



Deltek

# Deltek Costpoint®

## 8.2

Import Purchase Order  
Vouchers Preprocessor

December 20, 2023

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## Import Purchase Order Vouchers

Use this application to import accounts payable vouchers that are linked to Costpoint purchase orders.

Although the primary function of this application is to create vouchers that can be posted to the general ledger, you can also use it to perform purchase order and receipt matching to verify that the amounts invoiced are being paid.

Costpoint reads and validates the specified input file, looks up purchasing information from the purchase order referenced by the invoice, performs 2- and 3-way matching, and generates voucher rows for posting. The application places invoices that contain fatal errors into a suspense file and generates an error report that lists all fatal and matching discrepancy errors.

This preprocessor does not process changes or deletions to existing purchase order vouchers.

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

After specifying your preferences in this screen, click the Action menu to start the importing process. You can use one of the following actions:

- **Import PO Vouchers:** Select this action to read the input file, create temporary tables, validate records, and/or print the error report. You can also print or preview the Import PO Vouchers Error Report after you execute the import process to see the appropriate errors for the selected file.
- **Print/Import PO Vouchers:** Select this action to import the rows from the temporary tables created by the process into the appropriate tables and print the report.

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.

On the Configure Purchase Order Voucher Settings screen, you can establish the parameters for adding purchase order vouchers to Costpoint such as the exchange rate. On that screen, the **Exchange Rate Source** can be set as:

- **Purchase Order:** This indicates that the exchange rate information for the vouchers will come from the purchase order.
- **Invoice Date:** If this is set, the exchange rate information that falls on the invoice date (from input file) will be used for the vouchers.
- **Current Date:** If this is set, the exchange rate information to be used will be for the current date.

**Note:** For the **Invoice Date** and **Current Date** settings, the Transaction Currency and Rate Group will come from the purchase order (PO) and the rate amount will come from the Manage Exchange Rates by Date application. The default Pay Currency is the one that is linked to the PO Vendor.

## Display the Import Purchase Order Vouchers Screen

You access the Import Purchase Order Vouchers screen from the Accounting domain.

Click **Accounting » Accounts Payable » Accounts Payable Interfaces » Import Purchase Order Vouchers**.

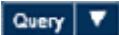
## Contents of the Import Purchase Order Vouchers Screen

Use the fields and options to configure the Import Purchase Order Vouchers 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   |
|---------------------|---|
| <b>Parameter ID</b> | Enter, or click  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.<br>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 <b>Query</b> .<br>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. |
| <b>Description</b>  | Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.   |

### Options

Use this group box to specify all the information needed to import purchase order vouchers from your input file into Costpoint.

### Input File

Use the fields in this group box to specify the data source file and its format. See Input Files for detailed information about file layouts and formatting requirements.

| Field                 | Description   |
|-----------------------|---|
| <b>Format</b>         | <p>From the drop-down list, select the format of the input file:</p> <ul style="list-style-type: none"> <li>▪ <b>Fixed Length ASCII File:</b> Fixed-length files do not have delimiters to separate fields. Instead, each field in the file must contain the exact number of characters specified in the file layout. See Input Files for more information.</li> <li>▪ <b>Delimited ASCII File:</b> Delimited files use a specified character, often a comma, to separate fields. Use the <b>File Delimiter</b> option to specify the character. Note that the fields must still be in the order described in the input file layout. See Input Files for more information.</li> </ul>   |
| <b>File Delimiter</b> | <p>If you select the <b>Delimited ASCII File</b> setting for the <b>Format</b>, use this drop-down list box to specify the file delimiter:</p> <ul style="list-style-type: none"> <li>▪ <b>Comma:</b> Select this option if the fields in the input file are separated by commas.</li> <li>▪ <b>Other:</b> If the fields in the input file are separated by some character other than a comma, select this option and then enter the character in the unlabeled field to the right of this drop-down list box.</li> </ul>   |
| <b>File Location</b>  | <p>Enter the location of the input file you are importing. There are two ways to do this:</p> <ul style="list-style-type: none"> <li>▪ In the <b>File Location</b> field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.</li> <li>▪ From the Global Menu, click <b>Process » File Upload</b>. On the File Upload Manager dialog box, click <b>Browse</b> and use the dialog box to select the file you want to import. If you select the <b>Overwrite?</b> check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click <b>Upload</b> when you are finished. If you use this method, leave the <b>File Location</b> field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.</li> </ul> |
| <b>File Name</b>      | <p>Use this field to enter, or click  to select, the input file you want to use. Your input file records can be one of the following types:</p> <ul style="list-style-type: none"> <li>▪ <b>PO Voucher Header:</b> The information in this file populates the Voucher Header (VCHR_HDR) table.</li> <li>▪ <b>PO Voucher Line:</b> The information in this file populates the Voucher Lines (VCHR_LN) table and its child table, Voucher Line Account (VCHR_LN_ACCT) if the PO voucher line account input file is not available.</li> </ul>   |

| Field | Description  |
|-------|--|
|       | <ul style="list-style-type: none"> <li>▪ <b>PO Voucher Line Account:</b> The information in this file populates the Voucher Line Account (VCHR_LN_ACCT) table. It allows you to load multiple charge numbers for a single voucher line. This file type is optional.</li> <li>▪ <b>PO Voucher Vendor Labor:</b> The information in this file populates the Voucher Vendor Labor (VCHR_LAB_VEND) table. This file type is optional.</li> </ul> <div style="border: 1px solid #0056b3; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> You can process input files simultaneously. Costpoint renames input files with an extension of .OLD after processing.</p> </div> |

### Accounting Period

Use the fields in this group box to select a default accounting period you want to use when the PO voucher header input file does not provide an accounting period for the voucher. If the PO voucher header input file does not provide an accounting period, and you do not establish a default accounting period with these fields, Costpoint uses the invoice date to determine the accounting period.

| Field                          | Description  |
|--------------------------------|--|
| <b>Fiscal Year</b>             | Use this field to enter, or use  to select, the fiscal year for the default accounting period. If you select a fiscal year, you must also select a period and subperiod.  |
| <b>Period</b>                  | Use this field to enter, or use  to select, a period from the selected fiscal year. You must select a fiscal year before you can select a period.   |
| <b>Subperiod</b>               | Use this field to enter, or use  to select, a subperiod from the selected fiscal year and period. You must select a fiscal year and period before you can select a subperiod.   |
| <b>Starting Voucher Number</b> | <p>Use this field to enter a default starting voucher number you want to use when the PO voucher header input file does not provide a voucher number for the voucher, and the <b>Voucher Number Method</b> on the Configure Accounts Payable Voucher Settings screen is <b>Manual</b>. The number you enter must be low enough to accommodate all purchase order vouchers without numbers that are included in the input file; you cannot exceed 999,999,999.</p> <p>If the purchase order voucher header does not have a voucher number and the <b>Voucher Number Method</b> on the Configure Accounts Payable Voucher Settings screen is <b>System</b>, Costpoint assigns voucher numbers automatically. If you enter a number in this field, this number overrides the number that Costpoint would normally assign.</p> <p>If there are multiple vouchers within an input file, Costpoint assigns voucher numbers, based on the value you enter in this field plus 1, for subsequent vouchers that do not have voucher numbers in the input file records. If the derived voucher number is already used for a prior created voucher or exists in the VCHR_HDR or VCHR_HDR_HS table, Costpoint skips that number</p> |

| Field                                     | Description   |
|---|---|
|   | <p>and increments the value you enter in this field by another 1, and so on until a unique voucher number for the user's company and PO voucher fiscal year is obtained.</p> <p>The number you enter in this field does not affect the <b>Last System Voucher Number</b> field on the Configure Accounts Payable Voucher Settings screen, which is updated when Costpoint assigns voucher numbers automatically based on the preferences on the Configure Purchase Order Voucher Settings screen.</p> <p>If there is no voucher number in the voucher header or in this field, and if Costpoint does not assign voucher numbers automatically, the voucher record is flagged with an error.</p>   |
| <p><b>Default Organization Source</b></p> | <p>Use this drop-down list box to select how Costpoint determines the default organization for records in the input file that specify accounts but do not specify an organization. You can select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>PO Line Organization:</b> Select this option to use the organization from the first purchase order line account row in the referenced purchase order line. If a purchase order line is not referenced, the information is taken from the first purchase order line.</li> <li>▪ <b>Project Owning Organization:</b> Select this option to use the input file project to determine the organization. If there is no project in the input file, the organization associated with the first purchase order line account row for the referenced purchase order line is used.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> This option is disabled if the <b>Charge Code Change</b> check box is cleared in the <b>Allow</b> group box on the Configure Purchase Order Voucher Settings screen.</p> </div> |
| <p><b>Input Error Handling</b></p>        | <p>Use this drop-down list box to select how Costpoint must proceed if an error occurs. The following options are available:</p> <ul style="list-style-type: none"> <li>▪ <b>Process Valid Vouchers:</b> Select this option if you want Costpoint to list the error in the error file and continue to process all vouchers that do not have errors.</li> <li>▪ <b>Process None:</b> Select this option if you want Costpoint to stop processing any vouchers in the input file, continue to validate all voucher records, and list all in the error file.</li> </ul>  |
| <p><b>Expand Segmented IDs</b></p>        | <p>Select this check box to insert zeros or spaces automatically as needed to expand project, account, organization, and reference ID segments in the input file that do not have enough characters. The preprocessor requires that all populated segments of these fields contain the maximum number of characters defined for that segment. Unpopulated segments do not have to be filled. Field segments are expanded as follows:</p>  |

