

Deltek Costpoint®

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Import Accounts Payable Vouchers

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IMPORT ACCOUNTS PAYABLE VOUCHERS

You must complete the Manage Accounts Payable Voucher Suspense screen before using this screen.

Use this screen to import Accounts Payable vouchers from an ASCII file or from tables. You can import both open payables and paid vouchers in this screen.

- To view and edit the transactions loaded by this process, use the Manage Accounts Payable Vouchers screen.
- To review the transactions loaded by this process, use the Print Voucher Edit Report 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.

Fields Validated by Company

The following fields are validated by company:

- Vendor
- Vendor Employee
- 1099 Flag
- Pay Vendor
- Pay Vendor Address Code
- Project
- Project Abbrev Code
- Project Account Abbrev Code
- Organization
- Organization Abbrev Code
- Voucher/Fiscal Year
- Account Entry Group
- Subperiod Journal Status
- AP Account
- Cash Account
- Sales/Use Tax Code
- Reference ID
- General Labor Category
- Project Labor Category

Fields Controlled by Company

The following fields are controlled by company:

- Suspense Values
- Voucher Settings
- Vendor Settings

- Multicurrency Settings

[Location](#)

- Accounting
- Accounts Payable
- Accounts Payable Interfaces

Related Topics

PROCESSING DETAILS

ERROR MESSAGES

DETAILED TABLE SPECIFICATIONS

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. Any page setup and print options are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

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

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 [Query](#) 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.

Select Input

From the drop-down list, select your input source:

- **ASCII File** (fixed length)
- **Tables** — The **Tables** setting uses three database tables for importing vouchers. The tables correspond to the three parts of a voucher: header, expense lines, and labor. The columns in the Input File layout are also in the tables. There are two additional columns:
 - **Record Number** (REC_NO) — Used as the primary key. You should make sure that it is unique when populating the tables with data.
 - **Status Code** (S_STATUS_CD) — Used to identify rows that have not been processed, are in error, or have been imported.

The tables are:

| Table | Contains Information to be Imported for the: |
|-------------------|--|
| AOPUTLAP_INP_HDR | Header-type record |
| AOPUTLAP_INP_DETL | Detail-type record |
| AOPUTLAP_INP_LAB | Labor-type record |

For the **Tables** setting only, the **Fiscal Year** column cannot be null in the tables. If you do not supply a fiscal year, you must set the **Fiscal Year** column to a single blank character space in the tables.

In the unlabeled field to the right, enter, or click  to select, the name of the file to be processed.

International users: The data can contain non-English characters, provided they are in the ASCII character set. Before you create an ASCII text (.TXT) file, be sure that your keyboard language is set to **EN** (United States English) to prevent Costpoint from generating errors. Deltek recommends that you use .TXT and .CSV file-naming conventions.

Accounting Period

Fiscal Year, Period, Subperiod

Select the fiscal year, period, and subperiod to use as defaults. These settings will not override values in the Input File, but will be used if the fiscal year, period, and/or subperiod in the Input File are blank.

Voucher Numbering Method

Select one of the following methods for numbering vouchers:

Use Vchr Numbers in Input File

Select this option to use the voucher numbers provided in the Input File when importing vouchers to Costpoint tables. This is the default.

Use Last System Vchr Number

Select this option to assign unique voucher numbers sequentially when importing to the Costpoint tables. Costpoint uses the **Last System Voucher Number** from the Configure Accounts Payable Voucher Settings screen to determine the next voucher number.

Supply Beginning Vchr Number

Select this option to enter a beginning voucher number in the adjacent field. Unique voucher numbers are assigned sequentially when you import, starting with the beginning voucher number that you specify.

If you select the **Use Last System Voucher Number** option, the Costpoint system-wide setting for the **Voucher Numbering Method** option on the Configure Accounts Payable Voucher Settings screen must be set to **System**, and the **Last System Voucher Number** field must be greater than or equal to zero.

Assigning voucher numbers when importing can take significantly longer than using the voucher numbers provided in the Input File. The length of time required for the import also depends upon the number of vouchers being uploaded.

Process Table Options

For this group box to be active, you must select **Tables** as the setting for the **Select Input** option.

Load Unprocessed Records

Select this option to process rows having a status (S_STATUS_CD) of **U** from the input tables. The rows are selected from the Header, Detail, and Labor tables.

Records that pass validation and records that fail validation are loaded into separate temporary tables; this is the same procedure for processing Input Files. The status code (S_STATUS_CD) column is then updated to **E** (Error) in all the input tables for the corresponding records that contain errors.

When you import vouchers, all the records that passed validation are inserted into the base tables (VCHR_HDR, VCHR_LN, VCHR_LN_ACCT, and VCHR_LAB_VEND). The **Status Code** column is then updated with an **I** (Imported) to show that these rows have been successfully imported.

Reprocess Error Records

Select this option to re-process rows from the input tables having a status (S_STATUS_CD) of **E** (Error).

Delete Imported Records

Select this option to delete rows from the input tables having a status (S_STATUS_CD) of **I** (Imported). Costpoint deletes records from the Header (AOPUTLAP_INP_HDR), Detail (AOPUTLAP_INP_DETL), and Labor (AOPUTLAP_INP_LAB) input tables.

Print Edit Report during validate

Select this check box to print the edit report when you run the **Validate Input File** process.

Expand Segmented IDs

Select this check box to expand the **Account**, **Org**, **Project**, **Reference Number 1**, and **Reference Number 2** fields in the Input File when processing. If you select this check box, Costpoint pads any segment of fields that is shorter than the specified length for that segment:

- If the value is numeric, Costpoint pads the segment with zeros on the left.
- If the value is alphanumeric, Costpoint pads the segment with spaces on the right.

If you select the **Expand Segmented IDs** option, processing may take significantly longer.

Overwrite the existing records

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.

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.

Include records not assigned to a user

Select this check box to import vendor records that are not assigned to the logged on user.

This check box is only enabled when the **Tables** format is selected.

Preview and Print Menu

Validate Input File

Click  or  drop-down and select this option to read the input file, create the temporary tables, validate the records, write invalid records to an error output file, and print the Error Reports. This step can be performed simultaneously by more than one user.

When you select the **Print Edit Report during validate** check box, the edit report prints after validation.

The validation of an input file may require you to do it more than once until all errors in the file are corrected. To prevent bottlenecks in this step, multiple users can simultaneously run it with their own set of input files. Once an input file is validated, it can be submitted to the job server where the rest of the import process do not require user interaction. You can get an e-mail notification when the process is complete.

This step also deletes records in the temporary tables that were previously imported using the **Tables** option.

Action Menu

Validate Input File and Import Vouchers

Click  drop-down and select this option to validate and import vouchers. This action will print both the error and edit reports.

Only one user at a time can perform this step in this application and you cannot run it simultaneously with the **Validate Input File** option.

You can set this step on the Manage Jobs screen so that the validate and import process can be done at the job server.

Technical Details

Tables Read

| Table | Menu |
|---|--|
| Account (ACCT) | Accounting » General Ledger » Accounts » Manage Accounts |
| Account Entry Rules (ACCT_ENTRY_RULES) | Accounting » General Ledger » Accounts » Configure Account Entry Groups |
| Account Group Setup (ACCT_GRP_SETUP) | Projects » Project Setup » Project Setup Controls » Manage Project Account Groups |
| Accounting Period (ACCTING_PD) | Accounting » General Ledger » Company Calendar » Manage Accounting Periods |
| AP Suspense Setup (X_AP_SUSP_SETUP) | Accounting » Accounts Payable » Accounts Payable Interfaces » Manage Accounts Payable Vouchers |
| Billing Labor Category (BILL_LAB_CAT) | Projects » Project Setup » Project Labor » Manage Project Labor Categories (PLC) |
| Check History (VEND_CHK) | Accounting » Accounts Payable » Accounts Payable Utilities » Manage Check History |
| Default A/P Accounts (DFLT_AP_ACCTS) | Accounting » Accounts Payable » Accounts Payable Controls » Manage Accounts Payable Accounts |
| Default Cash Accounts (DFLT_CASH_ACCTS) | Accounting » Accounts Payable » Accounts Payable Controls » Manage Cash Accounts |
| Fiscal Year (FY) | Accounting » General Ledger » Company Calendar » Manage Fiscal Years |
| General Labor Category (GENL_LAB_CAT) | People » Labor » Labor Controls » Manage General Labor Categories |
| General Ledger Configuration File | Accounting » General Ledger » General Ledger Controls » |

| | |
|---|--|
| (GL_CONFIG) | Configure General Ledger Settings |
| Organization (ORG) | Accounting » General Ledger » Organizations » Manage Organization Elements |
| Organization Account (ORG_ACCT) | Accounting » General Ledger » Accounts » Link Accounts/Organizations |
| Project (PROJ) | Projects » Project Setup » Project Master » Manage Project User Flow |
| Project Control (PROJ_CNTL) | Projects » Project Setup » Project Setup Controls » Configure Project Settings |
| Project Edit (PROJ_EDIT) | Projects » Project Setup » Project Master » Manage Modifications |
| Project Labor Category (PROJ_LAB_CAT) | Projects » Project Setup » Project Labor » Link Project Labor Categories to Projects |
| Project Labor Category Map (PROJ_LAB_CAT_MAP) | Projects » Project Setup » Project Labor » Link Project Labor Categories to Projects » Link GLC to Project PLC |
| Project Organization Account (PROJ_ORG_ACCT) | Projects » Project Setup » Charging Information » Link Projects/Accounts/Organizations |
| Project Vendor (PROJ_VEND) | Projects » Project Setup » Project Labor » Manage Vendor Work Force |
| Project Vendor Labor Category (PROJ_VEND_LAB_CAT) | Projects » Project Setup » Project Labor » Link Project Labor Categories to Vendor Employee Work Force |
| Reference Structure (REF_STRUC) | Accounting » General Ledger » Reference Numbers » Manage Reference Structures |
| Sales Tax (SALES TAX) | System Controls » System Administration » System Administration Controls » System Codes » Manage Sales or Value Added Taxes |
| Subperiod (SUB_PD) | Accounting » General Ledger » Company Calendar » Manage Subperiods |
| Subperiod Journal Status (SUB_PD_JNL_STATUS) | Accounting » General Ledger » Company Calendar » Manage Subperiods » Entry Edit Status (subtask) |
| Vendor (VEND) | Accounting » Accounts Payable » Vendors » Manage Vendors |
| Vendor Address (VEND_ADDR) | Accounting » Accounts Payable » Vendors » Manage Vendors » Addresses block |
| Vendor Employee (VEND_EMPL) | Accounting » Accounts Payable » Vendors » Manage Vendors » Vendor Employees (flow) |
| Vendor Settings (VEND_SETTINGS) | Accounting » Accounts Payable » Vendor and Subcontractor Controls » Configure Vendor Settings |
| Vendor Terms (VEND_TERMS) | Accounting » Accounts Payable » Vendor and Subcontractor Controls » Manage Vendor Terms |

Import Accounts Payable Vouchers

| | |
|--------------------------------------|---|
| Voucher Header History (VCHR_HDR_HS) | Accounting » Accounts Payable » Accounts Payable Reports/Inquiries » Print Voucher Register Report |
| Input File (User - named) | |

Tables Read and Written

| Table | Menu |
|--|--|
| A/P Voucher Prep Parameters (PARMS_AOPUTLAP) | Accounting » Accounts Payable » Accounts Payable Interfaces » Import Accounts Payable Vouchers |
| Function Parameter Catalog (W_FUNC_PARM_CATLG) | |
| Posting Semaphore (POST_SEMAPHORE) | |
| Sequence Generator (SEQ_GENERATOR) | |
| Voucher Header (VCHR_HDR) | Accounting » Accounts Payable » Voucher Processing » Manage Accounts Payable Vouchers |
| Voucher Settings (VCHR_SETTINGS) | Accounting » Accounts Payable » Accounts Payable Controls » Configure Accounts Payable Voucher Settings |

Tables Written

| Table | Menu |
|--------------------------------------|--|
| Voucher Labor Vendor (VCHR_LAB_VEND) | Accounting » Accounts Payable » Voucher Processing » Manage Accounts Payable Vouchers |
| Voucher Line (VCHR_LN) | Accounting » Accounts Payable » Voucher Processing » Manage Accounts Payable Vouchers |
| Voucher Line Account (VCHR_LN_ACCT) | Accounting » Accounts Payable » Voucher Processing » Manage Accounts Payable Vouchers |

Output Files

The following output files are generated by this preprocessor:

- Error File (Input File name + .ERR)
- Edit Report
- Error Report

-
- [Table Information](#)

This screen uses the following tables:

- AOPUTLAP_INP_DETL
 - AOPUTLAP_INP_HDR
 - AOPUTLAP_INP_LAB
 - POST_SEMAPHORE
 - SEQ_GENERATOR
 - VCHR_HDR
 - VCHR_HDR_HS
 - VCHR_LAB_VEND
 - VCHR_LN
 - VCHR_LN_ACCT
 - VCHR_SETTINGS
 - W_FUNC_PARM_CATLG

PROCESSING DETAILS

Processing Details for Import Accounts Payable Vouchers

1. Costpoint checks the voucher temporary tables to ensure that all rows are imported. If any rows have not been imported, Costpoint displays a message and you can continue or cancel the process. If you continue, the temporary tables are cleared.
2. Costpoint reads records from the Input File and inserts them into the temporary tables.
3. Costpoint applies defaults to fields that are blank in the Input File and that have a "default provided" status.
4. Validations are performed.
5. After the validations are completed, vouchers with errors are written to the error file. If there is an error on one line of a voucher (header, detail, or vendor labor), Costpoint rejects all lines of the voucher and writes them to the error file. It then deletes these rows from the temporary tables. The temporary tables now have only valid rows in them.
6. Costpoint performs field processing and calculations.
7. The Error Report prints. If there are errors, Costpoint displays a message on the screen. If there are no errors, the Error Report indicates that no records were found.

