Deltek

Deltek Costpoint® 8.0

Import Vendor Employees Preprocessor

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Contents

Import Vendor Employees

Use the Import Vendor Employees application to import vendor employee data from comma-separated files to Costpoint tables.

You can only import vendor employee data for existing vendors. You may import new vendor employees which are added to Costpoint or import existing ones where their corresponding records will be overwritten by the imported data.

The following are included in the imported vendor employee data:

- Subcontractor management and contacts information
- Labor information and history, including default transactional invoice rates
- Security clearances, including SCI/SAP clearances
- Skills
- Trainings
- Properties

Display the Import Vendor Employees Screen

You access the Import Vendor Employees screen from the Accounting domain.

Click **Accounting** » **Accounts Payable** » **Accounts Payable Interfaces** » **Import Vendor Employees**.

Contents of the Import Vendor Employees Screen

Use the fields and options to configure the Import Vendor Employees screen.

Identification

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

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

Field	Description
Parameter ID	Enter, or click Query ▼ to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY. When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using **Query**.

Field	Description
	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.

Selection Ranges

Vendor

Field	Description
Option	Use this drop-down list to select the range of vendors IDs to include. Valid options are: ■ **All**: Select this option to import vendor employees for all vendors.. ■ **One**: Select this option to include only one vendor and then enter the vendor ID in the **Start** field. ■ **Range**: Select this option to enter a range of vendor IDs. Enter the starting vendor ID in the **Start** field and the ending vendor ID in the **End** field. ■ **From Beginning**: Select this option to enter a range of vendors that starts from the first vendor to a specified ID in the End field. ■ **To End**: Select this option to enter a range of vendors that starts from a specified ID in the **Start** field up to the last vendor.
Start	Enter, or click 🔍 to select, the beginning vendor ID. **Note:** This field is enabled when the **One**, **Range** and **To End** options are selected.
End	Enter, or click 🔍 to select, the ending vendor ID. **Note:** This field is enabled when the **Range** or **From Beginning** options are selected.

Options

Field	Description
Alternate File Location	Enter, or click 🔍 to select, the alternate file location. The list of alternate file locations come from the Manage Alternate File Locations screen.
Delete input file(s) upon successful import	Select this check box to delete the input file(s) after a successful import process.

Field	Description
Print edit reports during Validate/Print	Select this check box to print the edit report during the **Validate/Print** process.
Continue to process with error records	Select this check box to allow the validation process to continue if errors are encountered on one or more records. If this check box is clear, the validation process will stop when an error record is encountered.
Validate/Print and Import Vendor Employee Data	You can see the **Validate/Print and Import Vendor Employee Data** under the **Action** (gear) drop-down. Select it to validate, print, and import vendor employee data.

Table Information for the Import Vendor Employees Screen

Changes to the Import Vendor Employees screen update several tables.

Updated tables include:

- VEND_EMPL
- VE_LAB_INFO
- VE_LAB_TRN_RT
- SEC_CLR
- SUBC_SCISAP_CLR
- SUBC_SKILLS
- SUBC_TRAININGS
- SUBC_PROPERTY

Related Topics for the Import Vendor Employees Screen

Use this section to view special topics related to importing vendor employees.

Processing Details

Costpoint follows a series of steps when importing vendor employees.

Processing Details for Import Vendor Employees

If **Preview** or **Print** is selected:

1. Costpoint checks the input file(s) (.CSV or .TXT) in the Alternate File Location specified on the Import Vendor Employees screen.

2. Costpoint validates the input file(s).

3. Costpoint prints the Import Vendor Employees Error Report. If the **Continue to process with error records** check box is selected, Costpoint continues with the validation even when one or more error records are encountered.

4. When you select the **Print edit reports during Validate/Print** check box, the edit report prints after validation. Costpoint prints the Import Vendor Employees Information <table name> Table Report to show table information for import. The report contains the following tables:

   - VEND_EMPL
   - VE_LAB_INFO
   - VE_LAB_TRN_RT
   - SEC_CLR
   - SUBC_SCISAP_CLR
   - SUBC_SKILLS
   - SUBC_TRAININGS
   - SUBC_PROPERTY

Note: More than one user can simultaneously run either the **Preview** or **Print** functionality.