| Field  | Description   |
|--|---|
|  | <ul style="list-style-type: none"> <li>If the field contains only numeric characters, Costpoint adds zeros to the left of the number until the required field length is reached. For example, if the project structure is '4.3.2', then the expansion of '1003.1.1' results in a project ID of '1003.001.01'.</li> <li>If the field contains any non-numeric characters, Costpoint adds spaces to the right of the number until the required field length is reached. For example, if the organization structure is '1.5.5.6', then the expansion of 'F.G.1' results in an organization ID of 'F.G .00001', where the G is followed by four spaces.</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Project ID segments cannot contain spaces. If a project ID segment contains any non-numeric characters, no expansion is possible.</p> </div> |
| <b>Sales Tax Included in Vendor Labor Amounts</b>  | <p>Select this check box if vendor labor amounts in the PO voucher labor input file include sales tax.</p> <p>If you select this check box and sales tax or value added tax (VAT) applies to the voucher line, Costpoint uses the vendor labor amount in the input file to calculate the vendor labor amount and the sales tax amount. If the sum of all calculated (pre-tax) vendor labor amounts does not equal the sum of all extended amounts, Costpoint displays an error message.</p> <p>For example, if the input file amount (included tax) is 550 and the tax rate is 10%, the vendor amount (excluded tax) is calculated as <math>[550/(1 + 0.1)] = 500</math>, and the tax amount is calculated as <math>(500 \times 0.1) = 50</math>.</p>   |
| <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> | <p>Select this check box to print error messages for vouchers with discrepancies.</p>   |

### Payment

Use this group box to specify payment/manual check, pay vendor, and associated A/P and cash account information.

### Pay Vendor Information

Use this group box to specify pay vendor and check information.

| Field             | Description   |
|-------------------|---|
| <b>Pay Vendor</b> | <p>Use this field to enter, or use  to select, the pay vendor to override any pay vendor associated with the purchase order vendors. You can process multiple vouchers even if the purchase orders have different pay vendors. If the input file has multiple vouchers, Costpoint uses the accounts payable (A/P) and cash</p> |

| Field                  | Description   |
|------------------------|---|
|                        | <p>accounts entered in this group box for processing. If you do not data in this field, Costpoint uses the pay vendor and related information associated with the vouchers.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Note:</b> If the <b>Allow Different Pay Vendor</b> check box is not selected on the Configure Vendor Settings screen, this field is disabled.</p> <p>If the <b>Allow Edits to Pay Vendor on Voucher</b> check box is not selected in the Defaults tab of the Manage Vendor screen for the PO vendor, and the pay vendor that you enter in this field is different from that on the purchase order, Costpoint generates a process validation error message.</p> </div> |
| <b>Pay Vendor Name</b> | This field displays the descriptive name of the vendor that you specify in the <b>Pay Vendor</b> field.   |
| <b>Cash Acct Desc</b>  | You must populate this field if you populated the <b>Pay Vendor</b> field. Use this field to enter, or use  to select, a cash account description from which account information is used for posting the created vouchers to the general ledger.   |
| <b>A/P Acct Desc</b>   | You must populate this field if you populated the <b>Pay Vendor</b> field. Use this field to enter, or use  to select, an A/P account description from which account information is used for posting the created vouchers to the general ledger.   |
|                        | <div style="border: 1px solid blue; padding: 5px;"> <p><b>Note:</b> If you specify a vendor in the <b>Pay Vendor</b> field, you must populate the <b>Cash Acct Desc</b> and <b>A/P Acct Desc</b> fields with valid accounts. Cash account and A/P account values can also exist for the vendor on the Defaults tab of the Manage Vendors screen. If you leave the <b>Pay Vendor</b> field blank, the <b>Cash Acct Desc</b> and <b>A/P Acct Desc</b> fields are disabled and multiple vouchers are processed using the existing cash and A/P accounts associated with each purchase order voucher.</p> </div>  |

**Check Information**

Use the fields in this group box to enter the check number and cash disbursement posting information for this purchase order voucher.

| Field               | Description   |
|---------------------|---|
| <b>Check Number</b> | <p>Use this field to enter the check number that was paid against this batch of vouchers. You can record only one manual check for the vouchers in this screen. If you enter a value in this field, you must also enter data in the <b>Check Date, Check Amount, Fiscal Year, Period, and Subperiod</b> fields.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Note:</b> If you issued more than one manual check for a voucher, enter a check's information in each field in this screen, post the voucher, and then record the other check(s) on the Manage Manual Checks screen. Depending</p> </div> |

| Field               | Description   |
|---------------------|---|
|                     | <p>on your preferences, you may find it useful to post the voucher and record all manual checks for the voucher on the Manage Manual Checks screen.</p>   |
| <b>Check Date</b>   | Use this field to enter the date on which the check was issued.   |
| <b>Check Amount</b> | <p>Use this field to enter the amount of the check that was paid against this batch of vouchers in this optional field. If you used a manual check to pay multiple vouchers, the application records each portion/amount of the manual check separately against each individual voucher that was paid from that check.</p> <p>For example, if a check paid two vouchers, one for \$1,000 and one for \$50, the total amount of the check is \$1,050. However, when the manual check is recorded, the check amount is \$1,000 for the first voucher, and \$50 for the second voucher. Note that each voucher can have more than one voucher line. For example, the \$50 voucher may consist of voucher lines for \$10, \$19, and \$21.</p> <p>The check amount cannot be greater than the sum of all voucher net amounts created within that batch. If the check amount is less than the sum of the voucher amounts (for example, to allow for partial payment), Costpoint displays a warning message during process validation. If multiple vouchers are processed referencing the same check number, each voucher stores only the associated portion of that total check amount.</p> <p>If you leave this field blank and you enter a value in the <b>Check Number</b> field, the process assigns a check amount that is determined by the sum of all voucher net amounts processed in that batch.</p> |
| <b>Fiscal Year</b>  | Use this field to enter, or use  to select, the fiscal year in which to record the check.  |
| <b>Period</b>       | Use this field to enter, or use  to select, the period in which to record the check.   |
| <b>Subperiod</b>    | Use this field to enter, or use  to select, the subperiod in which to record the check.  |

## Table Information for the Import Purchase Order Vouchers Screen

The application updates or uses information from the several tables.

These tables include:

- W\_FUNC\_PARM\_CATLG
- ORG
- PO\_HDR
- PO\_LN

- PROJ
- VCHR\_HDR
- VCHR\_LAB\_VEND
- VCHR\_LN
- VCHR\_LN\_ACCT
- VCHR\_LN\_RECPT\_LN
- VCHR\_SETTINGS

This application uses the following worktables for processing:

- Z\_AOPPOVCH\_ERROR
- Z\_AOPPOVCH\_INPUT
- Z\_AOPPOVCH\_LASRUN
- Z\_VCHR\_HDR
- Z\_VCHR\_HDR\_INPUT
- Z\_VCHR\_LN
- Z\_VCHR\_LN\_ACCT
- Z\_VCHR\_LN\_INPUT

## Related Topics for the Import Purchase Order Vouchers Screen

Use this section to view special topics related to importing purchase order vouchers.

### Input Files

The Import Purchase Order Vouchers preprocessor supports the several input file types.

Supported input file types include:

- **PO Voucher Header:** This input file type is required. The information in this file populates the Voucher Header (VCHR\_HDR) table.
- **PO Voucher Line:** This input file type is required. The information in this file populates the Voucher Lines (VCHR\_LN) table and its child table, Voucher Line Account (VCHR\_LN\_ACCT).
- **PO Voucher Line Account:** This input file type is optional. The information in this file populates the Voucher Line Account (VCHR\_LN\_ACCT) table. It allows you to load multiple charge numbers for a single voucher line.
- **PO Voucher Vendor Labor:** This input file type is optional. The information in this file populates the Voucher Vendor Labor (VCHR\_LAB\_VEND) table. This file type is optional. It allows you to load vendor labor voucher information.
- **PO Voucher Vendor Labor Details Record:** This input file type is optional. The information in this file captures the timesheet information for labor that has been reported.

You can process input files simultaneously. Costpoint renames input files with an extension of .OLD after processing.

### File Format Tips

**Note:** The input file layout may contain fields that are available only in Costpoint Advanced. If you are using Costpoint Essentials, these fields are excluded from the import process and may be left blank or null when you create the input file.