Import Details

1. When Costpoint uses the voucher numbers from the Input File, the Voucher Header and Voucher Header History are checked again to ensure that the vouchers being imported do not already exist. If duplicates do exist, Costpoint displays a message and will not perform the import.
2. When Costpoint assigns voucher numbers, all vouchers in the temporary tables are assigned new and unique voucher numbers.
3. Costpoint sets the **Voucher Key**, **Voucher Line Key**, **Voucher Line Account Key**, and **Voucher Line Vendor Key**.
4. Costpoint inserts rows from the temporary tables into the Voucher Header, Voucher Line, Voucher Line Account, and Voucher Labor Vendor tables.

Input File and Error File Layout

You name the Input File. The Error File has the same name with an extension of **.ERR** and will have the same layout as the Input File.

The Input File must be a fixed format file. You must fill every position with either an appropriate character or space. It is not necessary to zero-fill numbers; you can use spaces to maintain the proper format. Numeric fields must be right-justified and character fields must be left-justified. You do not have to fill the **Notes** fields with spaces, but every record must end with a carriage return and line feed.

A record in the Input File must be in one of three formats: Header, Detail, or Vendor Labor. Each voucher Header record must have at least one matching voucher Detail record in the Input File. Vendor Labor records are optional. Each Vendor Labor record must match with a Detail record in the Input File.

Header Format (VCHR_HDR Table)

| Type | CP Column/Table | Characters | Required? | Format |
|----------------------|-----------------|-------------|------------------|-------------|
| Record Type | | Character 1 | Required | (H) |
| Input Voucher Number | VCHR_NO | Number 9 | Required | (999999999) |
| Fiscal Year | FY_CD | Character 6 | Default provided | |
| Period Number | PD_NO | Number 2 | Default provided | (99) |

| | | | | |
|------------------|--|--------------|------------------|---|
| Subperiod Number | SUB_PD_NO | Number 2 | Default provided | (99) |
| Vendor ID | VEND_ID | Character 12 | Required | |
| Terms | TERMS_DC | Character 15 | Default provided | |
| Invoice Num | INVC_ID | Character 15 | Optional | |
| Invoice Date | INVC_DT | Character 10 | Required | (YYYY-MM-DD) |
| Invoice Amt | INVC_AMT | Number 15 | Required | (-9999999999.99) (including Sales Tax) |
| Discount Date | DISC_DT | Character 10 | Optional | (YYYY-MM-DD) |
| Discount Pct | DISC_PCT_RT | Number 6 | Optional | (999.99) (10.00 = 10%) |
| Total Disc Amt | DISC_AMT | Number 15 | Optional | (-9999999999.99) |
| Due Date | DUE_DT | Character 10 | Optional | (YYYY-MM-DD) |
| Hold Voucher | HOLD_VCHR_FL | Character 1 | Required | (Y or N) |
| Pay When Paid FI | PAY_WHEN_PAID_FL | Character 1 | Default provided | (Y, N, or blank) |
| Pay Vendor ID | PAY_VEND_ID | Character 12 | Default provided | |
| Payment Add Cd | PAY_ADDR_DC | Character 10 | Default provided | |
| PO Num | EXT_PO_ID | Character 10 | Optional | (For reference only) |
| PO Release Num | EXT_PO_RLSE_NO | Number 3 | Optional | (999) (for reference only) |
| Retainage Rate | RTN_RT | Number 6 | Optional | (999.99) (10.00 = 10%) |
| A/P Acct Desc | AP_ACCTS_KEY (used to derive AP_ACCT_ID, AP_ORG_ID, AP_REF1_ID, and AP_REF2_ID) | Character 30 | Default provided | |
| Cash Acct Desc | CASH_ACCTS_KEY (used to derive CASH_ACCT_ID, CASH_ORG_ID, CASH_REF1_ID, and CASH_REF2_ID) | Character 30 | Default provided | |
| Invoice Type | S_INVC_TYPE | Character 1 | Default provided | (D, P, or N) |

Import Accounts Payable Vouchers

| | | | | |
|------------------------------------|-------------------|---------------|--|------------------|
| Delivery Value (Ship Amt) | SHIP_AMT | Number 15 | Default provided | (-9999999999.99) |
| Check Fiscal Year | CHK_FY_CD | Character 6 | Default provided | |
| Check Period Number | CHK_PD_NO | Number 2 | Default provided | (99) |
| Check Subperiod Number | CHK_SUB_PD_NO | Number 2 | Default provided | (99) |
| Check Number | CHK_NO | Number 9 | Optional | (999999999) |
| Check Date | CHK_DT | Character 10 | Default provided | (YYYY-MM-DD) |
| Check Amount | CHK_AMT | Number 15 | Optional (only needed with Check Number) | (-9999999999.99) |
| Discount Taken Amount | DISC_TAKEN_AMT | Number 15 | Default provided | (-9999999999.99) |
| Invoice Period of Performance Date | INVC_POP_DT | Character 10 | Optional | (YYYY-MM-DD) |
| Print Note-Blank Laser Check Flag | PRINT_NOTE_FL | Character 1 | Default provided | (Y, N, or blank) |
| Separate Check Flag | SEP_CK_FL | Character 1 | Default Provided | (Y or N) |
| Joint Payee Name | JNT_PAY_VEND_NAME | Character 40 | Optional | |
| Notes | NOTES | Character 254 | Optional | |
| | | | | |

Detail Format (VCHR_LN and VCHR_LN_ACCT tables)

| Type | CP Table/Column | Characters | Required? | Format |
|----------------------|----------------------|--------------|------------------|-------------|
| Record Type | | Character 1 | Required | (D) |
| Input Voucher Number | | Number 9 | Required | (999999999) |
| Fiscal Year | | Character 6 | Default provided | |
| Voucher Line Num | VCHR_LN.VCHR_LN_NO | Number 6 | Required | (999999) |
| Account | VCHR_LN_ACCT.ACCT_ID | Character 15 | Required | |
| Org | VCHR_LN_ACCT.ORG_ID | Character 20 | Required | |
| Project | VCHR_LN_ACCT.PROJ_ID | Character 30 | Optional | |

| | | | | |
|------------------------|---------------------------------|---------------|------------------|--------------------------------------|
| Reference Num 1 | VCHR_LN_ACCT.REF1_ID | Character 20 | Optional | |
| Reference Num 2 | VCHR_LN_ACCT.REF2_ID | Character 20 | Optional | |
| Line Amt | VCHR_LN_ACCT.CST_AMT | Number 15 | Required | (-9999999999.99) (without Tax) |
| Taxable Code | VCHR_LN.S_TAXABLE_CD | Character 1 | Required | S, U, or N |
| Tax Code | VCHR_LN.SALES_TAX_CD | Character 6 | Optional | (Required if Taxable Code is S or U) |
| Sales Tax Amt | VCHR_LN.SALES_TAX_AMT | Number 15 | Required | (-9999999999.99) |
| Discount Amt | VCHR_LN.DISC_AMT | Number 15 | Required | (-9999999999.99) |
| Use Tax Amt | VCHR_LN.USE_TAX_AMT | Number 15 | Required | (-9999999999.99) |
| AP 1099 Flag | VCHR_LN_ACCT.AP_1099_FL | Character 1 | Default provided | Y, N, or blank |
| 1099-MISC Type Code | VCHR_LN_ACCT.S_AP_1099_TYPE_CD | Character 6 | Default provided | |
| Voucher Line Desc | VCHR_LN.VCHR_LN_DESC | Character 30 | Default provided | |
| Org Abbreviation | VCHR_LN_ACCT.ORG_ABBRV_CD | Character 6 | Optional | |
| Project Abbreviation | VCHR_LN_ACCT.PROJ_ABBRV_CD | Character 6 | Optional | |
| Project Account Abbrev | VCHR_LN_ACCT.PROJ_ACCT_ABBRV_CD | Character 6 | Optional | |
| Notes | VCHR_LN.NOTES | Character 254 | Optional | |

Vendor Labor Format (VCHR_LAB_VEND Table)

| Type | CP Table/Column | Character | Required? | Format |
|----------------------|-----------------|-------------|-----------|-------------|
| Record Type | | Character 1 | Required | (V) |
| Input Voucher Number | | Numeric 9 | Required | (999999999) |

Import Accounts Payable Vouchers

| | | | | |
|------------------------|-----------------|--------------|------------------|-------------------|
| Fiscal Year | | Character 6 | Default provided | |
| Voucher Line Number | | Numeric 6 | Required | (999999) |
| Vendor Subline Number | SUB_LN_NO | Numeric 5 | Required | (99999) |
| Vendor Empl ID | VEND_EMPL_ID | Character 12 | Optional | |
| General Labor Category | GENL_LAB_CAT_CD | Character 6 | Required | |
| Project Labor Category | BILL_LAB_CAT_CD | Character 6 | Optional | |
| Vendor Hours | VEND_HRS | Number 15 | Optional | (-99999999999.99) |
| Vendor Amount | VEND_AMT | Number 15 | Optional | (-99999999999.99) |
| Effective Billing Date | EFFECT_BILL_DT | Character 10 | Default provided | (YYYY-MM-DD) |

ERROR MESSAGES

Report Error/Warning Messages

The following errors may display on the Error Report.