If **Process** is selected:

1. Costpoint checks the input file(s) specified on the Import Vendor Employees screen.

2. Costpoint validates the input file(s).

3. Costpoint prints the Import Vendor Employees Error Report. If the **Continue to process with error records** check box is selected, Costpoint continues with the validation even when one or more error records are encountered.

4. Costpoint prints the Import Vendor Employees Information <table name> Table Report to show table information for import.

5. Costpoint imports vendor employee data into Costpoint. The input files are available for import only after all records have passed the validations.

6. If the **Delete input file(s) upon successful import** check box is selected, the input file (.CSV or .TXT) is deleted from the **Alternate File Location** after a successful import process.

Note: Only a single user can run the **Process** at a time.

Input Files

When importing vendor employees, you must provide an input file that follows the correct format.

VEND_EMPL

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
1	VEND_EMPL_ID	Vendor Employee ID	Character	12	R	N	
2	VEND_ID	Vendor ID	Character	12	R	N	
3	VEND_EMPL_NAME	Vendor Employee Name	Character	25	R/D	Y	
4	LAST_NAME	Last Name	Character	25	R	Y	
5	FIRST_NAME	First Name	Character	20	R	Y	
6	MID_NAME	Middle Name	Character	10	O	Y	
7	VEND_EMPL_STATUS	Vendor Employee Status	Character	1	R	Y	
8	TE_EMPL_ID	T&E Employee ID	Character	12	O	Y	
9	VEND_EMPL_APRVR_ID	Vendor Employee Approver ID	Character	20	O	Y	
10	VEND_EMPL_APRVL_DT	Vendor Employee Approval Status Date	Date	10	C	Y	YYYY-MM-DD
11	VEND_EMPL_APRVL_CD	Vendor Employee Approval Status	Character	1	R	Y	

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
12	INT_EMAIL	Internal E-Mail	Character	60	O	Y	
13	EXT_EMAIL	External E-Mail	Character	60	O	Y	
14	INT_PHONE	Internal Phone Number	Character	25	O	Y	
15	EXT_PHONE	External Phone Number	Character	25	O	Y	
16	CELL_PHONE	Mobile Phone Number	Character	25	O	Y	
17	CONT_1_NAME	Contact 1 Name	Character	25	O	Y	
18	CONT_1_REL	Contact 1 Relationship	Character	15	O	Y	
19	CONT_1_PHONE_1	Contact 1 Phone Number 1	Character	25	O	Y	
20	CONT_1_PHONE_2	Contact 1 Phone Number 2	Character	25	O	Y	
21	CONT_1_PHONE_3	Contact 1 Phone Number 3	Character	25	O	Y	
22	CONT_2_NAME	Contact 2 Name	Character	25	O	Y	
23	CONT_2_REL	Contact 2 Relationship	Character	15	O	Y	
24	CONT_2_PHONE_1	Contact 2 Phone Number 1	Character	25	O	Y	

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
25	CONT_2_PHONE_2	Contact 2 Phone Number 2	Character	25	O	Y	
26	CONT_2_PHONE_3	Contact 2 Phone Number 3	Character	25	O	Y	
27	US_CITIZEN_FL	US Citizen Flag (Y/N)	Character	1	R	Y	
28	ITAR_STATUS	ITAR Status Code	Character	4	R	Y	

VE_LAB_INFO

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
1	VEND_EMPL_ID	Vendor Employee ID	Character	12	R	N	
2	VEND_ID	Vendor ID	Character	12	R	N	
3	EFFECT_START_DT	Effective Start Date	Date	10	R	N	YYYY-MM-DD
4	DF_GENL_LAB_CAT_CD	Default GLC	Character	6	O	Y	
5	DF_BILL_LAB_CAT_CD	Default PLC	Character	6	O	Y	
6	DFLT_INVC_RT_AMT	Default Invoice Rate	Number	10,4	R	Y	
7	DETL_JOB_CD	Detail Job Title Code	Character	10	O	Y	