- Delttek recommends that you use .TXT and .CSV file-naming conventions.
- Each PO voucher header input file record must have at least one PO voucher line input file record, and a PO voucher line input file record must have a corresponding PO voucher header input file record. Similarly, each PO voucher vendor labor input file record and each PO voucher line account input file record requires a matching PO voucher line input file record.
- PO voucher line records must physically follow their corresponding PO voucher header input file record, with no other records for another invoice in between. Invoice IDs determine which line records belong to which header record.
- If you use a PO voucher vendor labor input file, the records for each voucher/voucher line combination must begin with a subline number (SUB\_LN\_NO) of '1' and be numbered sequentially.
- If you use delimited input files, fields are separated by a comma or some other character. The delimiter must not be a character that is used for data in the input file. For example, you would not use a hyphen as a delimiter because date fields also contain hyphens. When the preprocessor encounters the declared delimiter, the delimiter is interpreted as the end of the input field.
- If you use fixed-length input files, you must fill every position with either an appropriate character or a space. It is not necessary to zero-fill numbers; you can use spaces to maintain the proper format. Numeric fields should be right justified; character fields should be left justified. If an optional column in an input file is not populated, you must include the required number of spaces for that column before entering data for the next column. As an exception, if there are empty columns at the end of the last record in the file, it is not necessary to populate them.
- Every row must end with a carriage return and a line feed. As an exception, the last record in the file does not have to be followed with a carriage return and line feed.
- Input file fields defined as dates in Costpoint must be 10 characters and in the YYYY-MM-DD format, with a four-character year (including century), month (01-12), and day (01-31). Year, month, and day must be separated by hyphens (-).
- Input file field types are alphanumeric or characters (VARCHAR), numeric (DECIMAL, SMALLINT, and INTEGER), and date. The maximum for the 14,4 decimal value is 9,999,999,999.9999, and the maximum for 14,2 is 999,999,999,999.99. (These commas should not be included in the input file.)
- For 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 the application from generating errors.

### PO Voucher Header Input File

| Seq. No. | Column Name    | Costpoint Table/ Column                             | Type                     | Length | Starting Position | Ending Position | Required or Optional |
|----------|----------------|---|--------------------------|--------|-------------------|-----------------|----------------------|
| 1        | Record Type    | N/A   | Character (H for Header) | 1      | 1                 | 1               | Required             |
| 2        | Invoice Number | VCHR_H<br>DR.INVC_<br>ID and<br>VCHR_LN<br>.INVC_ID | Alphanumeric             | 15     | 2                 | 16              | Required             |
| 3        | Invoice Date   | VCHR_H<br>DR.INVC_<br>DT                            | Date                     | 10     | 17                | 26              | Required             |
| 4        | Invoice Amount | VCHR_H<br>DR.TRN_I<br>NVC_AMT                       | Decimal (14,2)           | 16     | 27                | 42              | Required             |
| 5        | PO Number      | VCHR_H<br>DR and<br>VCHR_LN<br>.PO_ID               | Alphanumeric             | 10     | 43                | 52              | Required             |
| 6        | PO Release     | VCHR_H<br>DR and<br>VCHR_LN<br>.PO_RLS<br>E_NO      | Numeric                  | 3      | 53                | 55              | Required             |
| 7        | Voucher Number | VCHR_H<br>DR and<br>VCHR_LN<br>.VCHR_N<br>O         | Numeric                  | 10     | 56                | 65              | Optional             |
| 8        | Fiscal Year    | VCHR_H<br>DR.FY_C<br>D                              | Alphanumeric             | 6      | 66                | 71              | Optional             |
| 9        | Period         | VCHR_H<br>DR.PD_N<br>O                              | Numeric                  | 2      | 72                | 73              | Optional             |

| Seq. No. | Column Name          | Costpoint Table/Column | Type          | Length | Starting Position | Ending Position | Required or Optional |
|----------|----------------------|------------------------|---------------|--------|-------------------|-----------------|----------------------|
| 10       | Sub Period           | VCHR_HDR.SUB_PD_NO     | Numeric       | 2      | 74                | 75              | Optional             |
| 11       | Header Notes         | VCHR_HDR.NOTES         | Alphanumeric  | 254    | 76                | 329             | Optional             |
| 12       | Retainage Percentage | VCHR_HDR.RTN_RT        | Decimal (5,4) | 5      | 330               | 334             | Optional             |
| 13       | Warehouse            | VCHR_HDR.DFLT_WHSE_ID  | Alphanumeric  | 8      | 335               | 342             | Optional             |
| 14       | Receipt ID           | VCHR_HDR.DFLT_RECPT_ID | Alphanumeric  | 10     | 343               | 352             | Optional             |
| 15       | Packing Slip         | VCHR_HDR.DFLT_PS_ID    | Alphanumeric  | 15     | 353               | 367             | Optional             |
| 16       | Debit Memo           | VCHR_HDR.DM_FL         | Alphanumeric  | 1      | 368               | 368             | Optional             |

### PO Voucher Line Input File

| Seq. No. | Column Name         | Costpoint Table/Column       | Type                   | Length | Starting Position | Ending Position | Required or Optional |
|----------|---------------------|------------------------------|------------------------|--------|-------------------|-----------------|----------------------|
| 1        | Record Type         | N/A                          | Character (L for Line) | 1      | 1                 | 1               | Required             |
| 2        | Invoice Number      | N/A. Used to link to header. | Alphanumeric           | 15     | 2                 | 16              | Required             |
| 3        | Invoice Line Number | VCHR_LN.VCHR_LN_NO           | Numeric                | 4      | 17                | 20              | Required             |
| 4        | PO Line Number      | VCHR_LN.PO_LN_               | Numeric                | 4      | 21                | 24              | Optional             |

| Seq. No. | Column Name      | Costpoint Table/ Column   | Type           | Length | Starting Position | Ending Position | Required or Optional |
|----------|------------------|---|----------------|--------|-------------------|-----------------|----------------------|
|          |                  | NO (to link to PO_LN)   |                |        |                   |                 |                      |
| 5        | Line Charge Code | VCHR_LN<br>.MISC_LN<br>_CHG_TY<br>PE                                  | Alphanumeric   | 6      | 25                | 30              | Optional             |
| 6        | Invoice Quantity | VCHR_LN<br>.QTY   | Decimal (14,4) | 14     | 31                | 44              | Optional             |
| 7        | Unit Cost        | VCHR_LN<br>.TRN_UNI<br>T_CST_A<br>MT                                  | Decimal (14,4) | 16     | 45                | 60              | Optional             |
| 8        | Extended Cost    | VCHR_LN<br>.TRN_EX<br>T_CST_A<br>MT                                   | Decimal (14,2) | 16     | 61                | 76              | Optional             |
| 9        | Line Notes       | VCHR_LN<br>.NOTES   | Alphanumeric   | 254    | 77                | 330             | Optional             |
| 10       | Account          | VCHR_LN<br>_ACCT.A<br>CCT_ID  | Alphanumeric   | 15     | 331               | 345             | Optional             |
| 11       | Organization     | VCHR_LN<br>_ACCT.O<br>RG_ID   | Alphanumeric   | 20     | 346               | 365             | Optional             |
| 12       | Project          | VCHR_LN<br>_ACCT.P<br>ROJ_ID  | Alphanumeric   | 30     | 366               | 395             | Optional             |
| 13       | Reference 1      | VCHR_LN<br>_ACCT.R<br>EF1_ID  | Alphanumeric   | 20     | 396               | 415             | Optional             |
| 14       | Reference 2      | VCHR_LN<br>_ACCT.R<br>EF2_ID  | Alphanumeric   | 20     | 416               | 435             | Optional             |
| 15       | Taxable Code     | VCHR_LN<br>.S_TAXAB<br>LE_CD,<br>VCHR_LN<br>_ACCT.S<br>TAXABLE<br>_CD | Alphanumeric   | 1      | 436               | 436             | Optional             |

| Seq. No. | Column Name | Costpoint Table/Column  | Type              | Length | Starting Position | Ending Position | Required or Optional |
|----------|-------------|---|-------------------|--------|-------------------|-----------------|----------------------|
| 16       | Tax Amount  | VCHR_LN<br>.TRN_SAL<br>ES_TAX_<br>AMT (for<br>sales tax/<br>VAT);<br>VCHR_LN<br>.TRN_US<br>E_TAX_A<br>MT (for<br>use tax) | Decimal<br>(14,2) | 16     | 437               | 452             | Optional             |