Account

| Error Message | Meaning/Related Information |
|---|--|
| A Project cannot be used with this account. | The Project Required check box was not selected for this account on the Manage Accounts screen, but a project was found in the Input File. |
| Contains segments that are too long. | The account in the Input File has one or more segments that are longer than the specified length for the segment. |
| Contains too many segments. | The account in the Input File has too many delimiters. |
| ID/Account Group Setup mismatch. | The account from the Input File and the default account found in the Account Group Setup table (Manage Project Account Groups screen) for the project account abbreviation supplied in the Input File did not match. |
| Not active. | The Active check box was not selected for this account on the Manage Accounts screen. |
| Not a detail account. | The Detail check box was not selected for this account on the Manage Accounts screen. You cannot charge accounts unless they are marked as detail. |
| Not formatted due to a fatal error. | A fatal error occurred when Costpoint tried to check the input mask format. Please call Technical Support. |
| Not found in Acct Entry Groups table. | The account entry group assigned to the account in the Input File does not include vouchers. |
| Not found in Acct table. | The account in the Input File does not exist in the Account table (the Manage Accounts screen). |
| Project is required for this account. | The Project Required check box was selected for this account on the Manage Accounts screen, but no project was found in the Input File. |
| Reformatted to match defined structure. | The account in the Input File does not match the input mask for accounts. It has been padded with spaces or zeros to match the input mask. |
| Too long for the defined structure. | The account in the Input File is longer than the specified length for accounts. |

AP 1099 Flag

| Error Message | Meaning/Related Information |
|------------------------|---|
| Must be Y, N or blank. | The A/P 1099 Flag in the Input File is not Y , N , or blank. |

AP 1099 Flag/Vendor ID

| Error Message | Meaning/Related Information |
|---|---|
| WARNING: Vendor is NOT set up for 1099s. | The A/P 1099 Flag in the Input File is Y but the vendor is not set up for 1099s. |
| WARNING: Vendor is set up to Print 1099s. | The A/P 1099 Flag in the Input File is N but the vendor is set up to print 1099s. |

AP 1099 Type

| Error Message | Meaning/Related Information |
|---|--|
| Cannot be entered unless 1099 Flag = Y. | The 1099-MISC Type Code was entered in the Input File, but the A/P 1099 Flag is not Y . |
| Does not exist in the System table. | The 1099-MISC Type Code is not set up as a valid Type Code . |
| Required when the 1099 Flag = Y | The 1099-MISC Type Code was blank in the Input File, but the A/P 1099 Flag is Y . |

A/P Acct Desc

| Error Message | Meaning/Related Information |
|----------------------------------|---|
| Not found in A/P Accounts table. | The A/P Acct Desc in the Input File does not exist in the Accounts Payable Accounts table. |

A/P Org/Acct

| Error Message | Meaning/Related Information |
|-------------------------------------|---|
| Not active. | The A/P account and A/P organization combination is not flagged as Active in the Organization Account table. |
| Not active in selected fiscal year. | The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the A/P account and A/P organization combination in the Organization Account table. |
| Not active in selected period. | The accounting period of the record in the Input File is not within the starting and ending periods for the A/P account and A/P organization combination in the Organization Account table. |
| Not found in Acct/Org table. | The A/P account and A/P organization combination does not exist in the Organization Account table. |

A/P Org/Disc Acct

Costpoint performs this validation only if, on the Configure Accounts Payable Voucher Settings screen, the **Discount Account** option has been selected in the **Charge Discounts to** group box and the **A/P Organization** option was selected in the **Charge Organization of** group box, and only on Header records from the input file with a **Total Discount Amount** greater than zero.

| Error Message | Meaning/Related Information |
|---------------|--|
| Not active. | The discount account and accounts payable organization combination is not flagged as Active in the Organization Account |

Import Accounts Payable Vouchers

| | |
|-------------------------------------|---|
| | table (Link Accounts/Organizations screen). |
| Not active in selected fiscal year. | The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the discount account and A/P organization combination in the Organization Account table (Link Accounts/Organizations screen). |
| Not active in selected period. | The accounting period of the record in the Input File is not within the starting and ending periods for the discount account and A/P organization combination in the Organization Account table (Link Accounts/Organizations screen). |
| Not found in Acct/Org table. | The discount account and A/P organization combination does not exist in the Organization Account table (Link Accounts/Organizations screen). |

Cash Acct Desc

| Error Message | Meaning/Related Information |
|-----------------------------------|--|
| Not found in Cash Accounts table. | The Cash Acct Desc in the Input File does not exist in the Cash Accounts table (the Manage Cash Accounts screen). |

Cash Org/Acct

| Error Message | Meaning/Related Information |
|-------------------------------------|--|
| Not active. | The cash account and cash organization combination is not flagged as Active in the Organization Account table (Link Accounts/Organizations screen). |
| Not active in selected fiscal year. | The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the cash account and cash organization combination in the Organization Account table (Link Accounts/Organizations screen). |
| Not active in selected period. | The accounting period of the record in the Input File is not within the starting and ending periods for the cash account and cash organization combination in the Organization Account table (Link Accounts/Organizations screen). |
| Not found in Acct/Org table. | The cash account and cash organization combination does not exist in the Organization Account table (Link Accounts/Organizations screen). |

Check Amount

| Error Message | Meaning/Related Information |
|---------------------------------------|--|
| Cannot be less than zero. | The Check Amount field in the Input File is less than zero. |
| Cannot be zero when Chk No is > zero. | The Check Number in the Input File is greater than zero, but the Check Amount is zero. |
| Must be zero when Chk No is zero. | The Check Number is zero, but the Check Amount is not zero. |

| | |
|--------------|--|
| Not numeric. | The Check Amount field in the Input File is not blank and is not numeric. |
|--------------|--|

Check Date

| Error Message | Meaning/Related Information |
|------------------------------------|--|
| Must be blank when Chk No is zero. | The Check Number is zero, but the Check Date is not blank. |
| Not a valid date. | The Check Date field in the Input File is not blank and is not a valid date. All dates must be in the following format: YYYY-MM-DD . |

Check FY/PD/Sub PD

| Error Message | Meaning/Related Information |
|------------------------------------|--|
| Must be blank when Chk No is zero. | The Check Number is zero, but the check fiscal year, check period, and check subperiod are not blank. |
| Not found in Subperiod Table. | The check fiscal year, check period, and check subperiod combination does not exist in the Subperiod table (the Manage Subperiods screen). |
| Not open in Subperiod Table. | The check fiscal year, check period, and check subperiod combination is not open in the Subperiod table (the Manage Subperiods screen). |

Check FY/PD/Sub, CD

| Error Message | Meaning/Related Information |
|-------------------------------------|---|
| Not found in Subpd Jrnl Stat Table. | The check fiscal year, check period, and check subperiod combination does not exist in the Subperiod Journal Status table (the Manage Subperiods screen) with a journal code of CD . |
| Not open in Subpd Jrnl Stat Table. | The check fiscal year, check period, and check subperiod combination is not open in the Subperiod Journal Status table (the Manage Subperiods screen) with a journal code of CD . |

Check Number

| Error Message | Meaning/Related Information |
|---------------------------|--|
| Cannot be less than zero. | The Check Number field in the Input File is less than zero. |
| Not numeric. | The Check Number field in the Input File is not blank and is not numeric. |

Check Period

| Error Message | Meaning/Related Information |
|---------------|---|
| Not numeric. | The Check Period Number field in the Input File is not blank and is not numeric. |

Check Subperiod

| Error Message | Meaning/Related Information |
|---------------|--|
| Not numeric. | The Check Subperiod Number field in the Input File is not blank and is not numeric. |

Chk Amt, Unpaid Bal

| Error Message | Meaning/Related Information |
|--|---|
| Chk Amt cannot be > than the Unpaid Bal. | <p>The Check Amount field in the Input File is greater than the unpaid balance on the voucher. The unpaid balance is determined by the settings for the Post to G/L Discount Method group box on the Configure Accounts Payable Voucher Settings screen:</p> <ul style="list-style-type: none"> ▪ If you selected the Gross - Without Discounts option in the Post to G/L Discount Method group box, the unpaid balance is calculated as: $\text{Invoice Amt} - \text{Discount Taken Amt} - (\text{Invoice Amt} * \text{Retainage Rate})$ ▪ If you selected the Net - Including Discounts option in the Post to G/L Discount Method group box, the unpaid balance is calculated as: $\text{Due Amt} - (\text{Invoice Amt} * \text{Retainage Rate})$ |

Chk No, Dt, Acct, Org

| Error Message | Meaning/Related Information |
|--|---|
| Check already exists in Check History. | This check already exists in the Check History table with the same check number, check date, cash account, and cash organization. |
| Check in Input File with diff values. | The check (check number, check date, cash account, and cash organization) exists in the Input File on a different voucher, but one or more of the following fields are different: check fiscal year, check period, check subperiod, pay vendor, payment address, cash reference number 1, and/or cash reference number 2. |
| Chk in VCHR header with diff values. | The check (check number, check date, cash account, and cash organization) exists in the Voucher header table on a different voucher, but one or more of the following fields are different: check fiscal year, check period, check subperiod, pay vendor, payment address, cash reference number 1, and/or cash reference number 2. |

Disc Amt, Det Disc Amt

| Error Message | Meaning/Related Information |
|---|---|
| Tot Disc Amt must = sum of Detail Disc Amt. | The Total Discount Amount on the header record did not equal the sum of the Discount Amount from all matching detail records (same voucher number and fiscal year). |

Disc Date, Invoice Date

| Error Message | Meaning/Related Information |
|---|---|
| WARNING: Disc Date is < or = to Invoice Date. | The Discount Date is earlier than or the same as the invoice date. |

Disc Date, Pct and Amt

| Error Message | Meaning/Related Information |
|---|---|
| Must all be populated or blank on Header. | The Discount Date , Discount Pct , and Discount Amount fields from the Input File must be either all populated or all blank. |

Disc Taken, Disc Amt

| Error Message | Meaning/Related Information |
|---|--|
| Disc Taken cannot be > than the Disc Amt. | The Discount Taken Amount field in the Input File is greater than the total discount amount on the voucher. |

Disc Taken Amount

| Error Message | Meaning/Related Information |
|-------------------------------------|--|
| Cannot be less than zero. | The Discount Taken Amount field in the Input File is less than zero. |
| Must be zero when Chk No is zero. | The Check Number is zero, but the Discount Taken Amount is not zero. |
| Not numeric. | The Discount Taken Amount field in the Input File is not blank and is not numeric. |
| Post to G/L Disc Method is not = G. | The Discount Taken Amount field in the Input File is greater than zero. You select the Net - Including Discounts option in the Post to G/L Discount Method group box on the Configure Accounts Payable Voucher Settings screen. The discount taken amount can be greater than zero only if the Gross - Without Discounts option is selected in the Post to G/L Discount Method group box. |

Discount Account

| Error Message | Meaning/Related Information |
|---|---|
| From Voucher Settings, not valid for APV. | The discount method is D but the Account Entry Group assigned to the Discount Account does not include vouchers. |

Discount Amount

| Error Message | Meaning/Related Information |
|---------------|--|
| Not Numeric. | The Total Discount Amount in the Input File is not numeric. |

Discount Date

| Error Message | Meaning/Related Information |
|-------------------|--|
| Not a valid date. | The Discount Date in the Input File either is not a valid date or is in the wrong format. All dates should be in the following format: YYYY-MM-DD |

Discount Pct Rate

| Error Message | Meaning/Related Information |
|---------------|---|
| Not Numeric. | The Discount Pct in the Input File is not numeric. |

Due Date

| Error Message | Meaning/Related Information |
|----------------------|---|
| Could Not Calculate. | Costpoint could not calculate a Due Date from the Invoice Date and Terms fields. |
| Not a valid date. | The Due Date in the Input File either is not a valid date or is in the wrong format. All dates should be in the following format: YYYY-MM-DD |

Due Date, Disc Date

| Error Message | Meaning/Related Information |
|---|---|
| WARNING: Due Date is < or = to Disc Date. | The Due Date is earlier than or the same as the Discount Date . |

Effective Billing Date

| Error Message | Meaning/Related Information |
|------------------------|---|
| Must be in Input File. | The Effective Billing Date field in the Input File is blank and Costpoint could not find a valid default subperiod end date. |
| Not a valid date. | The Effective Billing Date in the Input File either is not a valid date or is in the wrong format. All dates should be in the following format: YYYY-MM-DD |

FY/PD/Sub PD

| Error Message | Meaning/Related Information |
|-------------------------------|--|
| Not found in Subperiod table. | The fiscal year, accounting period, and subperiod combination does not exist in the Subperiod table (the Manage Subperiods screen). |
| Not open in Subperiod table. | The fiscal year, accounting period, and subperiod combination is flagged as Closed in the Subperiod table (the Manage Subperiods screen). |

FY/PD/Sub PD and Jnl Cd

| Error Message | Meaning/Related Information |
|--|---|
| Not found in Subperiod Journal Status table. | The fiscal year, accounting period, and subperiod combination, along with the code APV , does not exist in the Journal Status table (the Manage Subperiods screen). |
| Not open in Subperiod. | The fiscal year, accounting period, and subperiod combination, along with the code APV , is flagged as Closed in the Subperiod Journal Status table (the Manage Subperiods screen). |