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
8	MGR_EMPL_ID	Manager ID	Character	12	O	Y	
9	LAB_LOC_CD	Labor Location	Character	6	O	Y	
10	TC_WORK_SCHED_CD	Work Schedule	Character	10	O	Y	
11	TC_TS_SCHED_CD	TC Timesheet Schedule	Character	10	O	Y	
12	EMPL_CLASS_CD	Timesheet Class	Character	12	O	Y	
13	VE_EXP_CLASS_CD	Expense Class Code	Character	10	O	Y	
14	CITY_NAME	City Name	Character	25	O	Y	
15	COUNTY_NAME	County Name	Character	25	O	Y	
16	MAIL_STATE_DC	Mail State	Character	15	O	Y	
17	POSTAL_CD	Postal Code	Character	10	O	Y	
18	COUNTRY_CD	Country Code	Character	8	O	Y	
19	DFLT_PAY_TYPE	Default Pay Type	Character	3	O	Y	

VE_LAB_TRN_RT

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
1	VEND_EMPL_ID	Vendor Employee ID	Character	12	R	N	
2	VEND_ID	Vendor ID	Character	12	R	N	
3	EFFECT_START_DT	Effective Start Date	Date	10	R	N	YYYY-MM-DD
4	TRN_CRNCY_CD	Transactional Currency Code	Character	3	R	N	
5	DF_TRN_INVC_RT_AMT	Default Transactional Invoice Rate	Number	10,4	R	Y	

SEC_CLR

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
1	VEND_EMPL_ID	Vendor Employee ID	Character	12	R	N	
2	VEND_ID	Vendor ID	Character	12	R	N	
3	SEC_CLR_CD	Security Clearance Code	Character	6	R	N	
4	AGENCY_NAME	Issuing Agency	Character	30	R	Y	
5	REQUEST_DT	Requested Date	Date	10	O	Y	YYYY-MM-DD
6	EFFECTIVE_DT	Effective Date	Date	10	O	Y	YYYY-MM-DD

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
7	EXPIRY_DT	Expiration Date	Date	10	O	Y	YYYY-MM-DD
8	REINVESTIGATE_DT	Reinvestigation Date	Date	10	O	Y	YYYY-MM-DD
9	INVESTIGATE_BY	Investigation By	Character	30	O	Y	
10	INVESTIGATE_TYPE	Investigation Type	Character	30	O	Y	
11	INVESTIGATE_DT	Investigation Date	Date	10	O	Y	YYYY-MM-DD

SUBC_SCISAP_CLR

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
1	VEND_EMPL_ID	Vendor Employee ID	Character	12	R	N	
2	VEND_ID	Vendor ID	Character	12	R	N	
3	SEC_CLR_CD	Security Clearance Code	Character	6	R	N	
4	SCISAP_CLR_CD	SCI/SAP Clearance Code	Character	6	R	N	
5	SCI_AGENCY_NAME	SCI Granting Agency	Character	30	R	Y	
6	INVESTIGATE_TYPE	Investigation Type	Character	30	O	Y	
7	INVESTIGATE_DT	Investigation Date	Date	10	O	Y	YYYY-MM-DD

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
8	POLYGRA PH_DT	Polygraph Date	Date	10	O	Y	YYYY-MM-DD

SUBC_SKILLS

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
1	VEND_E MPL_ID	Vendor Employee ID	Character	12	R	N	
2	VEND_ID	Vendor ID	Character	12	R	N	
3	SKILL_ID	Skill ID	Character	10	R	N	
4	SKILL_LV L_CD	Skill Level Code	Character	10	O	Y	
5	SKILL_YR _NO	Years of Experience	Number	5,0	O	Y	
6	COMPLE TE_DT	Completion Date	Date	10	O	Y	YYYY-MM-DD
7	LAST_RE NEW_DT	Last Renewal Date	Date	10	O	Y	YYYY-MM-DD
8	EXPIRY_ DT	Expiration Date	Date	10	O	Y	YYYY-MM-DD

SUBC_TRAININGS

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
1	VEND_E MPL_ID	Vendor Employee ID	Character	12	R	N	

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
2	VEND_ID	Vendor ID	Character	12	R	N	
3	TRAIN_ID	Training ID	Character	10	R	N	
4	TRAIN_S RCE_ID	Training Source	Character	10	O	Y	
5	START_D T	Start Date	Date	10	O	Y	YYYY-MM-DD
6	END_DT	End Date	Date	10	O	Y	YYYY-MM-DD
7	TRAIN_Y R_NO	Years of Experienc e	Number	5,0	O	Y	
8	S_INT_EX T_CD	Internal/ External Training	Character	1	R	Y	
9	LAST_RE NEW_DT	Last Renewal Date	Date	10	O	Y	YYYY-MM-DD
10	EXPIRY_ DT	Expiration Date	Date	10	O	Y	YYYY-MM-DD
11	TRAIN_C EU_CRED	CEU Credits Earned	Number	14,2	O	Y	