**PO Voucher Line Account Record Input File**

| Seq. No. | Column Name         | Costpoint Table/Column                  | Type  | Length | Starting Position | Ending Position | Required or Optional |
|----------|---------------------|---|---|--------|-------------------|-----------------|----------------------|
| 1        | Record Type         | N/A                                     | Character<br>( <b>A</b> for<br><b>Account</b> ) | 1      | 1                 | 1               | Required             |
| 2        | Invoice Number      | N/A. Used to link to header.            | Alphanumeric                                    | 15     | 2                 | 16              | Required             |
| 3        | Invoice Line Number | N/A. Used to link to line.              | Numeric   | 4      | 17                | 20              | Required             |
| 4        | Account Line Number | N/A. Used to link to account line.      | Numeric   | 4      | 21                | 24              | Required             |
| 5        | Allocation          | VCHR_LN<br>_ACCT.C<br>ST_AMT_<br>PCT_RT | Decimal<br>(5,4)                                | 6      | 25                | 30              | Optional             |
| 6        | Amount              | VCHR_LN<br>_ACCT.C<br>ST_AMT_<br>PCT_RT | Decimal<br>(14,2)                               | 15     | 31                | 45              | Optional             |
| 7        | Account             | VCHR_LN<br>_ACCT.A<br>CCT_ID            | Alphanumeric                                    | 15     | 46                | 60              | Required             |

| Seq. No. | Column Name  | Costpoint Table/Column   | Type         | Length | Starting Position | Ending Position | Required or Optional |
|----------|--------------|--------------------------|--------------|--------|-------------------|-----------------|----------------------|
| 8        | Organization | VCHR_LN<br>_ACCT.ORG_ID  | Alphanumeric | 20     | 61                | 80              | Optional             |
| 9        | Project      | VCHR_LN<br>_ACCT.PROJ_ID | Alphanumeric | 30     | 81                | 110             | Optional             |
| 10       | Reference 1  | VCHR_LN<br>_ACCT.REF1_ID | Alphanumeric | 20     | 111               | 130             | Optional             |
| 11       | Reference 2  | VCHR_LN<br>_ACCT.REF2_ID | Alphanumeric | 20     | 131               | 150             | Optional             |

**PO Voucher Vendor Labor Input File**

| Seq. No. | Column Name                 | Costpoint Table/Column            | Type                     | Length | Starting Position | Ending Position | Required or Optional |
|----------|-----------------------------|-----------------------------------|--------------------------|--------|-------------------|-----------------|----------------------|
| 1        | Record Type                 | N/A                               | Character (V for Vendor) | 1      | 1                 | 1               | Required             |
| 2        | Invoice Number              | N/A. Used to link to header.      | Alphanumeric             | 15     | 2                 | 16              | Required             |
| 3        | Invoice Line Number         | N/A. Used to link to line.        | Numeric                  | 4      | 17                | 20              | Required             |
| 4        | Vendor Labor Subline Number | VCHR_LAB_VEND.<br>SUB_LN_NO       | Numeric                  | 4      | 21                | 24              | Required             |
| 5        | Vendor Empl ID              | VCHR_LAB_VEND.<br>VEND_EMPL_ID    | Alphanumeric             | 12     | 25                | 36              | Optional             |
| 6        | General Labor Category      | VCHR_LAB_VEND.<br>GENL_LAB_CAT_CD | Alphanumeric             | 6      | 37                | 42              | Optional             |

| Seq. No. | Column Name            | Costpoint Table/ Column           | Type           | Length | Starting Position | Ending Position | Required or Optional |
|----------|------------------------|-----------------------------------|----------------|--------|-------------------|-----------------|----------------------|
| 7        | Project Labor Category | VCHR_LAB_VEND.<br>BILL_LAB_CAT_CD | Alphanumeric   | 6      | 43                | 48              | Optional             |
| 8        | Vendor Hours           | VCHR_LAB_VEND.<br>VEND_HRS        | Decimal (14,2) | 16     | 49                | 64              | Required             |
| 9        | Vendor Amount          | VCHR_LAB_VEND.<br>VEND_AMOUNT     | Decimal (14,2) | 16     | 65                | 80              | Required             |
| 10       | Effective Bill Date    | VCHR_LAB_VEND.<br>EFFECT_BILL_DT  | Date           | 10     | 81                | 90              | Optional             |
| 11       | Timesheet Date         | VCHR_LAB_VEND.<br>TS-DT           | Date           | 10     | 91                | 100             | Optional             |
| 12       | Comments               | VCHR_LAB_VEND.<br>NOTES           | Alphanumeric   | 254    | 101               | 354             | Optional             |

**PO Voucher Vendor Labor Details Input File**

| Seq. No. | Column Name                 | Costpoint Table/ Column    | Type                                | Length | Starting Position | Ending Position | Required or Optional |
|----------|-----------------------------|----------------------------|-------------------------------------|--------|-------------------|-----------------|----------------------|
| 1        | Record Type                 | N/A                        | Character (T for <b>Timesheet</b> ) | 1      | 1                 | 1               | Required             |
| 2        | Invoice Number              | N/A                        | Character                           | 15     | 2                 | 16              | Required             |
| 3        | Invoice Line Number         | N/A                        | Numeric                             | 4      | 17                | 20              | Required             |
| 4        | Vendor Labor Subline Number | VCHR_LAB_VEND.<br>TS.LAB_S | Numeric                             | 4      | 21                | 24              | Required             |

| Seq. No. | Column Name                  | Costpoint Table/Column             | Type         | Length | Starting Position | Ending Position | Required or Optional |
|----------|------------------------------|------------------------------------|--------------|--------|-------------------|-----------------|----------------------|
|          |                              | UB_LN_NO                           |              |        |                   |                 |                      |
| 5        | Vendor Detail Subline Number | N/A                                | Numeric      | 4      | 25                | 28              | Required             |
| 6        | Timesheet Hours Date         | VCHR_LAB_VEND_TS.TS_HRS_DT         | Date         | 10     | 29                | 38              | Optional             |
| 7        | Pay Type                     | VCHR_LAB_VEND_TS.PAY_TYPE          | Character    | 3      | 39                | 41              | Optional             |
| 8        | Hours                        | VCHR_LAB_VEND_TS.VEND_HRS          | Decimal      | 16     | 42                | 57              | Optional             |
| 9        | Rate                         | VCHR_LAB_VEND_TS.TRN_LAB_RT_AMOUNT | Decimal      | 16     | 58                | 73              | Optional             |
| 10       | Comments                     | VCHR_LAB_VEND_TS.NOTES             | Alphanumeric | 25     | 74                | 327             | Optional             |

## Processing Details

This topic describes additional processing performed on the purchase order voucher input files that is too complex to cover in the Detailed Table Specifications topic.

### Processing Details for Specific Fields

| Field                 | Description   |
|-----------------------|---|
| <b>Voucher Number</b> | <p>If a voucher number exists in the PO voucher header input file, the preprocessor uses it when generating voucher rows after verifying that it does not already exist in the Voucher Header (VCHR_HDR) and Voucher Header History (VCHR_HDR_HS) tables.</p> <p>If there is no voucher number in the input file, Costpoint uses the number (if any) that was entered in the <b>Starting Voucher Number</b> field on the Import</p> |

| Field                              | Description   |
|------------------------------------|---|
|                                    | <p>Purchase Order Vouchers screen to assign voucher numbers in sequence, starting with that number. If the derived voucher number is already used for a prior created voucher or exists in the VCHR_HDR or VCHR_HDR_HS table, Costpoint skips that number and increments the <b>Starting Voucher Number</b> by another 1, and so on until a unique voucher number for the user's company and PO voucher fiscal year is obtained.</p> <p>If there is no voucher number in the input file, and no <b>Starting Voucher Number</b> was entered on the preprocessor screen, and the <b>Voucher Number Method</b> on the Configure Accounts Payable Voucher Settings screen is <b>System</b>, Costpoint assigns the next available voucher number, and the <b>Last System Voucher Number</b> is updated with the new (last) sequential number.</p> <p>If there is no voucher number in the input file, no <b>Starting Voucher Number</b> was entered on the preprocessor screen, and the <b>Voucher Number Method</b> on the Configure Accounts Payable Voucher Settings screen is <b>Manual</b>, Costpoint cannot assign a voucher number. The voucher record is flagged with an error.</p>                      |
| <p><b>1099 Flag and Type</b></p>   | <p>If the <b>Print 1099-MISC Form</b> check box is not selected, and the <b>1099 Type</b> code is blank in the <b>1099s</b> group box on the Header tab of the Manage Vendor screen, the voucher line's <b>1099 Type</b> column in the Account Distribution subtask of the Manage Purchase Order Vouchers screen is <b>N</b>. Conversely, if you select the <b>Print 1099-MISC Form</b> check box and the <b>1099 Type</b> code, this information loads into the voucher line for that vendor. You can edit the 1099 flag and type setting in the Account Distribution subtask of the Manage Purchase Order Vouchers screen.</p>  |
| <p><b>Approval Status</b></p>      | <p>If a purchase order voucher exceeds any of the discrepancy limits set on the Configure Purchase Order Voucher Settings screen, it will not be approved once the approval process is executed. However, if a purchase order voucher meets the approval criteria selected on the Configure Purchase Order Voucher Settings screen, it will be approved.</p> <p>If you selected <b>Automatic</b> in the <b>Option</b> field in the <b>Approval Required</b> group box on the Configure Purchase Order Voucher Settings screen, the <b>Appr</b> (Approved) column on the Approve Vouchers screen is set to <b>Y</b> if neither the <b>Rcpt Discrepancy</b> field nor the <b>PO Discrepancy</b> field is over the discrepancy quantity percentage threshold specified in the Configure Purchase Order Voucher Settings screen. If <b>Limited</b> is selected in the <b>Option</b> field, the <b>Appr</b> (Approved) column is set to <b>Y</b> if the total invoice amount is less than or equal to the amount listed in the <b>PO Approval Reqd Above</b> field, and neither the <b>Rcpt Discrepancy</b> field nor the <b>PO Discrepancy</b> field is over the discrepancy quantity percentage threshold.</p> |
| <p><b>Extended Cost Amount</b></p> | <p>For each invoice line, you can enter either quantity and a unit cost, or an extended cost. If you enter a quantity greater than zero, the voucher extended cost equals the voucher line input file quantity multiplied by the voucher line input file unit cost. If you do not provide the unit cost in the input file, or if it is zero, Costpoint pulls the unit cost from the net unit cost amount on the</p>   |