GLC

| Error Message | Meaning/Related Information |
|------------------------------------|---|
| Must be in Input File. | The GLC field in the Input File is blank. |
| Not found in Genl Labor Cat table. | The GLC in the Input File does not exist in the General Labor Category table (the Manage General Labor Categories screen). |

Input Vendor Subline Num

| Error Message | Meaning/Related Information |
|----------------------------------|--|
| Must be in Input File. | The Vendor Subline Number field in the Input File is blank. |
| Not numeric. | The Vendor Subline Number field in the Input File is not numeric. |
| Not sequential beginning with 1. | The Vendor Subline Number field in the Input File is not sequential, starting with the number 1 , within each unique Voucher Number, Voucher Line Number, and Fiscal Year combination. |

Hold Voucher Flag

| Error Message | Meaning/Related Information |
|------------------------|---|
| Must be in Input File. | The Hold Voucher option in the Input File is blank. |
| Not Y or N. | The Hold Voucher option in the Input File is not set to Y or N . |

Input Voucher Line Num

| Error Message | Meaning/Related Information |
|----------------------------------|--|
| Must be in Input File. | The Input Voucher Line Number in the Input File is blank. |
| Not Numeric. | The Input Voucher Line Number in the Input File is not numeric. |
| Not sequential beginning with 1. | The Input Voucher Line Number in the Input File is not sequential, starting with the number 1 , within each unique voucher number and fiscal year combination. |

Input Voucher Number

| Error Message | Meaning/Related Information |
|------------------------|---|
| Must be in Input File. | The Input Voucher Number field in the Input File is blank. |
| Not Numeric. | The Input Voucher Number field in the Input File is not numeric. |

Input Voucher Number/FY

| Error Message | Meaning/Related Information |
|--|--|
| Duplicate Voucher Header record in Input File. | The Input Voucher Number and Fiscal Year combination is not unique among the voucher header records. |

Inv Amt, Disc Pct, Amt

| Error Message | Meaning/Related Information |
|---|--|
| Inv Amt * Disc Pct (rounded) must = Disc Amt. | The Invoice Amount multiplied by the Discount Percentage Rate did not equal the Total Discount Amount from the header record. |

Inv Amt, Lines + Sales Tax

| Error Message | Meaning/Related Information |
|---|--|
| Inv Amt must = sum of Line Amt + Sales Tax. | The Invoice Amount on the header record did not equal the sum of the Line Amount plus the sum of the Sales Tax Amount from all matching detail records (same voucher number and fiscal year). |

Invoice Amount

| Error Message | Meaning/Related Information |
|------------------------|---|
| Must be in Input File. | The Invoice Amount in the Input File is blank. |
| Not Numeric. | The Invoice Amount in the Input File is not numeric. |

Invoice Date

| Error Message | Meaning/Related Information |
|------------------------|---|
| Must be in Input File. | The Invoice Date in the Input File is blank. |
| Not a valid date. | The Invoice Date in the Input File either is not a valid date or is in the wrong format. All dates should be in the following format: YYYY-MM-DD |

Invoice Pd of Perf Date

| Error Message | Meaning/Related Information |
|---------------------------|---|
| Not a valid date. | The Invoice Period of Performance Date in the Input File either is not a valid date or is in the wrong format. All dates should be in the following format: YYYY-MM-DD |
| Required for this vendor. | The Subcontractor flag is set to Y and the Subcontractor Pay Code is set to P for the vendor; therefore, the Invoice Period of Performance Date in the Input File cannot be blank. |

Joint Payee Name

| Error Message | Meaning/Related Information |
|----------------------------------|--|
| EFT is active for Pay Vendor ID. | You provided a Joint Payee Name in the Input File and the EFT Active Flag is active for the Pay Vendor and Payment Address Code combination in the Vendor Address table. You cannot have an additional payee when EFT is active. |

Line Amount

| Error Message | Meaning/Related Information |
|------------------------|--|
| Must be in Input File. | The Line Amount in the Input File is blank. |
| Not Numeric. | The Line Amount in the Input File is not numeric. |

Line Discount Amount

| Error Message | Meaning/Related Information |
|------------------------|---|
| Must be in Input File. | The Line Discount Amount in the Input File is blank. |
| Not Numeric. | The Line Discount Amount in the Input File is not numeric. |

Net Amt, Sum of Vend Amt

| Error Message | Meaning/Related Information |
|---|---|
| Voucher Line Amount must = Sum of Vend Amt. | The sum of the Vendor Amount fields on all Vendor Labor records in the Input File for this Voucher Number, Voucher Line Number, and Fiscal Year combination does not match the Net Amount on the corresponding Voucher Detail record. |

Org/Acct

| Error Message | Meaning/Related Information |
|-------------------------------|--|
| Not active. | The account and organization combination is not flagged as Active in the Organization Account table (the Link Accounts/Organizations screen). |
| Not active in selected fiscal | The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the account and organization |

Import Accounts Payable Vouchers

| | |
|--------------------------------|--|
| year. | combination in the Organization Account table (the Link Accounts/Organizations screen). |
| Not active in selected period. | The accounting period of the record in the Input File is not within the starting and ending periods for the account and organization combination in the Organization Account table (the Link Accounts/Organizations screen). |
| Not found in Acct/Org table. | The account and organization combination does not exist in the Organization Account table (the Link Accounts/Organizations screen). |

Org/Disc Acct

Costpoint performs this validation only if, on the Configure Accounts Payable Voucher Settings screen, the **Discount Account** option is selected in the **Charge Discounts To** group box and the **Individual Line Item** option is selected in the **Charge Organization Of** group box, and only on detail records from the Input File with a **Discount Amount** either provided or calculated.

| Error Message | Meaning/Related Information |
|-------------------------------------|---|
| Not active. | The discount account and organization combination is not flagged as Active in the Organization Account table (the Link Accounts/Organizations screen). |
| Not active in selected fiscal year. | The fiscal year of the record in the Input File is not within the starting and ending fiscal years for the discount account and organization combination in the Organization Account table (the Link Accounts/Organizations screen). |
| Not active in selected period. | The accounting period of the record in the Input File is not within the starting and ending periods for the discount account and organization combination in the Organization Account table (the Link Accounts/Organizations screen). |
| Not found in Acct/Org table. | The discount account and organization combination does not exist in the Organization Account table (the Link Accounts/Organizations screen). |

Organization

| Error Message | Meaning/Related Information |
|--------------------------------------|---|
| Abbreviation not found. | The Organization Abbreviation from the Input File does not exist in the Organization table (the Manage Organization Elements screen). |
| Contains segments that are too long. | The Organization in the Input File has one or more segments that are longer than the specified length for the segment. |
| Contains too many segments. | The Organization in the Input File has too many delimiters. |
| ID / Abbreviation mismatch. | The Organization and Org Abbreviation supplied in the Input File do not match in the Organization table (the Manage Organization Elements screen). |
| Invalid base segment. | The Organization in the Input File has a base segment that is invalid. It is either too large or does not exist in the Organization table (the Manage Organization Elements screen). |

| | |
|---|---|
| Not formatted due to a fatal error. | A fatal error occurred when Costpoint tried to check the input mask format. Please call Technical Support. |
| Not found in Org table. | The Organization from the Input File does not exist in the Organization table (the Manage Organization Elements screen). |
| Organization was not found. | Because neither the Organization nor Org Abbrev were supplied in the Input File, Costpoint attempted to look up the Owning Organization set up on the Manage Project User Flow screen as the default organization. The lookup failed for one of the following reasons: <ul style="list-style-type: none"> ▪ A project was not supplied. ▪ The project was supplied but did not exist in the Project table. ▪ The project was found, but the Default to Owning Org option was not selected for the project on the Manage Project User Flow screen. |
| Reformatted to match defined structure. | The Organization in the Input File does not match the input mask for the top-level organization. It has been padded with spaces or zeroes to match the input mask. |
| Too long for the defined structure. | The Organization in the Input File is longer than the specified length for the top-level organization. |

Pay Address Code

| Error Message | Meaning/Related Information |
|--------------------------------|---|
| Must also supply a Pay Vendor. | You supplied an Address Code without a pay vendor. |

Pay Vendor/Address Code

| Error Message | Meaning/Related Information |
|------------------------------------|--|
| Not a PAY address code. | The Pay Vendor and Address Code in the Input File exist in the Vendor Address table, but the Pmt Addr pay code was not type D (Default) or Y (Yes) (as set on the Manage Vendors screen). |
| Not found in Vendor Address table. | The Pay Vendor and Address Code in the Input File do not exist in the Vendor Address table (the Manage Vendors screen). |

Pay Vendor ID

| Error Message | Meaning/Related Information |
|--|---|
| Not found in Vendor table. | The Pay Vendor in the Input File does not exist in the Vendor table (the Manage Vendors screen). |
| WARNING: No default Pay Addr Code found. | The Pay Vendor did not have a Payment Address code set up with a Pmt Addr of type D (Default) on the Manage Vendors screen. |
| WARNING: Pay Vendor on hold. | The Pay Vendor is on Hold Payments status in the Vendor table (the Hold Payments option is selected on the Manage Vendors screen). |

Pay When Paid Flag

| Error Message | Meaning/Related Information |
|------------------------|--|
| Must be Y, N or blank. | The Pay When Paid Flag in the Input File is not Y , N , or blank. |

Period

| Error Message | Meaning/Related Information |
|---------------|---|
| Not numeric. | The Period Number in the Input File is not numeric and is not blank. |

PLC

| Error Message | Meaning/Related Information |
|----------------------------------|---|
| Not found in Bill Lab Cat table. | The PLC (Project Labor Category) in the Input File does not exist in the Billing Labor Category table. |
| PLC requires a Project. | You entered a PLC but not a Project . |
| Project requires a PLC. | You entered a Project but not a PLC . |

Proj / Vend / PLC

| Error Message | Meaning/Related Information |
|--|--|
| Proj/Vend/PLC Work force combo does not exist. | The work force project, vendor ID, PLC combination does not exist. |

Project / Acct

| Error Message | Meaning/Related Information |
|------------------------------------|---|
| Combo not valid in ACCT_GRP_SETUP. | The project and account combination is not valid. |

Project / PLC

| Error Message | Meaning/Related Information |
|---------------------------------|---|
| PLC not authorized for Project. | The project and PLC combination does not exist. |

Project

| Error Message | Meaning/Related Information |
|--------------------------------------|---|
| Abbreviation not found. | The project abbreviation from the Input File does not exist in the Project table. |
| Contains segments that are too long. | The project in the Input File has one or more segments that are longer than the specified length for the segment. |
| Contains too many segments. | The project in the Input File has too many delimiters. |

| | |
|--|---|
| ID / Abbreviation mismatch. | The project and project abbreviation supplied in the Input File do not match in the Project table. |
| Invalid base segment. | The project in the Input File has a base segment that is invalid. It is either too large or does not exist in the Project table. |
| Not active. | Active is not selected in the Project table (the Active option is not selected on the Manage Project User Flow). |
| Not formatted due to a fatal error. | A fatal error occurred when Costpoint tried to check the input mask format. Please call Technical Support. |
| Not found in Project Master table. | The project in the Input File does not exist in the Project table. |
| Not found in Proj/Vendor Work Force table. | The project requires a work force, but the project and vendor combination does not exist in the Project Vendor table (the Manage Vendor Work Force screen). |
| Reformatted to match defined structure. | The project in the Input File does not match the input mask for the top-level project. It has been padded with spaces or zeros to match the input mask. |
| Too long for the defined structure. | The project in the Input File is longer than the specified length for the top-level project. |

Project Account Abbrev

| Error Message | Meaning/Related Information |
|--|---|
| Required when Account is not supplied. | The account was not supplied in the Input File. Therefore, the project account abbreviation is required in the Input File to look up a default account. |
| Requires a Project. | The project account abbreviation was supplied in the Input File, but a valid project was not found. |

Proj/Acct

| Error Message | Meaning/Related Information |
|-----------------------------------|--|
| Not active. | Y is not selected in the Active column in the Project Organization Account table. |
| Not found in Proj/Org/Acct table. | The Validate Project Charging by Organizations option is not selected on the Configure Project Settings screen and the combination of project and account does not exist in the Project Organization Account table. |