SUBC_PROPERTY

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
1	VEND_E MPL_ID	Vendor Employee ID	Character	12	R	N	
2	VEND_ID	Vendor ID	Character	12	R	N	
3	PROP_ID	Property ID	Character	25	R	N	

Column No.	Column Name	Description	Data Type	Data Length	Required/ Optional/ Derived (R/O/D)	Overwrite Existing Record, Yes or No? (Y/N)	Format
4	PROP_QTY	Property Quantity	Number	5,0	R	Y	
5	S_PROP_OWN_CD	Property Ownership	Character	1	R	Y	
6	ASSET_ID	Asset ID	Character	10	O	Y	
7	ITEM_NO	Asset Item Number	Number	10,0	O	Y	
8	ISSUE_DT	Issue Date	Date	10	R	Y	YYYY-MM-DD
9	RETURN_DT	Return Date	Date	10	O	Y	YYYY-MM-DD
10	WHSE_NAME	Warehouse Name	Character	12	O	Y	
11	CONTROL_ID	Control ID	Character	25	O	Y	
12	OTHER_S	Other Comments	Character	30	O	Y	

Warning and Error Messages

When errors are encountered during the importing of vendor employees, messages may display.

VEND_EMPL

Field	Description	
Vendor ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	The Vendor ID is null.
	Contains invalid character(s).	IF ▪ Vendor ID is not null AND ▪ Vendor ID contains invalid characters.
	Not found in VEND table.	IF

Field	Description		

	Error Message	**Meaning/Related Information**
		▪ Vendor ID is not null AND
		▪ Vendor ID does not exist in VEND table.
		Must have a parent record.
	Already exists in another company.	IF
		▪ Vendor ID is not null AND
		▪ Vendor ID exists in VEND table for another Company ID.
	Cannot have <vendor employee> if <vendor> is linked to an <employee>.	IF
		▪ Vendor ID is not null AND
		▪ Vendor ID exists in VEND table for current Company ID AND
		▪ Employee ID in VEND table is not null.
		Existing Vendor linked to an Employee CANNOT have Vendor Employees.

Field	Description		
Vendor Employee ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	The Vendor Employee ID is null.
	Contains invalid character(s).	IF
		▪ Vendor Employee ID is not null AND
		▪ Vendor Employee ID contains invalid characters.

Field	Description		
Vendor Employee ID, Vendor ID	**Error Message**	**Meaning/Related Information**
	Already exists for another <vendor> in this company.	IF
		▪ Vendor Employee ID is not null AND

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Field	Description		

	Error Message	**Meaning/Related Information**
		▪ Vendor Employee ID exists in VEND_EMPL table or input file for another Vendor ID in current Company ID.
	Input file contains duplicate record.	IF ▪ Vendor Employee ID is not null AND ▪ Vendor ID is not null AND ▪ (Vendor Employee ID + Vendor ID) is duplicated in input file for current Company ID.

Last Name	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	IF ▪ Last Name is null AND ▪ Vendor Employee is new.

First Name	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	IF ▪ First Name is null AND ▪ Vendor Employee is new.

Vendor Employee Status	**Error Message**	**Meaning/Related Information**
	Must be A or I.	IF ▪ Vendor Employee Status is not null AND ▪ Vendor Employee Status <> A or I.

T&E Employee ID	**Error Message**	**Meaning/Related Information**
	Contains invalid character(s).	IF