| Field                                 | Description  |
|---------------------------------------|--|
|                                       | purchase order line. If the quantity is zero or not given, the application uses the input file extended cost amount.   |
| <b>Pay Vendor and Payment Address</b> | <p>If the vendor on the purchase order is not the same <b>Pay Vendor</b> that is listed on the Defaults tab of the Manage Vendors screen, Costpoint assigns the default payment address code for that pay vendor, and verifies the <b>A/P Account Description</b> and <b>Cash Account Description</b> from that subtask for the pay vendor. The address code is assigned a <b>D</b> (Default) as the payment address in the <b>Pmt Addr</b> field in the table window of the Manage Vendors screen.</p> <p>If no default payment address exists for that vendor, Costpoint verifies that there is only one address row for that vendor on the Manage Vendors screen that has a <b>Pmt Addr</b> of <b>Y</b>. If no payment address is indicated, a voucher is not created.</p>  |
| <b>PO Vendor</b>                      | If vendor approvals are required in Configure Accounts Payable Settings, you must specify an approved vendor in order to create a purchase order voucher (VEND.VEND_APPRVL_CD = <b>A</b> ).  |
| <b>Sales/VAT Tax</b>                  | <p>If you provide a <b>Taxable Code</b> in the PO Voucher Line input file, Costpoint uses it to set the taxable flag (VCHR_LN.TAXABLE_FL). A <b>Taxable Code</b> of <b>S</b> (sales tax) or <b>U</b> (use tax) sets the taxable flag to <b>Y</b>. A <b>Taxable Code</b> of <b>N</b> (not taxable) sets the taxable flag to <b>N</b>.</p> <p>If <b>Taxable Code</b> is not included in the input file, the <b>Sales/VAT Tax Default</b> selection on the Configure Purchase Order Voucher Settings screen determines whether the line is taxed. If the default tax source is the purchase order line and the invoice line references a purchase order line, the purchase order voucher line and purchase order voucher line account taxable flags are loaded from the purchase order line taxable flag. The PO line tax code is loaded along with the PO line tax rate, as saved. If the loaded sales tax code has an associated tax rate of zero, the zero tax rate will be used even if the PO line tax rate is non-zero. If no purchase order line is referenced, the taxable flag from the purchase order line charge type loads for the purchase order voucher line miscellaneous line charge type.</p> <p>If the default tax source is the item type and the referenced purchase order line has a line type of <b>Part</b>, <b>Good</b>, or <b>Service</b>, voucher taxable flags load from the <b>Taxable</b> group box settings on the Configure Product Definition Settings screen. If the purchase order line is a miscellaneous line, or if no purchase order line is referenced, the tax source loads with the taxable flag of that purchase order line's miscellaneous line charge type. If the default tax source is always taxable, all voucher taxable flags are set to <b>Y</b>. If the default tax source is always non-taxable, all voucher taxable flags are set to <b>N</b>.</p> <p>If a voucher line is taxable, and there is no <b>Taxable Amount</b> in the PO voucher line input file, Costpoint calculates the voucher line and voucher line account sales tax amount by multiplying the purchase order line sales tax by the extended cost amount. The sales tax code is loaded for the ship ID code on the purchase order line. The following explains what happens if a voucher line is taxable and there is taxable amount in the PO voucher line input file:</p> |

| Field                     | Description  |
|---------------------------|--|
|                           | <ul style="list-style-type: none"> <li>▪ Upon processing, if the voucher line is taxable (VCHR_LN.TAXABLE_FL = Y) and sales tax is applicable (VCHR_LN.TAXABLE_CD = S), Costpoint uploads the value of the tax amount (if non-zero) from the input file (or staging table) to the VCHR_LN.TRN_SALES_TAX_AMT column.</li> <li>▪ Upon processing, if the voucher line is taxable (VCHR_LN.TAXABLE_FL = Y) and use tax is applicable (VCHR_LN.TAXABLE_CD = U), Costpoint uploads the value of the tax amount (if non-zero) from the input file to the VCHR_LN.TRN_USE_TAX_AMT column</li> </ul> <p>If the invoice line does not reference a purchase order line, the voucher line is assumed to be non-taxable.</p>   |
| <b>Terms Calculations</b> | <p>Payment terms are specified on the purchase order. Standard voucher logic determines due dates, and discount dates, amounts, and rates based on the set terms.</p>  |
| <b>Exchange Rate</b>      | <p>The exchange rate information that will be loaded on this screen will depend on the selection made in the <b>Exchange Rate Source</b> field on the Configure Purchase Order Voucher Settings screen.</p> <p>When the <b>Exchange Rate Source</b> selected is:</p> <ul style="list-style-type: none"> <li>▪ <b>Purchase Order:</b> All exchange rate information will come from the purchase order (PO).</li> <li>▪ <b>Invoice Date:</b> The default Transaction Currency and Rate Group will come from the PO. The default Pay Currency is linked to the PO vendor. The Invoice Date will come from the input file.</li> <li>▪ <b>Current Date:</b> The default Transaction Currency and Rate Group will come from the PO. The default Pay Currency is linked to the PO vendor. The default rate date is the current date.</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> If the exchange rate source is either <b>Invoice Date</b> or <b>Current Date</b>, you can modify all fields related to exchange rate except for the <b>Transaction Currency</b>.</p> </div> |

**Processing Details for PO Voucher Vendor Labor Input Files**

| Field                     | Description   |
|---------------------------|---|
| <b>Vendor Employee ID</b> | <p>The <b>Vendor Employee ID</b> value is taken from the input file, if available. The combination of the <b>Vendor ID</b> from the header record and the <b>Vendor Employee ID</b> from the Vendor Labor record must exist in the Vendor Employee table (the Vendor Employees block of the Manage Vendors screen). When you enter a vendor employee, the Project Labor Category (PLC) default resets based on whether that vendor employee has a default PLC. If you entered a vendor employee, the validation for PLC includes the vendor employee.</p> |

| Field                         | Description   |
|-------------------------------|---|
| <b>Project Labor Category</b> | <p>The <b>Project Labor Category</b> value is taken from the input file, if available, or it can be derived from the Assign PLC to Employee Work Force screen for the project and vendor ID combination. The <b>Project</b> is taken from the purchase order line account that the invoice line references.</p> <p>A <b>Project</b> is required before you can enter a PLC, and the PLC 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 (the Link Project Labor Categories to Projects screen). If it finds the project, the project and PLC combination must exist in the Project Labor Category table. 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. If the PO line referenced by the invoice line has more than one PO_LN_ACCT row and more than one project is referenced on that purchase order line, Costpoint returns an error.</p> |
| <b>General Labor Category</b> | <p>The General Labor Category value is taken from the GLC record in the PO voucher vendor labor input file, if available. If the GLC record is not available, Costpoint uses the Vendor Employee ID record as reference to derive the default associated GLC from the Vendor Employees user flow of the Manage Vendors screen. If the PO voucher vendor labor input file has both GLC and Vendor Employee ID records, Costpoint uses the GLC data.</p>  |

### Processing Details for Voucher Line Accounts

Costpoint can load voucher line accounts directly from the optional PO voucher line account input file. This allows you to load multiple project/account/organization (PAO) charge lines and allocation amounts for each voucher line.

If you do not provide a line account input file, Costpoint creates line account records using information in the PO Voucher Line input file in combination with information from the referenced PO. If the voucher line record includes PAO information, Costpoint creates only one VCHR\_LN\_ACCT record for that voucher line, no matter how many PO\_LN\_ACCT records exist for the designated PO line. If PAO data exists both in the voucher line and voucher line account input file, Costpoint imports the PAO data from the voucher line account input file.