Project/PLC

| Error Message | Meaning/Related Information |
|--|---|
| Not found in Project Labor Category table. | The project in the Input File does not require a work force. The project existed in the PLC table, but the Project/PLC combination in the Input File does not exist in the PLC table. |

Project/Proj Acct Abbrev

| Error Message | Meaning/Related Information |
|---|---|
| Not found in Account Group Setup table. | The project and project account abbreviation combination supplied in the Input File does not exist in the Account Group Setup table (the Manage Project Account Groups screen). |

Proj/Org/Acct

| Error Message | Meaning/Related Information |
|-----------------------------------|---|
| Not active. | Y is not selected in the Active column for the project, organization, account combination in the Project Organization Account table. |
| Not found in Proj/Org/Acct table. | The Validate Project Charging by Organizations option is selected on the Configure Project Settings screen and the combination of project, organization, and account does not exist in the Project Organization Account table. |

Proj / Vend / PLC

| Error Message | Meaning/Related Information |
|---------------------------------|---|
| Not in Proj Vend Lab Cat table. | The project in the Input File requires a work force, but the work force project, Vendor ID, PLC combination does not exist in the Project Vendor Labor Category table (the Assign PLC to Employee Work Force screen). |

Record Type

| Error Message | Meaning/Related Information |
|----------------|---|
| Not H, D or V. | The Record Type field in the Input File is not a valid type: H, D, or V. |

Reference Number 1

| Error Message | Meaning/Related Information |
|---|--|
| Not found in Reference table. | The Reference Number 1 field in the Input File is not blank and does not exist in the Reference Structure table (the Manage Reference Structures screen). |
| May not be used in data entry. | The Reference Number 1 field in the Input File was found in the Reference Structure table, but the Use in Data Entry option is not selected on the Manage Reference Structures screen. |
| This entry is not valid as a reference 1. | The Reference Number 1 field in the Input File was found in the Reference Structure table (the Manage Reference Structures screen), but the Reference Heading code was not set to Ref 1 . |

Reference Number 2

| Error Message | Meaning/Related Information |
|---|--|
| Not found in Reference table. | The Reference Number 2 field in the Input File is not blank and does not exist in the Reference Structure table (the Manage Reference Structures screen). |
| May not be used in data entry. | The Reference Number 2 field in the Input File was found in the Reference Structure table, but the Use in Data Entry check box is not selected on the Manage Reference Structures screen. |
| This entry is not valid as a reference 2. | The Reference Number 2 field in the Input File was found in the Reference Structure table (the Manage Reference Structures screen), but the Reference Heading code was not set to Ref 2 . |

Retainage Rate

| Error Message | Meaning/Related Information |
|---------------|---|
| Not Numeric. | The Retainage Rate in the Input File is not numeric. |

Sales Tax Amt

| Error Message | Meaning/Related Information |
|--------------------------------------|--|
| Must be in Input File. | The Sales Tax Amount field in the Input File is blank. |
| Must be zero. Taxable Code is NOT S. | The Taxable Code is not S ; therefore, the Sales Tax Amount field in the Input File must be zero. |
| Not numeric. | The Sales Tax Amount field in the Input File is not numeric. |

Subperiod

| Error Message | Meaning/Related Information |
|---------------|---|
| Not numeric. | The Subperiod in the Input File is not numeric and is not blank. |

Tax Code

| Error Message | Meaning/Related Information |
|--|---|
| Must be blank because Taxable Code is N. | The Taxable Code is N ; therefore, the Tax Code field in the Input File must be blank. |
| Not found in Tax Code table. | The Tax Code field in the Input File does not exist in the Sales Tax table (the Manage Sales or Value Added Taxes screen). |
| Required because Taxable Code is S or U. | The Taxable Code is S or U ; therefore, the Tax Code field in the Input File cannot be blank. |

Taxable Code

| Error Message | Meaning/Related Information |
|------------------------|--|
| Must be in Input File. | The Taxable Code field in the Input File is blank. |
| Not S, U or N. | The Taxable Code field in the Input File is not S, U, or N . |

Terms

| Error Message | Meaning/Related Information |
|----------------------------------|---|
| Not found in Vendor Terms table. | The Terms field in the Input File does not exist in the Vendor Terms table (the Manage Vendor Terms screen). |

Total Bef Disc Amt, Sum

| Error Message | Meaning/Related Information |
|--|--|
| Voucher Line Amt must = Sum of Vend Amt. | The sum of the Vendor Amount field on all Vendor Labor records in the Input File for this Voucher Number, Voucher Line Number, and Fiscal Year combination does not match the Total Before Discount Amount on the corresponding Voucher Detail record. |

Use Tax Amt

| Error Message | Meaning/Related Information |
|--------------------------------------|---|
| Must be in Input File. | The Use Tax Amount field in the Input File is blank. |
| Must be zero. Taxable Code is NOT U. | The Taxable Code is not U ; therefore, the Use Tax Amount field in the Input File must be zero. |
| Not numeric. | The Use Tax Amount field in the Input File is not numeric. |

Vend / Vend Empl

| Error Message | Meaning/Related Information |
|-------------------------|---|
| Not in Vend Empl table. | The combination of the Vendor ID from the input Header record and the Vendor Employee ID from the input Vendor Labor record does not exist in the Vendor Employee table (the Vendor Employee Details block of the Manage Vendors screen). |

Vendor Amount

| Error Message | Meaning/Related Information |
|---------------|--|
| Not numeric. | The Vendor Amount field in the Input File is not numeric. |

Vendor Hours

| Error Message | Meaning/Related Information |
|---------------|---|
| Not numeric. | The Vendor Hours field in the Input File is not numeric. |

Vendor Labor Record

| Error Message | Meaning/Related Information |
|------------------------------------|---|
| No Matching Voucher Detail Record. | No Detail record was found that matches this Vendor Labor Record input, Voucher Number, Voucher Line Number, and Fiscal Year combination. |

Vendor/Pay Vendor

| Error Message | Meaning/Related Information |
|---|--|
| Different pay vendor is not allowed. | The Pay Vendor is different than the vendor in the Input File, yet the Allow Different Pay Vendor check box is not selected on the Configure Vendor Settings screen. |
| Edits to pay vendor on voucher are not allowed. | The Pay Vendor is different than the vendor in the Input File. The Allow Different Pay Vendor check box is selected in the Configure Vendor Settings screen in Costpoint Accounts Payable, but the Allow Edits to Pay Vendor on Voucher check box is not selected on the Defaults tab of the Manage Vendors screen. |

Vendor ID

| Error Message | Meaning/Related Information |
|--|--|
| Flagged as a PR Vendor. | The Vendor in the Input File is set up as a PR Vendor on the Manage Vendors screen. |
| Inactive in the Manage Vendors Screen. | The Vendor in the Input File has a status of Inactive on the Manage Vendors screen. |
| Must be in Input File. | The Vendor field in the Input File is blank. |
| Not found in Vendor table. | The Vendor in the Input File does not exist in the Vendor table (the Manage Vendors screen). |
| WARNING: Vendor on hold. | The Vendor in the Input File is on Hold Payments status in the Vendor table (the Hold Payments check box is selected on the Manage Vendors screen). |
| WARNING: Vendor on warning status. | The Vendor in the Input File is on Warning status (the Give Warning option is selected on the Manage Vendors screen). |

Voucher Detail Record

| Error Message | Meaning/Related Information |
|------------------------------------|--|
| No Matching Voucher Header Record. | No Header record is found that matches this Detail record's input Voucher Number and Fiscal Year . |

Voucher Header Record

| Error Message | Meaning/Related Information |
|------------------------------------|---|
| No Matching Voucher Detail Record. | No Detail record was found that matched this Header record's input Voucher Number and Fiscal Year . |

Voucher Number/FY

Costpoint performs this validation only if you use input voucher numbers to import vouchers to the Costpoint tables.

| Error Message | Meaning/Related Information |
|--|---|
| Voucher Num/FY already in VCHR Header. | A voucher entry already exists in the Voucher Header table (the Manage Accounts Payable Vouchers screen) with the same input Voucher Number and Fiscal Year. |
| Voucher Num/FY already in VCHR Header HS. | A voucher entry already exists in the Voucher Header History table (the Print Voucher Register Report screen) with the same input Voucher Number and Fiscal Year. |
| Voucher Num/FY already in Comp Exp Header. | A voucher entry already exists in the Company Expense Header table with the same input Voucher Number and Fiscal Year. |
| Voucher Num/FY already in Trav Adv Header. | A voucher entry already exists in the Travel Advance Header table with the same input Voucher Number and Fiscal Year. |
| Voucher Num/FY already in Trav Exp Header. | A voucher entry already exists in the Travel Expense Header table with the same input Voucher Number and Fiscal Year. |

Screen Error Messages

The following error messages may display on the screen.

| Error Message | Meaning/Related Information |
|--|---|
| Errors have occurred that may need correcting. Do you want to continue? | Costpoint displays this message if errors are discovered during processing. You should review the Error Report. There are two options available at this point: <ul style="list-style-type: none"> Import the records that have been validated, make any changes needed in the Error File, rename the Error File, and then process the errors. Make any corrections needed to the original Input File and process again. |
| File does not exist. | The Input File entered could not be found. The Input File must be in your working directory. Check your working directory. |
| In order to select "Use Last System Voucher Number," Costpoint-wide setting for Voucher Numbering Method must be "System." | You selected the Use Last System Voucher Number option on the Import Accounts Payable Vouchers screen, but the System option is not selected as the Costpoint system-wide setting on the Configure Accounts Payable Voucher Settings screen. |
| No records found in temporary voucher tables. Please process file before importing or printing. | You selected the Process AP Input File option or the Import Vouchers option on the Action menu and there are no rows in the temporary table. |
| No records have been selected to transfer. | All records in the Input File were rejected with errors. |
| Range of assigned Voucher numbers: XXXXXXXXX to | This message displays the range of voucher numbers assigned by Costpoint when the Use Last System Voucher Number option is |

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|---|--|
| XXXXXXXXXX | selected in the Voucher Numbering Method group box on the Import Accounts Payable Vouchers screen. |
| Range of assigned Voucher numbers based on the Beginning Voucher Number: XXXXXXXXXXXX to XXXXXXXXXXXX | This message displays the range of voucher numbers assigned by Costpoint when the Supply Beginning Voucher Number option is selected in the Voucher Numbering Method group box on the Import Accounts Payable Vouchers screen. |
| Records that have not been imported exist in the temporary voucher tables. Do you want to continue? | <p>You selected the Process AP Input File option on the Action menu but there are still rows in the temporary tables that were not imported.</p> <ul style="list-style-type: none"> ▪ Select Yes to continue, and all the rows in the temporary tables will be deleted. ▪ Select Cancel to import the existing rows in the temporary tables or if you need to investigate the rows in the temporary tables. |
| Screen parameters have changed since the Process step was performed. Either set parameters back to what they were when the Process step was run or Process the Input File again with the new screen parameters. | You selected the Import Vouchers option on the Action menu but screen parameters were changed since you processed the screen. You can either reprocess with the new parameters before importing, or set the parameters back to the original settings before you continue. |
| The Beginning Voucher Number must be greater than zero. | The Beginning Voucher Number cannot be zero; you must enter a positive value. |
| The Beginning Voucher Number supplied already exists in Costpoint. Do you want to allow the program to renumber? | <p>You selected the Import Vouchers option on the Action menu and selected the Supply Beginning Voucher Number option in the Voucher Numbering Method group box (on the Import Accounts Payable Vouchers screen).</p> <p>The Fiscal Year and Beginning Voucher Number already exist in the Costpoint Voucher Header or Voucher Header History table.</p> <ul style="list-style-type: none"> ▪ Select Yes to have Costpoint find the next available voucher number to use as the beginning voucher number and continue the import process. ▪ Select No to stop the import. No rows will be imported to Costpoint from the temporary voucher tables. You can process again and supply a different beginning voucher number. |
| The database is unable to process the records required for the requested activity. Possible reasons are: another user is using a record you wish to update, database error or hardware malfunction. | When this error occurs, note what was being done and at what point Costpoint stopped, then call Technical Support. |
| Vouchers to be imported already exist in the Voucher Header table. This condition must be corrected before importing. | A voucher with the same Voucher Number and Fiscal Year already exists in the Voucher Header table. This indicates that vouchers were added to Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables will not be imported to the Costpoint voucher tables in order to prevent uploading duplicate records. |