Field	Description		
	Error Message		**Meaning/Related Information**
			- T&E Employee ID is not null AND - T&E Employee ID contains invalid characters.
	Already exists for another <vendor employee> in the VEND_EMPL input file.		IF - T&E Employee ID is not null AND - T&E Employee ID exists in VEND_EMPL input file for another Vendor Employee ID.
	Already exists for another <vendor employee> in the VEND_EMPL table.		IF - T&E Employee ID is not null AND - T&E Employee ID exists in VEND_EMPL table for another Vendor Employee ID.
	Already exists for another <employee> in the EMPL table.		IF T&E Employee ID is not null AND T&E Employee ID exists (as Employee ID) in EMPL table.
Vendor Employee Approver ID	**Error Message**		**Meaning/Related Information**
	Not found in EMPL table.		IF - Vendor Employee Approver ID is not null AND - Vendor Employee Approver ID does not exist in EMPL table AND - Vendor Employee Requires Approval in AP_SETTINGS.
Vendor Employee Approval Status Date	**Warning Message**		**Meaning/Related Information**
	Will be set to the system date.		IF

Field	Description	
	Warning Message	**Meaning/Related Information**
		- Vendor Employee Approval Status Date is null AND - Vendor Employee Approver ID is not null AND - Vendor Employee Requires Approval in AP_SETTINGS
Vendor Employee Approval Status	**Error Message**	**Meaning/Related Information**
	Must be A, P, or R.	IF - Vendor Employee Approval Status is not null AND - Vendor Employee Approval Status <> A, P, or R. If null, there will be no error or warning but Costpoint will do the following: - Set it to A, if the **Subcontractor Vendor Employee Approval - Requires Approval** check box in Configure Accounts Payable Settings is not selected. - Set it to P, if the **Subcontractor Vendor Employee Approval - Requires Approval** check box in Configure Accounts Payable Settings is selected.
US Citizen Flag	**Error Message**	**Meaning/Related Information**
	Must be Y or N.	IF - US Citizen Flag is not null AND - US Citizen Flag <> Y or N.

Field	Description	
	Error Message	**Meaning/Related Information**
		If null, there will be no error or warning but the system will set it to N (default).

Field	Description	
ITAR Status Code	**Error Message**	**Meaning/Related Information**
	Must be U, F, N, or NA.	IF ▪ ITAR Status Code is not null AND ▪ ITAR Status Code <> U, F, N, or NA. If null, there will be no error or warning but the system will set it to N (default).

VE_LAB_INFO

Field	Description	
Vendor ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor ID is null.
Vendor Employee ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor Employee ID is null.
Effective Start Date	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Effective Start Date is null.
Vendor Employee ID, Vendor ID	**Error Message**	**Meaning/Related Information**
	Not found in VEND_EMPL input file and VEND_EMPL table.	IF ▪ Vendor Employee ID is not null AND ▪ Vendor ID is not null AND

Field	Description

Error Message	Meaning/Related Information
	(Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL input file for current Company ID AND (Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL table for current Company ID.

Field	Error Message	Meaning/Related Information
Vendor Employee ID, Vendor ID, Effective Start Date	Input file contains duplicate record.	IF - Vendor Employee ID is not null AND - Vendor ID is not null AND - Effective Start Date is not null AND (Vendor Employee ID + Vendor ID + Effective Start Date) is duplicated in input file for current Company ID.

Field	Error Message	Meaning/Related Information
Default GLC	Required if T&E <employee>ID is not blank.	IF - Default GLC is null AND - T&E Employee ID in VEND_EMPL table or input file is not null
	Not found in GEN_LAB_CAT table.	IF - Default GLC is not null AND - Default GLC does not exist in GEN_LAB_CAT table.

Field	Error Message	Meaning/Related Information
Default PLC	Required if T&E <employee> ID is not blank.	IF

Field	Description	
	Error Message	**Meaning/Related Information**
		- Default PLC is null AND - T&E Employee ID in VEND_EMPL table or input file is not null
	Not found in BILL_LAB_CAT table.	IF - Default PLC is not null AND - Default PLC does not exist in BILL_LAB_CAT table.
Default Pay Type	**Error Message**	**Meaning/Related Information**
	Not found in PAY_TYPE table.	IF - Default Pay Type is not null AND - Default Pay Type does not exist in PAY_TYPE table.
Default Invoice Rate	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Default Invoice Rate is null.
Default Invoice Rate	**Warning Message**	**Meaning/Related Information**
	Not greater than zero.	IF - Default Invoice Rate is not null AND - Default Invoice Rate <= 0.
Detail Job Title Code	**Error Message**	**Meaning/Related Information**
	Required if T&E <employee> ID is not blank.	IF - Detail Job Title Code is null AND - T&E Employee ID in VEND_EMPL table or input file is not null - HR license = ON.