If the voucher line input file does not include an account ID, the preprocessor ignores the input file project and organization values for all purposes. If the input file record includes an account ID but no project, the project remains null on the created VCHR\_LN\_ACCT, even if there is a project ID in PO\_LN\_ACCT.

All POA information, whether supplied by the input file or derived from other tables, must undergo all standard PAO validation applicable to a PO voucher. Failed validations display on the Error Message Report.

PO Voucher Line and PO Voucher Line Account input file records must either reference a valid PO line, or include a **Line Charge Code**.

- If the PO voucher line input file references a purchase order line, and the **Charge Code Change** option on the Configure Purchase Order Voucher Settings screen is selected so that you cannot override the PO's project/account/organization (PAO) information on the PO voucher (VCHR\_SETTINGS.PO\_VCHR\_CHNG\_FL = **N**), or if the PO voucher line input file does not have a populated account, then the voucher line account rows(s) are

populated using the same PAO information found on the PO\_LN\_ACCT row(s). If multiple PO\_LN\_ACCT rows exist for the selected PO\_LN, the same number of rows must be set up in VCHR\_LN\_ACCT. The vouchered amounts for that line are calculated with PO\_LN\_ACCT.CST\_AMT\_PCT\_RT.

- If the PO voucher line input file references a purchase order line, and the **Charge Code Change** option on the Configure Purchase Order Voucher Settings screen is not selected so that you can override the purchase order's PAO information on the purchase order voucher (VCHR\_SETTINGS.PO\_VCHR\_CHNG\_FL = Y), and if the PO voucher line input file has a populated account, then the input file record can override part or all of the PO\_LN\_ACCT information on the VCHR\_LN\_ACCT. In this case, the account and project are pulled from the input file record.

If an organization is also included in the PO voucher line input file record, it is also included in the new VCHR\_LN\_ACCT. If an organization does not exist in the PO voucher line input file record, and you selected the **PO Line Organization** option from the preprocessor screen's **Default Organization Source** drop-down list, the organization ID is pulled from the first PO\_LN\_ACCT row (lowest sub-key) for the designated PO line.

If an organization does not exist in the PO voucher line input file record, and you selected the **Project Owning Organization** option from the parameter screen's **Default Organization Source** drop-down list, the PROJ.ORG\_ID for the project ID supplied in the PO voucher line input file record is used. If you selected the **Project Owning Organization** option, but there is no project in the input file record, the preprocessor pulls the organization ID from the first PO\_LN\_ACCT row for the designated PO line.

- If the PO voucher line account input record does not reference a purchase order line, and an account is entered, the Costpoint pulls the account and project from the PO voucher line input file record. If an organization is also included in the PO voucher line account input file record, it is also included in the new VCHR\_LN\_ACCT. If an organization does not exist in the PO voucher line account input file record, and the **Use Project Owning Org** option is selected, Costpoint uses the input file's PROJ.ORG\_ID to populate the VCHR\_LN\_ACCT.ORG\_ID. If an organization does not exist in the input file record, and the **Use PO Line Org** option is selected, the preprocessor uses the first PO line's PO\_LN\_ACCT.ORG\_ID to populate the VCHR\_LN\_ACCT.ORG\_ID.

If a purchase order line is not referenced and no account is entered on the PO voucher line input file record, and a PO voucher line account input file is not available, a single VCHR\_LN\_ACCT row is derived as follows:

1. For the voucher's PO ID and release, the preprocessor looks up the first PO line (lowest PO\_LN\_KEY).
2. The preprocessor uses the first PO\_LN\_ACCT (lowest sub-key) for that line and pulls the PROJ\_ID, ORG\_ID, PROJ\_ABBRV\_CD, ORG\_ABBRV\_CD, REF1\_ID, and REF2\_ID to use in the VCHR\_LN\_ACCT.
3. If the PROJ\_ID is not null, it pulls the VCHR\_LN\_ACCT\_ID from the LN\_CHG\_TYPE.DFLT\_PROJ\_ACCT\_ID. If the PROJ\_ID is null, it uses the LN\_CHG\_TYPE.DFLT\_NP\_ACCT\_ID.

### Processing Voucher Discrepancies

Costpoint calculates the discrepancy amounts and percents for each voucher. It compares these amounts and percents against the thresholds set up on the **Configure Purchase Order Voucher**

**Settings** screen. If the voucher header discrepancy, or any voucher line discrepancies, are over the limits established on the Configure Purchase Order Voucher Settings screen, Costpoint displays a message. If no discrepancies are over the established limits, but the header and/or at least one line has a discrepancy amount or percentage greater than zero, Costpoint displays a message that the discrepancies are under the indicated settings.

Costpoint performs several discrepancy checks on a voucher. One is performed at the header level, and four are performed at the line level. It does not perform unit price and quantity discrepancy checks if the associated purchase order line has a zero or negative quantity and net unit price. It does not perform discrepancy checking on any line that does not reference a PO line. Costpoint calculates the discrepancies as follows:

| Discrepancy Check              | Table.Column                      | Match                | Calculation   | Notes   |
|--------------------------------|-----------------------------------|----------------------|---|---|
| Total PO Discrepancy Amount    | VCHR_HDR.<br>DISCR_PO_TOT<br>_AMT | 2- or 3-Way<br>Match | Total PO Discrepancy Amount = Original PO Header Vouchered Amount + PO Voucher Header Invoice Amount - PO Total Amount.<br>If the <b>Include Sales/VAT Tax</b> check box is not selected on the Configure Purchase Order Voucher Settings screen, the Total PO Discrepancy Amount = Original PO Vouchered Amount + (PO Voucher Invoice Amount - Voucher Header Sales Tax Amount) - (PO Total Amount - PO Sales Tax Amount). | Costpoint compares the Total PO Discrepancy Amount to the PO discrepancy threshold on the Configure Purchase Order Voucher Settings screen. |
| Unit Price Discrepancy Percent | VCHR_LN.<br>DISCR_UNIT_PR<br>C_RT | 2- or 3-Way<br>Match | Voucher Line Unit Price Discrepancy Percent = (PO Voucher Line Unit   | Costpoint compares the Voucher Line Unit Price Discrepancy  |

| Discrepancy Check             | Table.Column                       | Match             | Calculation  | Notes  |
|-------------------------------|------------------------------------|-------------------|--|--|
|                               |                                    |                   | <p>Cost - PO Line Net Unit Cost Amount) / (PO Line Net Unit Cost Amount).</p> <p>If the PO Voucher Line Unit Cost = 0 or the PO line net unit cost amount = 0, the Voucher Line Unit Price Discrepancy Percent is set to 0.</p>                              | <p>Percent to the unit cost percent discrepancy threshold on the Configure Purchase Order Voucher Settings screen.</p>   |
| Unit Price Discrepancy Amount | VCHR_LN.<br>DISCR_UNIT_PR<br>C_AMT | 2- or 3-Way Match | <p>PO Voucher Line Unit Price Discrepancy Amount = PO Voucher Line Unit Cost - PO Line Net Unit Cost Amount.</p> <p>If the PO Voucher Line Unit Cost or PO line Net Unit Cost Amount = 0, the PO Voucher Line Unit Price Discrepancy Amount is set to 0.</p> | <p>Costpoint compares the PO Voucher Line Unit Price Discrepancy Amount to the unit cost amount discrepancy threshold on the Configure Purchase Order Voucher Settings screen.</p>     |
| Quantity Discrepancy Percent  | VCHR_LN.<br>DISCR_QTY_RT           | 2-Way Match       | <p>Voucher Line Quantity Discrepancy Percent = (Original PO Line Vouchered Quantity + PO Voucher Line Invoice Qty - PO Line Order Quantity) / PO Line Order Quantity.</p>  | <p>Costpoint compares the Voucher Line Quantity Discrepancy Percent to the quantity percent discrepancy threshold on the Configure Purchase Order Voucher Settings screen (both 2-</p> |

| Discrepancy Check                | Table.Column                  | Match       | Calculation  | Notes                               |
|----------------------------------|-------------------------------|-------------|--|-------------------------------------|
|                                  |                               |             | If the PO Line Order Quantity = 0, the Voucher Line Quantity Discrepancy Percent is set to 0.  | and 3-Way Matches).                 |
| Quantity Discrepancy Percent     | VCHR_LN.<br>DISCR_QTY_RT      | 3-Way Match | <p>Voucher Line Quantity Discrepancy Percent = (Original PO Line Vouchered Quantity + PO Voucher Line Invoice Qty - PO Line Accepted Quantity - PO Line Rejected but Pay Quantity) / (PO Line Accepted Quantity + PO Line Rejected but Pay Quantity).</p> <p>If the PO Line Order Quantity = 0, the Voucher Line Quantity Discrepancy Percent is set to 0; otherwise, if the PO Line Accepted Quantity + PO Line Rejected but Pay Quantity = 0, the Voucher Line Quantity Discrepancy Percent is set to 100.</p> |                                     |
| Total PO Line Discrepancy Amount | VCHR_LN.<br>DISCR_TOT_AM<br>T | 2-Way Match | Voucher Line Total Discrepancy Amount =  | Costpoint compares the Voucher Line |