Import Accounts Payable Vouchers

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|--|--|
| <p>Vouchers to be imported already exist in the Voucher Header History table. This condition must be corrected before importing.</p> | <p>A voucher with the same Voucher Number and Fiscal Year already exists in the Voucher Header History table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays , the temporary tables will not be imported to the Costpoint voucher tables in order to prevent uploading duplicate records.</p> |
| <p>Vouchers to be imported already exist in the Company Expense Header table. This condition must be corrected before importing.</p> | <p>A voucher with the same Voucher Number and Fiscal Year already exists in the Company Expense Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables will not be imported to the Costpoint voucher tables in order to prevent uploading duplicate records.</p> |
| <p>Vouchers to be imported already exist in the Travel Advance Header table. This condition must be corrected before importing.</p> | <p>A voucher with the same Voucher Number and Fiscal Year already exists in the Travel Advance Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables will not be imported to the Costpoint voucher tables in order to prevent uploading duplicate records.</p> |
| <p>Vouchers to be imported already exist in the Travel Expense Header table. This condition must be corrected before importing.</p> | <p>A voucher with the same Voucher Number and Fiscal Year already exists in the Travel Expense Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the Input File and the import of the temporary tables. If this message displays, the temporary tables will not be imported to the Costpoint voucher tables in order to prevent uploading duplicate records.</p> |

DETAILED TABLE SPECIFICATIONS

Tables

Voucher Header Table

The Voucher Header table is filled as follows.

| Field | Source | Costpoint performs these Validations |
|--|---|---|
| Anticipated Pay Date (ANTIC_PAY_DT) | The Due Date from the Input File. | |
| A/P Account (AP_ACCT_ID) | The A/P Account from the Default A/P Accounts table. | |
| A/P Accounts Key (AP_ACCTS_KEY) | This is a Costpoint-generated key that correlates to the A/P Account Description . The A/P Acct Desc field is taken from the Input File. The default value is the A/P Account Description for the vendor. | <ul style="list-style-type: none"> ▪ A/P Acct Desc is a required field and must exist in the Input File or have a default value supplied from the Vendor table. ▪ A/P Acct Desc must exist in the Default A/P Accounts table. |
| A/P Organization (AP_ORG_ID) | The Organization from the Default A/P Accounts table. | |
| A/P Reference Number 1 (AP_REF1_ID) | The Ref No 1 from the Default A/P Accounts table. | |
| A/P Reference Number 2 (AP_REF2_ID) | The Ref No 2 from the Default A/P Accounts table. | |
| Approval Date (APPRVL_DTT) | <p>Costpoint sets the Approval Date as follows:</p> <ul style="list-style-type: none"> ▪ If the Require Approvals check box is cleared on the Configure Accounts Payable Voucher Settings screen, Costpoint sets the approval date to the current system date. ▪ If the Require Approvals check box is selected on the Configure Accounts Payable Voucher Settings screen and the invoice amount is less than or equal to the Approval Required Above amount on the Configure Accounts Payable Voucher Settings screen, Costpoint sets the approval date to the current system date. ▪ If the Require Approvals check box is selected on the Configure Accounts Payable Voucher Settings screen and the invoice amount is greater than the Approval Required Above amount on the Configure Accounts Payable Voucher Settings screen, Costpoint sets the approval date to null. | |

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| <p>Approved Flag (APPRVD_FL)</p> | <p>Costpoint sets the Approved Flag as follows:</p> <ul style="list-style-type: none"> ▪ If the Require Approvals check box is cleared on the Configure Accounts Payable Voucher Settings screen, the Approved Flag is set to Y (Yes). ▪ If the Require Approvals check box is selected and the invoice amount is less than or equal to the Approval Required Above amount on the Configure Accounts Payable Voucher Settings screen, Approved Flag is set to Y (Yes). ▪ If the Require Approvals check box is selected and the invoice amount is greater than the Approval Required Above amount on the Configure Accounts Payable Voucher Settings screen, Approved Flag is set to N (No). | |
| <p>Cash Account (CASH_ACCT_ID)</p> | <p>The Cash Account from the Default Cash Accounts table.</p> | |
| <p>Cash Account Key (CASH_ACCTS_KEY)</p> | <p>This is a Costpoint-generated key that correlates to the Cash Account Description. The Cash Acct Desc field is taken from the Input File. The default value is the default Cash Account Description for the vendor.</p> | <ul style="list-style-type: none"> ▪ Cash Acct Desc is a required field and must exist in the Input File or have a default value supplied from the Vendor table. ▪ Cash Acct Desc must exist in the Default Cash Accounts table. |
| <p>Cash Organization (CASH_ORG_ID)</p> | <p>The Organization from the Default Cash Accounts table.</p> | |
| <p>Cash Reference Number 1 (CASH_REF1_ID)</p> | <p>The Ref No 1 from the Default Cash Accounts table.</p> | |
| <p>Cash Reference Number 2 (CASH_REF2_ID)</p> | <p>The Ref No 2 from the Default Cash Accounts table.</p> | |
| <p>Check Amount (CHK_AMT)</p> | <p>The Input File. This field is optional. The default value is zero.</p> | <p>If the Check Amount field is not blank in the Input File, Costpoint performs the following validations:</p> <ul style="list-style-type: none"> ▪ The Check Amount field must be numeric. ▪ The check amount must be zero when the check number is zero. ▪ The check amount cannot be zero when the check number is greater than zero. ▪ The check amount cannot be less than zero. ▪ The check amount cannot be greater than the unpaid balance. |
| <p>Check Date (CHK_DT)</p> | <p>The Input File. This field is optional.</p> | <p>If the Check Date field is not blank in the</p> |

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|---|--|---|
| | Costpoint uses the default of the current system date only if you provide a check number greater than zero in the Input File. | Input File, Costpoint performs the following validations: <ul style="list-style-type: none"> ▪ The Check Date field must be a valid date. ▪ The check date must be blank when the check number is zero. |
| Check Fiscal Year (CHK_FY_CD) Check Period Number (CHK_PD_NO) Check Subperiod Number (CHK_SUB_PD_NO) | <p>You can supply values in the Input File. The Check Fiscal Year, Check Period Number, and Check Subperiod Number are optional.</p> <p>Costpoint uses the defaults of the fiscal year, period, and subperiod only if you provide a check number greater than zero in the Input File.</p> | <p>If the fields are not blank in the Input File, Costpoint performs the following validations:</p> <ul style="list-style-type: none"> ▪ The combination of all three fields must exist and be open in the Subperiod table. ▪ The combination of all three fields must exist and be open in the Subperiod Journal Status table with a journal code of CD. ▪ All three fields must be blank if the check number is zero. ▪ The Check Period and Check Subperiod fields must be numeric. |
| Check Number (CHK_NO) | The Input File. This field is optional. The default value is zero. | <p>If the Check Number field is not blank in the Input File, Costpoint performs the following validations:</p> <ul style="list-style-type: none"> ▪ The Check Number field must be numeric. ▪ The check number cannot be less than zero. |
| Company Id (COMPANY_ID) | The company for which the user is currently logged in. | |
| Delivery Value (SHIP_AMT) | The Input File. This field is optional. The default value is zero. | <ul style="list-style-type: none"> ▪ If the Delivery Value field is not blank in the Input File, it must be numeric. ▪ If the Delivery Value field is provided in the Input File, is numeric, and is not zero, the invoice type must be D. |
| Discount Amount (DISC_AMT) | <p>The Total Discount Amount field in the Input File.</p> <p>If the Total Discount Amount, Discount Pct, and Discount Date fields from the Input File are all blank, Costpoint calculates the Discount Amount as the rounded product of the Invoice Amount multiplied by the Discount Percent, according to the Terms.</p> | <ul style="list-style-type: none"> ▪ The Total Discount Amount, Discount Pct, and Discount Date from the Input File must either be all populated or all blank. ▪ If the Total Discount Amount is not blank in the Input File, it must be numeric. ▪ The amount in the Total Discount Amount field must equal the rounded product of the Invoice Amount multiplied by the Discount Percentage Rate. ▪ The sum of the Discount Amount |

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|---|--|--|
| | | field on the detail record(s) for each unique voucher number and fiscal year combination must equal the Total Discount Amount on the header record. |
| Discount Date (DISC_DT) | The Input File. If the Total Discount Amount , Discount Pct , and Discount Date fields from the Input File are all blank, Costpoint sets the Discount Date equal to the invoice date plus the Discount Days , according to the Terms . | <ul style="list-style-type: none"> ▪ The Total Discount Amount, Discount Pct, and Discount Date from the Input File must either be all populated or all blank. ▪ If the Discount Date field is not blank in the Input File, it must be a valid date. ▪ Costpoint displays a warning message when the Discount Date is less than or equal to the invoice date. |
| Discount Percentage Rate (DISC_PCT_RT) | Costpoint computes this rate by dividing the Discount Pct from the Input File by 100 . If the Total Discount Amount , Discount Pct , and Discount Date fields from the Input File are all blank, Costpoint sets the Discount Percentage Rate to the Discount Percent , according to the Terms . | <ul style="list-style-type: none"> ▪ The Total Discount Amount, Discount Pct, and Discount Date from the Input File must either be all populated or all blank. ▪ If the Discount Pct field is not blank in the Input File, it must be numeric. |
| Discount Taken Amount (DISC_TAKEN_AMT) | The Input File. This field is optional. The default value is zero. | <p>If the Discount Taken Amount field is not blank in the Input File, Costpoint performs the following validations:</p> <ul style="list-style-type: none"> ▪ The discount taken amount must be numeric. ▪ The discount taken amount must be zero if the check number is zero. ▪ The discount taken amount cannot be less than zero. ▪ The discount taken amount cannot be greater than the total discount amount. ▪ The discount taken amount must be zero if you have selected the Net - Including Discounts option in the Post to G/L Discount Method group box on the Configure Accounts Payable Voucher Settings screen. |
| Due Amount (DUE_AMT) | Costpoint calculates this amount by subtracting the Discount Amount from the Invoice Amount . | <ul style="list-style-type: none"> ▪ The Due Date must be a valid date. ▪ Costpoint displays a warning message if the Due Date field is less than or equal to the Discount Date field. |
| Due Date (DUE_DT) | The Input File. This field is optional. If the Due Date is blank in the Input File, Costpoint calculates the Due Date from the Invoice Date and Terms fields. | |

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|---|---|---|
| Entry Date (ENTR_DTT) | The current system date. | |
| Entry User (ENTR_USER_ID) | The current user. | |
| Fiscal Year (FY_CD) Period Number (PD_NO) Subperiod Number (SUB_PD_NO) | The Input File or the screen. The default values are from the screen. | <ul style="list-style-type: none"> ▪ The combination of all three fields must exist in the Subperiod table. ▪ The combination must be open in the Subperiod table. ▪ The Period Number and Subperiod Number fields must be numeric. |
| Hold Voucher Flag (HOLD_VCHR_FL) | The Input File. | <ul style="list-style-type: none"> ▪ The Hold Voucher Flag is a required field and must exist in the Input File. ▪ The Hold Voucher Flag in the Input File must be Y (Yes) or N (No). |
| Invoice (INVC_ID) | The Input File. | |
| Invoice Amount (INVC_AMT) | The Input File. | <ul style="list-style-type: none"> ▪ Invoice Amount is a required field and must exist in the Input File. ▪ The Invoice Amount must be numeric. |
| Invoice Date (INVC_DT) | The Input File. | <ul style="list-style-type: none"> ▪ Invoice Date is a required field and must exist in the Input File. ▪ The Invoice Date must be a valid date. |
| Invoice Period of Performance Date (INVC_POP_DT) | The Input File. | <p>If the Invoice Period of Performance Date field is not blank in the Input File, it must contain a valid date.</p> <p>The Invoice Period of Performance Date field is required when:</p> <ul style="list-style-type: none"> ▪ The Subcontractor Flag is set to Y for the vendor. ▪ The Subcontractor Pay Code is set to P for the vendor. |
| Invoice Type (S_INVC_TYPE) | The Input File. This field is optional. The default value is N . | <ul style="list-style-type: none"> ▪ The only values allowed for the invoice type are D, P, or N. ▪ If the value is not supplied in the Input File, or the value supplied is not D, P, or N, Costpoint sets the invoice type to N. |
| Joint Payee Name (JNT_PAY_VEND_NAME) | The Input File. | <ul style="list-style-type: none"> ▪ You cannot enter a Joint Payee Name if the EFT Active Flag is selected for the pay vendor and payment address code combination |