Field	Description	
	Error Message	**Meaning/Related Information**
	Not found in DETL_JOB_TITLES table.	IF - Detail Job Title Code is not null AND - Detail Job Title Code does not exist in DETL_JOB_TITLES table AND - HR license = ON.
Manager ID	**Error Message**	**Meaning/Related Information**
	Required if T&E <employee> ID is not blank.	IF - Manager ID is null AND - T&E Employee ID in VEND_EMPL table or input file is not null
	Not found in EMPL table.	IF - Manager ID is not null AND - Manager ID does not exist in EMPL table.
Labor Location	**Error Message**	**Meaning/Related Information**
	Required if T&E <employee> ID is not blank.	IF - Labor Location is null AND - T&E Employee ID in VEND_EMPL table or input file is not null
	Not found in LAB_LOCATION table.	IF - Labor Location is not null AND - Labor Location does not exist in LAB_LOCATION table.

Field	Description	
Work Schedule	**Error Message**	**Meaning/Related Information**
	Required if T&E <employee> ID is not blank.	IF ■ Work Schedule is null AND ■ Default Work Schedule in VEND_SETTINGS table is null AND ■ T&E Employee ID in VEND_EMPL table or input file is not null
	Not found in WORK_SCH table.	IF ■ Work Schedule is not null AND ■ Work Schedule does not exist in WORK_SCH table.
Timesheet Schedule	**Error Message**	**Meaning/Related Information**
	Required if T&E <employee> ID is not blank.	IF ■ Timesheet Schedule is null AND ■ Default Timesheet Schedule in VEND_SETTINGS table is null AND ■ T&E Employee ID in VEND_EMPL table or input file is not null
Timesheet Class	**Error Message**	**Meaning/Related Information**
	Required if T&E <employee> ID is not blank.	IF ■ Timesheet Class is null AND ■ Default Timesheet Class in VEND_SETTINGS table is null AND ■ T&E Employee ID in VEND_EMPL table or input file is not null
	Not found in EMPL_CLASS table.	IF

Field	Description	
	Error Message	**Meaning/Related Information**
		- Timesheet Class is not null AND
		- Timesheet Class does not exist in EMPL_CLASS table.
Expense Class Code	**Error Message**	**Meaning/Related Information**
	Required if T&E <employee> ID is not blank.	IF
		- Expense Class is null AND
		- Default Expense Class in VEND_SETTINGS table is null AND
		- T&E Employee ID in VEND_EMPL table or input file is not null
State/Province	**Error Message**	**Meaning/Related Information**
	Not found in MAIL_STATE table.	IF
		- State/Province is not null AND
		- State/Province does not exist in MAIL_STATE table.
Postal Code	**Error Message**	**Meaning/Related Information**
	Not found in POSTAL_CD table.	IF
		- Postal Code is not null AND
		- Postal Code does not exist in POSTAL_CD table.
Country Code	**Error Message**	**Meaning/Related Information**
	Not found in COUNTRY table.	IF
		- Country Code is not null AND

Field	Description	
	Error Message	**Meaning/Related Information**
		▪ Country Code does not exist in COUNTRY table.

VE_LAB_TRN_RT

Field	Description	
Vendor ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor ID is null.
Vendor Employee ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor Employee ID is null.
Effective Start Date	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Effective Start Date is null.
Vendor Employee ID, Vendor ID, Effective Start Date	**Error Message**	**Meaning/Related Information**
	Not found in VE_LAB_INFO input file and VE_LAB_INFO table.	IF ▪ Vendor Employee ID is not null AND ▪ Vendor ID is not null AND ▪ Effective Start Date is not null AND ▪ (Vendor Employee ID + Vendor ID + Effective Start Date) does not exist in VE_LAB_INFO input file for current Company ID AND ▪ (Vendor Employee ID + Vendor ID + Effective Start Date) does not exist in VE_LAB_INFO table for current Company ID.