| Discrepancy Check | Table.Column | Match | Calculation  | Notes  |
|-------------------|--------------|-------|--|--|
|                   |              |       | <p>Original PO line Vouchered Amount + ((PO Voucher Line (Invoice Qty * Unit Cost) or Extended Cost) * (1+PO Line Sales Tax Rate)) - PO line Total Amount.</p> <p>The Extended Cost is used if Invoice Qty and Unit Price are null or zero.</p> <p>If the <b>Include Sales/VAT Tax</b> check box is not selected on the Configure Purchase Order Voucher Settings screen, Costpoint subtracts any calculated voucher sales tax from the PO line and PO header vouchered amount. The Voucher Line Total Discrepancy Amount = Original PO Line Vouchered Amount + (PO Voucher Line (Invoice Qty * Unit Cost) or (Extended Cost)) - (PO Line Total Amount - PO Line Sales Tax Amount - PO Line Tax Charge Amount)).</p> | <p>Total Discrepancy Amount to the PO Line discrepancy threshold amount on the Configure Purchase Order Voucher Settings screen (both 2- and 3-Way Matches).</p> |

| Discrepancy Check                | Table.Column                  | Match       | Calculation   | Notes |
|----------------------------------|-------------------------------|-------------|---|-------|
| Total PO Line Discrepancy Amount | VCHR_LN.<br>DISCR_TOT_AM<br>T | 3-Way Match | <p>PO Voucher Line Total Discrepancy Amount = Original PO Line Vouchered Amount + ((PO Voucher Line (Invoice Qty * Unit Cost) or (Extended Cost)) * (1+PO Line Sales Tax Rate)) - ((PO Line Accepted Amount + PO Line Rejected but Pay Amount) * (1+PO line sales tax rate))) - PO Line Charge Amount - PO Line Charge Tax Amount.</p> <p>The Extended Cost is used if Invoice Qty and Unit Price are null or zero.</p> <p>If the <b>Include Sale /VAT Tax</b> check box is not selected on the Configure Purchase Order Voucher Settings screen, the Voucher Line Total Discrepancy Amount = Original PO Line Vouchered Amount + (PO Voucher Line (Invoice Qty * Unit Cost) or (Extended Cost)) - (PO Line</p> |       |

| Discrepancy Check | Table.Column | Match | Calculation   | Notes |
|-------------------|--------------|-------|---|-------|
|                   |              |       | Accepted Amount + PO Line Rejected but Pay Amount) - PO Line Charge Amount. |       |

**Receipt Discrepancy Processing**

This function allows you to specify a single warehouse or receipt ID on the voucher header input file. This allows Costpoint to search for a specific receipt for the vouchered purchase order and compare a voucher line's invoice quantity/amount, along with previously entered invoiced quantity for that warehouse or receipt, against the total receipt lines accepted or rejected pay quantities to determine if a discrepancy exists.

**Note:** You can only specify one warehouse or receipt per voucher. Also, this feature does not support the entry of receipt and acceptance information directly from the voucher.

When a voucher line is successfully saved, the preprocessor creates a new VCHR\_LN\_RECPT\_LN record for any voucher lines that were saved against a purchase order line that requires 3-way individual matching.

For each such purchase order line, the preprocessor finds the associated receipt line having a **Receipt ID** equal to that specified in the voucher header input file (if available). Costpoint verifies the following:

- RECPT\_LN.PO\_ID = VCHR\_HDR.PO\_ID
- RECPT\_LN.PO\_RLSE\_NO = VCHR\_HDR.PO\_RLSE\_NO
- RECPT\_LN.PO\_LN\_KEY = VCHR\_LN.PO\_LN\_KEY
- RECPT\_LN.RECPT\_KEY = RECPT\_KEY corresponding to the RECEIPT\_ID in the input file header.

Then Costpoint calculates the discrepancies as follows:

1. For each such receipt line, find the total quantity that is eligible for voucher payment. This is quantity A. Calculate A as the receipt line accepted + rejected/pay quantity (RECPT\_LN.ACCEPT\_QTY + RECPT\_LN.REJ\_PAY\_QTY).
2. For each such receipt line, calculate the total quantity that has been vouchered against it. This is quantity B. Calculate B as the sum of the current voucher line input file quantity and previously vouchered quantities for that receipt line.

Previously vouchered quantities for a particular receipt line are obtained from the sum of VCHR\_LN\_RECPT\_LN.VCHRD\_QTY for rows with a matching PO\_LN\_KEY and RECPT\_KEY combination. (Use the RECPT\_HDR.RECPT\_KEY that corresponds to the input file header RECPT\_ID.)

3. For each PO line that requires matching to the individual receipts, compare A to B. This provides the discrepancy quantity, if any.

Discrepancy Qty = B-A

Discrepancy Qty Percent = (B-A)/A

Costpoint then assigns a voucher header receipt discrepancy code (VCHR\_HDR.S\_RCPT\_DISCR\_CD) as follows:

- If the receipt line has a discrepancy, and the discrepancy quantity percent is over the discrepancy quantity percent threshold (VCHR\_SETTINGS.DISCR\_QTY\_RT), Costpoint sets the discrepancy code to **O**.
- If there is at least one receipt line with a discrepancy, but all of the lines are below the discrepancy quantity percent threshold, Costpoint sets the discrepancy code to **U**.
- If no receipt discrepancy exists, or if no receipt matching is required, Costpoint sets the discrepancy code to **N**.

Depending on the header receipt discrepancy code, updates to the voucher approval status may be needed as follows:

- If the VCHR\_HDR.S\_PO\_DISCR\_CD = O, S\_RCPT\_DISCR\_CD = O or the HOLD\_VCHR\_FL = Y, Costpoint the VCHR\_HDR.APPRVD\_FL = N.
- If the VOUCHER\_SETTINGS.S\_AUTO\_APPRV\_PO\_CD = A (automatic), Costpoint changes the approved flag of the voucher to Y if neither the S\_RCPT\_DISCR\_CD or S\_PO\_DISCR\_CD is set to O. If either of these codes = O, Costpoint sets the Approved flag to N.
- If the VOUCHER\_SETTINGS.S\_AUTO\_APPRV\_PO\_CD = L (limited), Costpoint changes the approved flag of the voucher to Y if the total invoice amount is less than or equal to the VOUCHER\_SETTINGS.PO\_APPRVL\_REQD\_AMT and neither the S\_RCPT\_DISCR\_CD nor S\_PO\_DISCR\_CD is set to O for the voucher. If these conditions are not met, Costpoint sets the Approved flag to N.
- If the approved flag is set to Y, Costpoint sets the APPRVL\_DTT to the system date/time and the APPRVL\_USER\_ID to the user ID executing the process.

### Miscellaneous Processing Details

- When you save a voucher, Costpoint updates voucher quantities and amounts on the purchase order header and purchase order line. It may also update the purchase order line and header status for 2-way match lines.
- If the purchase order line being invoiced has a 2-way match line, the status of the purchase order line is set to **S** if the total vouchered quantity is greater than or equal to the order quantity, and the order quantity is greater than zero. If the purchase order line is a 2-way match line with an order quantity of zero, the status of the line is changed to **S** if the vouchered amount is greater than or equal to the purchase order line total amount. The invoice date is loaded in as the PO line purchase order closing date (PO\_LN.PO\_LN\_CLOSE\_DT).
- If the transaction currency and functional currency are different, Costpoint adds the **Total Before Discount Amount** (PO\_LN.TOT\_BEFO\_DISC\_AMT) for each PO line to the **PO Line Vouchered Amount** (PO\_LN.VCHRD\_AMT) and **Transaction Currency Vouchered Amount** (TRN\_VCHRD\_AMT) columns. The invoice quantities for each PO line's voucher line is added to the **Vouchered Quantity** (VCHRD\_QTY). The sum of all

invoiced amounts (TOT\_BEF\_DISC\_AMT) for that PO, including invoice lines that do not reference PO lines, is added to the **PO Header Vouchered Amount** (PO\_HDR.VCHRD\_AMT) and **Transaction Currency Vouchered Amount** (TRN\_VCHRD\_AMT).

- If the **Include Sales/VAT Tax** check box is not selected on the Configure Purchase Order Voucher Settings screen and the line is a zero quantity 2-way match line, Costpoint subtracts the purchase order line sales tax amount and purchase order line charge tax amount from the purchase order line when it is compared to the vouchered amount to determine whether the line should be system-closed.
- If a line status is changed to **S**, the application checks all other lines on the PO. If they all have a status of **S**, **C**, or **V**, the status of the purchase order header is changed to **S**.

## Error Messages

Errors are either fatal or non-fatal.