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| | | in the Vendor Address table. |
| Journal Code (S_JNL_CD) | Costpoint sets the Journal Code to APV . | |
| Notes (NOTES) | The Input File. | |
| Pay Vendor (PAY_VEND_ID) | The Input File. The default value is the default Pay Vendor for the vendor. | <ul style="list-style-type: none"> ▪ Pay Vendor is a required field and must exist in the Input File or have a default value supplied from the Vendor table (Manage Vendors screen). ▪ The Pay Vendor must exist in the Vendor table (Manage Vendors screen). ▪ If the Allow Different Pay Vendor check box is not selected on the Configure Vendor Settings screen, the pay vendor (if supplied) must be the same as the vendor. ▪ If the Allow Different Pay Vendor check box is selected on the Configure Vendor Settings screen but the Allow Edits to Pay Vendor on Voucher check box is not selected on the Defaults subtask of the Manage Vendors screen, the pay vendor (if supplied) must be the same as the vendor. ▪ Costpoint displays a warning message if the Hold Payments check box is selected on the Manage Vendors screen. |
| Pay Vendor Pay When Paid Flag (PAY_WHEN_PAID_FL) | The Input File. The default value is the Pay When Paid Flag for the vendor. | <ul style="list-style-type: none"> ▪ The Pay When Paid Flag is a required field and must exist in the Input File or have a default value supplied from the Vendor table. ▪ The flag in the Input File must be Y (Yes), N (No), or blank. |
| Pay When Paid Amount (PAYWPD_AMT) | Costpoint sets the Pay When Paid Amount as follows: <ul style="list-style-type: none"> ▪ If Pay When Paid Flag is set to N, Pay When Paid Amount is set to zero for the voucher. ▪ If Pay When Paid Flag is set to Y (Yes), the Pay When Paid Amount is the sum of the Net Amount (if Post to G/L Discount Method is Net - Including Discounts on the Configure Accounts Payable Voucher Settings screen) or Total Before Discount Amount (if Post to G/L Discount Method is Gross - Without Discounts on the Configure Accounts Payable Voucher Settings screen) for | |

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| | lines on the voucher that have a billable project and account. | |
| Payment Address (PAY_ADDR_DC) | The Input File. The default value is the default payment address for the pay vendor. In other words, where the Address Code has a Pmt Addr pay code of type D (Default) (as set on the Manage Vendors screen). | <ul style="list-style-type: none"> ▪ Payment Address is a required field and must exist in the Input File or have a default value supplied from the Vendor Address table (Manage Vendors screen). ▪ If you supplied a Payment Address Code in the Input File, you must supply a Pay Vendor as well. ▪ The Pay Vendor and Payment Address combination must exist in the Vendor Address table with a Pmt Addr pay code of type D (Default) or Y (Yes) (as designated on the Manage Vendors screen). |
| Print Note-Blank Laser Check Flag (PRINT_NOTE_FL) | The Input File. If the Print Note-Blank Laser Check Flag in the Input File is not Y (Yes), then N (No) is the default value for this field. | |
| PO Release Number (EXT_PO_RLSE_NO) | <ul style="list-style-type: none"> ▪ If the PO Release Number from the Input File is numeric, Costpoint uses the number in the Input File. ▪ If the PO Release Number from the Input File is blank, Costpoint sets the number to zero. | <ul style="list-style-type: none"> ▪ If the PO Release Number is not blank in the Input File, it must be numeric. |
| Purchase Order Number (EXT_PO_ID) | <ul style="list-style-type: none"> ▪ If the Purchase Order Number from the Input File is not blank, Costpoint uses the number in the Input File. ▪ If the Purchase Order Number from the Input File is blank, Costpoint sets the field to a single space. | |
| Retainage Percentage (RTN_RT) | <ul style="list-style-type: none"> ▪ If the Retainage Rate from the Input File is numeric, Costpoint computes the Retainage Percentage by dividing the Retainage Rate by 100. ▪ If the Retainage Rate from the Input File is blank, Costpoint sets the Retainage Percentage to zero. | <ul style="list-style-type: none"> ▪ If the Retainage Rate field is not blank in the Input File, it must be numeric. |
| Sales Tax Amount (SALES_TAX_AMT) | Costpoint computes the Sales Tax Amount by summing the Detail Record(s) Sales Tax Amt field for each unique voucher number and fiscal year combination. | |
| Sales Tax Code (SALES_TAX_CD) | Costpoint sets the Sales Tax Code as follows: <ul style="list-style-type: none"> ▪ If Sales Taxable or Use Taxable is selected as the setting for the A/P Vouchers option in the Tax Code Defaults group box on the Configure Accounts Payable Voucher Settings screen, the Sales Tax Code will be the Sales Use/Tax Code from the | |

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| | <p>Vendor Address table (Manage Vendors screen) where the Pay Vendor and Payment Address combination is valid.</p> <ul style="list-style-type: none"> ▪ If Sales Taxable or Use Taxable is not selected for the A/P Vouchers option in the Tax Code Defaults group box, the Sales Tax Code is left null. | |
| <p>Subcontractor Pay Code (S_SUBCTR_PAY_CD)</p> | <p>Costpoint sets the Subcontractor Pay Code as follows:</p> <ul style="list-style-type: none"> ▪ If the Subcontractor Flag is set to N for the vendor, the Subcontractor Pay Code is set to N. ▪ If the Subcontractor Flag is set to Y for the vendor, the Subcontractor Pay Code is set to be the same as the Subcontractor Pay Code for the vendor. | |
| <p>Taxable Code (S_TAXABLE_CD)</p> | <p>Costpoint sets the Taxable Code as follows:</p> <ul style="list-style-type: none"> ▪ Sets the Taxable Code to S if Sales Taxable is selected as the setting for the A/P Vouchers option in the Tax Code Defaults group box on the Configure Accounts Payable Voucher Settings screen. ▪ Sets the Taxable Code to U if Use Taxable is selected as the setting for the A/P Vouchers option in the Tax Code Defaults group box on the Configure Accounts Payable Voucher Settings screen. ▪ Sets the Taxable Code to N if Sales Taxable or Use Taxable is not selected for the A/P Vouchers option in the Tax Code Defaults group box on the Configure Accounts Payable Voucher Settings screen. | |
| <p>Taxable Flag (TAXABLE_FL)</p> | <p>Costpoint sets the Taxable Flag as follows:</p> <ul style="list-style-type: none"> ▪ Sets the Taxable Flag to Y if Sales Taxable or Use Taxable is selected for the A/P Vouchers option in the Tax Code Defaults group box in the Configure Accounts Payable Voucher Settings screen. ▪ Sets the Taxable Flag to N if Sales Taxable or Use Taxable is not selected for the A/P Vouchers option in the Tax Code Defaults group box on the Configure Accounts Payable Voucher Settings screen. | |
| <p>Terms Description (TERMS_DC)</p> | <p>The Input File. The default value is Terms for the vendor.</p> | <ul style="list-style-type: none"> ▪ Terms is a required field and must exist in the Input File or have a default value supplied from the |

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| | | <p>Vendor table (Manage Vendors screen).</p> <ul style="list-style-type: none"> The Terms must exist in the Vendor Terms table (Manage Vendor Terms screen). |
| Use Tax Amount (USE_TAX_AMT) | Costpoint computes the Use Tax Amount by summing the Detail Record(s) Use Tax Amt field for each unique voucher number and fiscal year combination. | |
| Vendor (VEND_ID) | The Input File. | <ul style="list-style-type: none"> Vendor is a required field and must exist in the Input File. The vendor must exist in the Vendor table (Manage Vendors screen). Costpoint displays a warning message if you selected the Hold Payments check box on the Manage Vendors screen. |
| Voucher Number (VCHR_NO) | The Voucher Number is taken from the Input File or is assigned by Costpoint, depending upon the voucher numbering method selected on the preprocessor screen. | <ul style="list-style-type: none"> The input Voucher Number is a required field and must exist in the Input File. The input Voucher Number must be numeric. The voucher number is required in the Input File regardless of the voucher numbering method selected. Costpoint uses the field as a break point to identify individual vouchers and match voucher header records with voucher detail records. |
| Voucher Type (S_VCHR_TYPE) | Costpoint sets the Voucher Type to AP . | |

Costpoint sets the following fields to **N**:

- Auto Creation Flag (AUTO_CREATE_FL)
- Debit Memo Flag (DM_FL)
- Debit Memo Printed Flag (DM_PRNTD_FL)
- Over Budget Flag (OVR_BUD_FL)
- Posted Accounts Payable Flag (POSTED_AP_FL)
- Purchase Order Discrepancy (S_PO_DISCR_CD)
- Receipt Discrepancy (S_RECPT_DISCR_CD)
- Recurring Flag (RECUR_FL)
- Recurring Template Flag (RECUR_TMPLT_FL)

Costpoint sets the following fields to zero:

- Cost Amount (CST_AMT)
- Recurring Voucher No (RECUR_PAR_VCHR_NO)

Costpoint sets the following fields to a single space:

- Default Packing Slip (DFLT_PS_ID)
- Retainage Notes (RTN_NT)
- Sales Tax Source Code (S_SALES_TAX_SRC_CD)
- Separate Check Flag (SEP_CHK_FL)

Costpoint leaves the following fields set to null:

- Approval User ID (APPRVR_USER_ID)
- Batch Number (BATCH_ID)
- Default Warehouse (DFLT_WHSE_ID)
- Discrepancy Calculation Date (DISCR_CALC_DTT)
- Posting Sequence Number (POST_SEQ_NO)
- Purchase Order (PO_ID)
- Purchase Order Release Number (PO_RLSE_NO)
- Receipt Number (DFLT_RECPT_ID)
- Recurring Voucher Desc (RECUR_VCHR_DC)
- Last Voucher Fiscal Year (LST_VCHR_FY_CD)
- Last Voucher Period Number (LST_VCHR_PD_NO)
- Last Voucher Subperiod Number (LST_VCHR_SUB_PD_NO)
- Start Fiscal Year (START_FY_CD)
- Start Period Number (START_PD_NO)
- Start Subperiod Number (START_SUB_PD_NO)
- End Fiscal Year (END_FY_CD)
- End Period Number (END_PD_NO)
- End Subperiod Number (END_SUB_PD_NO)

Voucher Line Table

The Voucher Line table is filled as follows:

| Field | Source | Costpoint performs these Validations |
|-----------------------------------|---|---|
| Discount Amount (DISC_AMT) | <p>The Input File.</p> <p>If a Total Discount Amount exists on the Voucher header record and the Discount Amount on all the matching detail record(s) has a value of zero, Costpoint computes a rounded discount amount for each detail record by multiplying the Discount Percentage Rate on the header record by the result of adding the Line Amount and Sales Tax Amount from each detail record.</p> <p>Any rounding error will be added to the Discount Amount of the first detail record - voucher line number one.</p> | <ul style="list-style-type: none"> ▪ Discount Amount is a required field and must exist in the Input File. ▪ The Discount Amount must be numeric. |
| Line Change Cost Amount | The Cost Amount from the Voucher Line | |