Field	Description		
Transactional Currency Code	**Error Message**		**Meaning/Related Information**
	Must exist in input file.		IF Transactional Currency Code is null.
	Not found in CURRENCY table.		IF ■ Transactional Currency Code is not null AND ■ Transactional Currency Code does not exist in CURRENCY table.
Vendor Employee ID, Vendor ID, Effective Start Date, Transactional Currency Code	**Error Message**		**Meaning/Related Information**
	Input file contains duplicate record.		IF ■ Vendor Employee ID is not null AND ■ Vendor ID is not null AND ■ Effective Start Date is not null AND ■ Transactional Currency Code is not null AND ■ (Vendor Employee ID + Vendor ID + Effective Start Date + Transactional Currency Code) is duplicated in input file for current Company ID.
Default Transactional Invoice Rate	**Error Message**		**Meaning/Related Information**
	Must exist in input file.		IF Default Transactional Invoice Rate is null.
Default Transactional Invoice Rate	**Warning Message**		**Meaning/Related Information**
	Not greater than zero.		IF

Field	Description	
	Warning Message	**Meaning/Related Information**
		▪ Default Transactional Invoice Rate is not null AND ▪ Default Transactional Invoice Rate <= 0.

SEC_CLR

Field	Description	
Vendor ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor ID is null.
Vendor Employee ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor Employee ID is null.
Vendor Employee ID, Vendor ID	**Error Message**	**Meaning/Related Information**
	Not found in VEND_EMPL input file and VEND_EMPL table.	IF ▪ Vendor Employee ID is not null AND ▪ Vendor ID is not null AND ▪ (Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL input file for current Company ID AND ▪ (Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL table for current Company ID.
Security Clearance Code	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Security Clearance Code is null.
	Not found in SEC_CLR_SETTINGS table.	IF

Field	Description		
	Error Message	**Meaning/Related Information**	
		▪ Security Clearance Code is not null AND ▪ Security Clearance Code does not exist in SEC_CLR_SETTINGS table.	
Vendor Employee ID, Vendor ID, Security Clearance Code	**Error Message**	**Meaning/Related Information**	
	Input file contains duplicate record.	IF ▪ Vendor Employee ID is not null AND ▪ Vendor ID is not null AND ▪ Security Clearance Code is not null AND ▪ (Vendor Employee ID + Vendor ID + Security Clearance Code) is duplicated in input file for current Company ID.	
Issuing Agency	**Error Message**	**Meaning/Related Information**	
	Must exist in input file.	IF Issuing Agency is null.	

SUBC_SCISAP_CLR

Field	Description	
Vendor ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor ID is null.
Vendor Employee ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor Employee ID is null.
Security Clearance Code	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Security Clearance Code is null.

Field	Description		
Vendor Employee ID, Vendor ID, Security Clearance Code	**Error Message**		**Meaning/Related Information**
	Not found in SEC_CLR input file and SEC_CLR table.		IF - Vendor Employee ID is not null AND - Vendor ID is not null AND - Security Clearance Code is not null AND - (Vendor Employee ID + Vendor ID + Security Clearance Code) does not exist in VEND_EMPL input file for current Company ID AND - (Vendor Employee ID + Vendor ID + Security Clearance Code) does not exist in VEND_EMPL table for current Company ID.
SCI/SAP Clearance Code	**Error Message**		**Meaning/Related Information**
	Must exist in input file.		SCI/SAP Clearance Code is null.
	Not found in SCISAP_CLR table.		IF - SCI/SAP Clearance Code is not null AND - SCI/SAP Clearance Code does not exist in SCISAP_CLR table.
Vendor Employee ID, Vendor ID, Security Clearance Code, SCI/SAP Clearance Code	**Error Message**		**Meaning/Related Information**
	Input file contains duplicate record.		IF - Vendor Employee ID is not null AND - Vendor ID is not null AND - Security Clearance Code is not null AND

Field	Description	
	Error Message	**Meaning/Related Information**
		■ SCI/SAP Clearance Code is not null AND ■ (Vendor Employee ID + Vendor ID + Security Clearance Code + SCI/SAP Clearance Code) is duplicated in input file for current Company ID.
SCI Granting Agency	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	IF SCI Granting Agency is null.

