From the Global Menu, click **Process** » **File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.
File Name	Enter or click 🔍 to select, the Comma-Separated Values (CSV) file.
Credit Card Type	Enter, or click the drop-down list to select, a credit card type. You specify the credit card type on the Manage Credit Card Import Information screen. When you specify the type, the name displays in the adjacent, unlabeled field.
Manually Assign Pay Vendor	Enter, or click 🔍 to select, the identifier of the pay vendor. When you select a vendor ID, the corresponding vendor name displays in the adjacent, unlabeled field.

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Assign Period

Field	Description
Fiscal Year	Enter, or click 🔍 to select, the fiscal year that displays on the voucher.
Period	Enter, or click 🔍 to select, the period that displays on the voucher.
Subperiod	Enter, or click 🔍 to select, the subperiod that displays on the voucher.

Voucher Numbering Method

Field	Description
System	Select this option to have Costpoint assign a unique, sequential number to identify the credit card transactions that you upload into Costpoint. This number is determined by incrementing the **Last System Voucher Number** (from the Configure Accounts Payable Voucher Settings screen) by one. **Note:** Before you select this option, select the **System** option in the **Voucher Numbering Method** group box on the Configure Accounts Payable Voucher Settings screen. Also, the number in the **Last System Voucher Number** field must be greater than or equal to zero.
Manual	Select this option to specify your own beginning voucher number.
Beginning Voucher Number	The way you use this field depends on which voucher number method you select: ▪ If you selected the **Manual** voucher numbering method, enter the number in this field. ▪ If you selected the **System** voucher numbering method, this field displays the beginning voucher number and you cannot change it.

Create a Separate Voucher for Each

Field	Description
Vendor	Select this option to group vouchers by vendor. The total of the vendor's transactions will be the invoice amount on the voucher.
Transaction	Select this option to create a separate voucher for each transaction. You can have more than one voucher for the same vendor.
Overwrite the existing record	Keep this check box selected (the default) to allow overwriting of existing records during the import process. Clear this check box to prevent overwriting of existing records.

Field	Description
Continue to process with error records	Keep this check box selected (the default) to instruct Costpoint to continue processing if it encounters error records. Clear this check box to have Costpoint stop processing if it encounters error records.
Override if Pay Vendor on Payment Hold	If you specify a pay vendor in the **Manually Assign Pay Vendor** field, select this option to override if that pay vendor is on payment hold status.

Action Menu

Field	Description
Print/Validate Input File	Click [icon] drop-down list and select this option to validate the input file and print the error and edit report.
Import Vouchers	Click [icon] drop-down list and select this option to import the vouchers from the temporary tables into their associated master tables.

Table Information for the Import Company Credit Card Transactions Screen

Changes to the Import Company Credit Card Transaction screen update several tables.

Updated tables include:

- POST_SEMAPHORE
- SEQ_GENERATOR
- VCHR_HDR
- VCHR_LN
- VCHR_LN_ACCT
- VCHR_SETTINGS
- W_FUNC_PARM_CATLG

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