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| (LN_CHG_CST_AMT) | Account table. | |
| Line Change Tax Amount (LN_CHG_TAX_AMT) | Costpoint sets this amount to be equal to the amount in the Sales Tax Amount field. | |
| Line Change Use Tax Amount (LN_CHG_USE_TAX_AMT) | Costpoint sets this amount to be equal to the amount in the Use Tax Amount field. | |
| Notes (NOTES) | The Input File. | |
| Sales Tax Amount (SALES_TAX_AMT) | The Input File. | <ul style="list-style-type: none"> ▪ Sales Tax Amount is a required field and must exist in the Input File. ▪ The Sales Tax Amount must be numeric. ▪ The Sales Tax Amount must be zero if the Taxable Code is not S. |
| Sales Tax Code (SALES_TAX_CD) | The Tax Code field in the Input File. | <ul style="list-style-type: none"> ▪ If the Taxable Code is N, the Tax Code must be blank in the Input File. ▪ If the Taxable Code is S or U, the Tax Code is required. ▪ If the Tax Code is required, it must exist in the Sales Tax table (the Manage Sales or Value Added Taxes screen). |
| Taxable Code (S_TAXABLE_CD) | The Input File. | <ul style="list-style-type: none"> ▪ Taxable Code is a required field and must exist in the Input File. ▪ The Taxable Code must be S, U, or N. |
| Taxable Flag (TAXABLE_FL) | Costpoint sets the Taxable Flag as follows: <ul style="list-style-type: none"> ▪ If the Taxable Code is N, the Taxable Flag is set to N. ▪ If the Taxable Code is S or U, the Taxable Flag is set to Y. | |
| Total After Discount (NET_AMT) | Costpoint computes the Total After Discount by subtracting the Discount Amount from the Total Before Discount . | |
| Total Before Discount Amount (TOT_BEF_DISC_AMT) | Costpoint computes the Total Before Discount Amount by adding the Line Amount and the Sales Tax Amount . | |
| Use Tax Amount (USE_TAX_AMT) | The Input File. | <ul style="list-style-type: none"> ▪ Use Tax Amount is a required field and must exist in the Input File. ▪ The Use Tax Amount must be |

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| | | <p>numeric.</p> <ul style="list-style-type: none"> If the Taxable Code is not U, the Use Tax Amount must be zero. |
| Voucher Line Description (VCHR_LN_DESC) | The Input File. The default value is the Account Description . | <ul style="list-style-type: none"> Voucher Line Description is a required field. The Voucher Line Description must exist in the Input File or have the default value supplied from the Account table. |
| Voucher Line Number (VCHR_LN_NO) | The Input File. | <ul style="list-style-type: none"> Voucher Line Number is a required field and must exist in the Input File. The Voucher Line Number must be numeric. The Voucher Line Number must start with 1 and must be sequential within each unique voucher number and fiscal year combination. |

Costpoint sets the following fields to zero:

- Extended Cost Amount (EXT_CST_AMT)
- Quantity (QTY)
- Quantity Discrepancy Percentage (DISCR_QTY_RT)
- Total Discrepancy Amount (DISCR_TOT_AMT)
- Unit Cost (UNIT_CST_AMT)
- Unit Price Discrepancy (DISCR_UNIT_PRC_AMT)
- Unit Price Discrepancy Percentage (DISCR_UNIT_PRC_RT)

Costpoint sets the following fields to a single space:

- Purchase Order Line Type (S_PO_LN_TYPE)
- Return Material Authorization Number (RMA_NO_ID)
- Sales Tax Notes (SALES_TAX_NT)

Costpoint leaves the following fields set to null:

- Miscellaneous Line Charge Type (MISC_LN_CHG_TYPE)
- Purchase Order Number (PO_ID)
- Purchase Order Line Key (PO_LN_KEY)
- PO Release Number (PO_RLSE_NO)
- Units of Measure (UM_CD)

Voucher Line Account Table

The Voucher Line Account table is filled as follows:

| Field | Source | Costpoint performs these Validations |
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| Account (ACCT_ID) | The Input File. The default value is the Account set up for the Project Account | <ul style="list-style-type: none"> The Account must exist in the |

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| | Abbreviation. | <p>Account table (Manage Accounts screen)</p> <ul style="list-style-type: none"> ▪ The account must be active. ▪ The account must be a detail account. ▪ The account must be available for use in voucher entry. ▪ The account must match the input mask specified for accounts. If any segment is shorter than the specified length for that segment, it will be padded. Numeric values are padded with zeroes on the left. Alphanumeric values are padded with spaces on the right. |
| Accounts Payable 1099 Flag (AP_1099_FL) | The Input File. The default value is from the vendor. | <ul style="list-style-type: none"> ▪ A/P 1099 Flag is a required field and must exist in the Input File or have a default value supplied from the Vendor table. (The default value is supplied only if the 1099 Flag is blank and the 1099-MISC Type Code is blank in the Input File. Otherwise, the 1099 Flag defaults to N.) ▪ The A/P 1099 Flag in the Input File must be Y, N, or blank. |
| 1099-MISC Type Code | The Input File. The default value is from the vendor. (The default value is supplied only when the 1099 Flag is Y and the 1099-MISC Type Code is blank in the Input File.) | <ul style="list-style-type: none"> ▪ 1099-MISC Type Code is required if the A/P 1099 Flag is Y. ▪ You cannot enter a 1099-MISC Type Code unless A/P 1099 Flag is Y. ▪ The 1099-MISC Type Code must exist as a valid code in the System table (S_AP_1099_TYPE). |
| Cost Amount (CST_AMT) | The Line Amount field in the Input File. | <ul style="list-style-type: none"> ▪ Line Amount is a required field and must exist in the Input File. ▪ The Line Amount must be numeric. ▪ The sum of the Line Amount field plus the sum of the Sales Tax Amount field on the detail record(s) for each unique voucher number and fiscal year combination must equal the Invoice Amount on the header record. |
| Cost Amount Percentage Rate (CST_AMT_PCT_RT) | Costpoint computes the Cost Amount Percentage Rate by dividing the Total Before Discount Amount on the detail record(s) for each unique voucher number and fiscal year combination by the Invoice Amount from the header record. | |
| Line Change Cost Amount (LN_CHG_CST_AMT) | Costpoint sets the Line Change Cost Amount to equal the Cost Amount field. | |

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| <p>Organization (ORG_ID)</p> | <p>The Input File.</p> <p>If you supplied the Org Abbrev in the Input File, the default value is the Organization associated with the Org Abbrev.</p> <p>If you did not supply an Organization or an Org Abbrev in the Input File:</p> <ul style="list-style-type: none"> ▪ Project or Proj Abbreviation will be required in the Input File. ▪ The Default to Owing Org check box for the project must be selected on the Manage Project User Flow screen (in Project Setup). ▪ The default value is the Owing Organization set up for the project. | <ul style="list-style-type: none"> ▪ The Organization must exist in the Organization table (Enter/Mange Organization Elements screen in General Ledger). ▪ The Organization must match the input mask specified for the organization. If any segment is shorter than the specified length for that segment, it will be padded. Numeric values are padded with zeroes on the left. Alphanumeric values are padded with spaces on the right. |
| <p>Organization Abbreviation (ORG_ABBRV_CD)</p> | <p>The Input File. The default value is the Org Abbrev set up for the organization.</p> | <ul style="list-style-type: none"> ▪ The Org Abbrev must exist in the Organization table (Manage Organization Elements screen). ▪ If both Org Abbrev and Organization are supplied in the Input File, they must match in the Organization table (Enter/Mange Organization Elements screen). |
| <p>Project (PROJ_ID)</p> | <p>The Input File. The default value is the Project associated with the Proj Abbrev.</p> | <ul style="list-style-type: none"> ▪ If the Project Required check box is selected for this account on the Manage Accounts screen, Project is a required field and the Project or the Project Abbreviation must exist in the Input File. ▪ If you entered the Project Account Abbreviation, Project is a required field and either the Project or the Project Abbreviation must exist in the Input File. ▪ The Project must exist in the Project table. ▪ The Project must be active. ▪ If the project requires a work force, the project/vendor combination must exist in the Project Vendor table (the Manage Vendor Work Force screen). ▪ The project must match the input mask specified for the project. If any segment is shorter than the specified length for that segment, it will be padded. Numeric values are padded with zeroes on the left. Alphanumeric values are padded with spaces on the right. |
| <p>Project Abbreviation (PROJ_ABBRV_CD)</p> | <p>The Input File. The default value is the Proj Abbrev set up for the Project.</p> | <ul style="list-style-type: none"> ▪ The Project Abbrev must exist in the Project table. ▪ If both Project Abbrev and |

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| | | Project are supplied in the Input File, they must match in the Project table. |
| Project Account Abbreviation (PROJ_ACCT_ABBRV_CD) | The Input File. | <ul style="list-style-type: none"> ▪ The Project Account Abbrev is required if the account is not supplied in the Input File. ▪ A Project or Project Abbrev is required with a Project Account Abbrev. ▪ The Project Account Abbrev must exist in the Account Group Setup table (the Manage Project Account Groups screen). ▪ If both the Account and the Project Account Abbrev are supplied in the Input File, they must match in the Account Group Setup table (the Manage Project Account Groups screen). |
| Reference Number 1 (REF1_ID) | The Input File. | <p>Reference Number 1 must:</p> <ul style="list-style-type: none"> ▪ Exist in the Reference Structure table. ▪ Be available for use in data entry. ▪ Be valid as a reference entry code 1. |
| Reference Number 2 (REF2_ID) | The Input File. | <p>Reference Number 2 must:</p> <ul style="list-style-type: none"> ▪ Exist in the Reference Structure table. ▪ Be available for use in data entry. ▪ Be valid as a reference entry code 2. |

Costpoint sets the following fields to be the same as the fields in the Voucher Line table:

- Discount Amount (DISC_AMT)
- Sales Tax Amount (SALES_TAX_AMT)
- Taxable Code (S_TAXABLE_CD)
- Taxable Flag (TAXABLE_FL)
- Total After Discount (NET_AMT)
- Total Before Discount Amount (TOT_BEF_DISC_AMT)
- Use Tax Amount (USE_TAX_AMT)

Costpoint sets the following fields to a single space:

- Template ID (FA_TMPLT_ID)
- Template Revision ID (FA_TMPLT_RVSN_ID)

Costpoint leaves the following field set to null:

- Template Key (FA_TMPLT_KEY)

Voucher Labor Vendor Table

The Voucher Labor Vendor Table is filled as follows:

| Field | Source | Costpoint performs these Validations |
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| Subline Number (SUB_LN_NO) | The Vendor Subline Number field is taken from the Input File. | <p>The Vendor Subline Number:</p> <ul style="list-style-type: none"> Is a required field and must exist in the Input File. Must be numeric. Must start with 1 and be sequential within each unique voucher and fiscal year combination. |
| Vendor Hours (VEND_HRS) | The Input File. | <ul style="list-style-type: none"> Vendor Hours is a required field and must exist in the Input File. The Vendor Hours must be numeric. |
| Vendor Amount (VEND_AMT) | The Input File. | <ul style="list-style-type: none"> Vendor Amount is a required field and must exist in the Input File. The Vendor Amount must be numeric. |
| Vendor Employee ID (VEND_EMPL_ID) | The Input File. | <ul style="list-style-type: none"> The combination of the Vendor ID from the header record and the Vendor Employee ID from the Vendor Labor record must exist in the Vendor Employee table. |
| Effective Billing Date (EFFECT_BILL_DT) | The Input File. | <ul style="list-style-type: none"> The Effective Billing Date must either exist in the Input File or have a default value available. The default value is the Subperiod End Date. If the Effective Billing Date is supplied in the Input File, it must be a valid date and in the format YYYY-MM-DD. |
| General Labor Category (GENL_LAB_CAT_CD) | The Input File. | <ul style="list-style-type: none"> General Labor Category is a required field and must exist in the Input File. The General Labor Category must exist in the General Labor Category table. |
| Project Labor Category (BILL_LAB_CAT_CD) | The Input File. Costpoint derives the default value from the Project Vendor Labor Category table (the Link Project Labor Categories to Vendor Work Force screen in Project Setup) for the project and vendor ID combination; or from the Project Labor Category Map table (the Link GLC to Project PLC screen in Project Setup) for the project and General Labor Category combination. | <ul style="list-style-type: none"> A Project is required before you can enter a Project Labor Category. The Project Labor Category must exist in the Billing Labor Category table (the Manage Project Labor Categories (PLC) screen). If a work force is not required for the project, Costpoint looks for the project in the Project Labor Category table. If |

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| | | <p>it finds the project, the project and PLC combination must exist in the Project Labor Category table.</p> <ul style="list-style-type: none">▪ If a work force is required for the project, the work force project, vendor ID, and PLC combination must exist in the Project Vendor Labor Category table. |
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