SUBC_SKILLS

Field	Description	
Vendor ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor ID is null.
Vendor Employee ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor Employee ID is null.
Vendor Employee ID, Vendor ID	**Error Message**	**Meaning/Related Information**
	Not found in VEND_EMPL input file and VEND_EMPL table.	IF ■ Vendor Employee ID is not null AND ■ Vendor ID is not null AND ■ (Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL input file for current Company ID AND ■ (Vendor Employee ID + Vendor ID) does not exist

Field	Description		
	Error Message		**Meaning/Related Information**
			in VEND_EMPL table for current Company ID.
Skill ID	**Error Message**		**Meaning/Related Information**
	Must exist in input file.		Skill ID is null.
	Not found in SKILL table.		IF ■ Skill ID is not null AND ■ Skill ID does not exist in SKILL table.
Vendor Employee ID, Vendor ID, Skill ID	**Error Message**		**Meaning/Related Information**
	Input file contains duplicate record.		IF ■ Vendor Employee ID is not null AND ■ Vendor ID is not null AND ■ Skill ID is not null AND ■ (Vendor Employee ID + Vendor ID + Skill ID) is duplicated in input file for current Company ID.
Skill Level Code	**Error Message**		**Meaning/Related Information**
	Not found in H_SKILL_LVL table.		IF ■ Skill Level Code is not null AND ■ Skill Level Code does not exist in H_SKILL_LVL table.

SUBC_TRAININGS

Field	Description	
Vendor ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor ID is null.
Vendor Employee ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor Employee ID is null.
Vendor Employee ID, Vendor ID	**Error Message**	**Meaning/Related Information**
	Not found in VEND_EMPL input file and VEND_EMPL table.	IF ■ Vendor Employee ID is not null AND ■ Vendor ID is not null AND ■ (Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL input file for current Company ID AND ■ (Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL table for current Company ID.
Training ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	IF Training ID is null.
	Not found in TRAINING table.	IF ■ Training ID is not null AND ■ Training ID does not exist in TRAINING table.
Vendor Employee ID, Vendor ID, Training ID	**Error Message**	**Meaning/Related Information**
	Input file contains duplicate record.	IF ■ Vendor Employee ID is not null AND ■ Vendor ID is not null AND

Field	Description	
	Error Message	**Meaning/Related Information**
		- Skill ID is not null AND (Vendor Employee ID + Vendor ID + Training ID) is duplicated in input file for current Company ID.
Training Source	**Error Message**	**Meaning/Related Information**
	Not found in TRAINING_SRCE table.	IF - Training Source is not null AND - Training Source does not exist in TRAINING_SRCE table.
Internal/External Training	**Error Message**	**Meaning/Related Information**
	Must be I or E.	IF - Internal/External Training is not null AND - Internal/External Training <> I or E.
CEU Credits Earned	**Error Message**	**Meaning/Related Information**
	Negative numbers are not allowed.	IF - CEU Credits Earned is not null AND - CEU Credits Earned < 0.

SUBC_PROPERTY

Field	Description	
Vendor ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor ID is null.

Field	Description	
Vendor Employee ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Vendor Employee ID is null.
Vendor Employee ID, Vendor ID	**Error Message**	**Meaning/Related Information**
	Not found in VEND_EMPL input file and VEND_EMPL table.	IF • Vendor Employee ID is not null AND • Vendor ID is not null AND • (Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL input file for current Company ID AND • (Vendor Employee ID + Vendor ID) does not exist in VEND_EMPL table for current Company ID.
Property ID	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Property ID is null.
	Not found in H_COMPANY_PROP table.	IF • Property ID is not null AND • Property ID does not exist in H_COMPANY_PROP table.
Vendor Employee ID, Vendor ID, Property ID	**Error Message**	**Meaning/Related Information**
	Input file contains duplicate record.	IF • Vendor Employee ID is not null AND • Vendor ID is not null AND • Property ID is not null AND

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Field	Description	
	Error Message	**Meaning/Related Information**
		▪ (Vendor Employee ID + Vendor ID + Property ID) is duplicated in input file for current Company ID.
Property Quantity	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Property Quantity is null.
Property Ownership	**Error Message**	**Meaning/Related Information**
	Must be O or U.	IF ▪ Property Ownership is not null AND ▪ Property Ownership <> O or U.
Asset ID, Asset Item Number	**Error Message**	**Meaning/Related Information**
	Not found in ASSET table.	IF ▪ Asset ID is not null AND ▪ Asset Item Number is not null AND ▪ (Asset ID + Asset Item Number) does not exist in ASSET table for current Company ID.
Issue Date	**Error Message**	**Meaning/Related Information**
	Must exist in input file.	Issue Date is null.

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