- A fatal error on an input file prevents all records from processing or only allows valid records to process depending on your selection in the **Input Error Handling** drop down list box on the Import Purchase Order Vouchers screen. Input file records that are not processed because of one or more fatal errors are written to a separate ASCII error suspense file that is similar in format to the input file. The error file contains rows that are not processed and that are moved to the error file in the same format in which they were originally saved.
- A non-fatal error, such as a discrepancy error, causes a message to display on the error report and may affect the status of the voucher, but Costpoint still creates the voucher.

The error file is in the same path as the input file and named **PVMMDDYY.ERR** (with MMDDYY the date on which the process ran).

- If that file already exists, Costpoint appends the new errors to the file.
- If that file does not exist, Costpoint creates the file.

You can modify the problem data with a text editor.

Some error messages display only if you selected the **Print error messages for vouchers that are discrepant, but not over discrepancy limit** check box on the Import Purchase Order Vouchers screen. These are indicated in the **Notes** column in the tables below.

**Note:** After you run this preprocessor, you must make any changes to these vouchers in the source system.

The following tables outline the error conditions and messages that can display.

### All Input Files

| Column              | Error Condition                                   | Fatal | Message              | Notes |
|---------------------|---|-------|----------------------|-------|
| All Required Fields | Required field is not supplied in the input file. | Y     | The<br>XXXXXXXXXXXXX |       |

| Column    | Error Condition  | Fatal | Message   | Notes |
|-----------|--|-------|---|-------|
|           |  |       | field must be entered.  |       |
| Line Type | The <b>Line Type</b> is not equal to <b>A, H, L, V</b> or <b>T</b> . | Y     | Input File Line Type must be <b>A, H, L, V.</b> or <b>T</b> . |       |

**PO Voucher Header Input File**

| Column         | Error Condition   | Fatal                   | Message  | Notes |
|----------------|---|-------------------------|--|-------|
| Invoice Header | Two header rows with no line rows in between.   | Y (first header record) | You must enter at least one PO Voucher Line Input record for each Header Input record. |       |
| Invoice        | Invoice already exists for this vendor in Voucher Header or Voucher Header History with the same Purchase Order Number/ Purchase Order Release Number combination, and the <b>Allow Duplicate Invoice Numbers</b> flag is selected for the voucher. | N                       | This invoice number already exists for this vendor on another voucher for the same PO. |       |
| Invoice        | Invoice already exists for this vendor in Voucher Header, Voucher Header History, or Company Paid Expense Header, and the <b>Allow Duplicate Invoice</b>  | Y                       | Invoice number already exists for this vendor.   |       |

| Column  | Error Condition   | Fatal | Message  | Notes |
|---------|---|-------|--|-------|
|         | <b>Numbers</b> flag is not selected.  |       |  |       |
| Invoice | Invoice already exists for this vendor in Voucher Header or Voucher Header History with a different Purchase Order/ Purchase Order Release Number combination, and the <b>Allow Duplicate Invoice Numbers</b> flag is selected. | N     | This invoice number already exists for this vendor on another voucher for a different PO.  |       |
| Invoice | Invoice already exists for this vendor in Voucher Header, Voucher Header History, or Company Paid Expense Header; the <b>Allow Duplicate Invoice Numbers</b> flag is selected; and the voucher type is not a purchase order.    | N     | This invoice number already exists for this vendor on another non-PO voucher.<br><br>Invoice Number/PO Number/PO Release must be unique within the input file. |       |
| Voucher | Voucher number is not null and already exists in Voucher Header or Voucher Header History.  | Y     | This voucher number already exists.  |       |
| Voucher | Voucher number is null, <b>Starting Voucher Number</b> is blank on preprocessor screen (or null in  | Y     | A voucher number is required.  |       |

| Column         | Error Condition  | Fatal | Message  | Notes                           |
|----------------|--|-------|--|---------------------------------|
|                | saved parameters), and VCHR_SETTING S.S_VCHR_NO_MTHD_CD = M.   |       |  |                                 |
| Voucher        | Voucher number is null, <b>Starting Voucher Number</b> is blank on preprocessor screen (or null in saved parameters), VCHR_SETTING S.S_VCHR_NO_MTHD_CD = S, and VCHR_SETTING S.LAST_VCHR_NO = 999999999. | Y     | System is not able to auto-assign a voucher number beyond the maximum allowed limit of 999999999.<br>Voucher number cannot exceed 999999999. |                                 |
| PO ID/ Release | PO ID/Release does not exist.  | Y     | The PO ID/ Release does not exist.   | Validate for user's company ID. |
| PO ID/ Release | PO type is <b>Blanket</b> .  | Y     | This is a Blanket PO and cannot be invoiced.   |                                 |
| PO ID/ Release | PO header status is <b>P</b> (Pending).  | Y     | This PO's status is Pending.   |                                 |
| PO ID/ Release | PO header status is <b>V</b> (Void).   | Y     | This PO's status is Void.  |                                 |
| PO ID/ Release | Pay vendor does not have cash account.   | Y     | No cash account has been designated for this pay vendor.   | Validate for user's company ID. |
| PO ID/ Release | Pay vendor does not have A/P account.  | Y     | No accounts payable account has been designated for this pay vendor.   | Validate for user's company ID. |
| PO ID/ Release | Pay vendor does not have default <b>Pay To</b> (or only one address row  | Y     | No default Pay-To address has been set up for this pay vendor.   | Validate for user's company ID. |

| Column         | Error Condition   | Fatal | Message   | Notes  |
|----------------|---|-------|---|--|
|                | with a <b>Pay Address</b> of Y).  |       |   |  |
| FY/PD/SBPD     | If input file value is not valid.   | Y     | The supplied Fiscal Year/Period/Sub period is not valid.  |  |
| FY/PD/SBPD     | If input file value is not open for AP.   | Y     | The supplied Fiscal Year/Period/Subperiod is not open for AP transactions.  |  |
| Invoice Date   | If the FY/PD/SBPD is not entered in the input file or screen parameters, and the FY/PD/SBPD derived from the invoice date is not open for AP. | Y     | The supplied Invoice Date's Fiscal Year/Period/Subperiod is not open for AP transactions. Year must be between 1901 and 2078. |  |
| Invoice Amount | Does not match sum of calculated invoice amounts from line records for this invoice (including sales tax but excluding discounts).            | Y     | The invoice amount does not match the sum of invoice amounts for the voucher lines.   |  |
| PO ID/Release  | Pay vendor has hold payment.  | N     | Warning: this vendor is on Payment Hold.  | Validate for user's company ID.  |
| PO ID/Release  | PO Type is Subcontractor Agreement Blanket (PO_HDR.S_PO_TYPE = K)   | Y     | PO Type cannot be Subcontractor Agreement Blanket   |  |
| Invoice Amount | Creates PO Total over the PO Total Discrepancy Limit.   | N     | Warning: the total amount invoiced against this PO exceeds the PO Total amount by more than the PO                            | Validate for user's company ID. This validation does not apply to negative quantities/ |

| Column  | Error Condition   | Fatal | Message  | Notes  |
|---|---|-------|--|--|
|   |   |       | Total Amount Discrepancy.  | amounts since they are always considered as non-discrepant.  |
| Invoice Amount  | Creates PO Total discrepancy under the PO Total Discrepancy Limit, but greater than zero.   | N     | Warning: the total amount invoiced against this PO exceeds the PO Total amount by less than the PO Total Amount Discrepancy. | Print only if the <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID. This validation does not apply to negative quantities/ amounts since they are always considered as non-discrepant. |
| Warehouse   | Warehouse is Inactive (New Receipts)  | Y     | This Warehouse is not active.  | No new receipts with inactive warehouse can be created via import voucher.   |
| Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license | Voucher header input file has <b>Packing Slip</b> , but no <b>Receipt ID</b> or <b>Warehouse</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated | Y     | Packing Slip does not exist in receipts for the purchase order associated with the voucher.                                  |  |

| Column  | Error Condition   | Fatal | Message  | Notes |
|---|---|-------|--|-------|
|   | with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .  |       |  |       |
| Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license | Voucher header input file has <b>Packing Slip</b> and <b>Receipt ID</b> , but no <b>Warehouse</b> , and there are no RECPT_HDR rows with matching PS_ID/ RECPT_ID combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> . | Y     | Packing Slip/ Receipt ID combination does not exist in receipts for the purchase order associated with the voucher.            |       |
| Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license | Voucher header input file has <b>Packing Slip</b> , <b>Receipt ID</b> , and <b>Warehouse</b> , but there are no RECPT_HDR rows with matching PS_ID/ RECPT_ID/ WHSE_ID combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and  | Y     | Packing Slip/ Receipt ID/ Warehouse combination does not exist in receipts for the purchase order associated with the voucher. |       |

| Column  | Error Condition   | Fatal | Message  | Notes |
|---|---|-------|--|-------|
|   | VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .  |       |  |       |
| Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license | Voucher header input file has <b>Packing Slip</b> and <b>Warehouse</b> , but no <b>Receipt ID</b> , and there are no RECPT_HDR rows with matching PS_ID/WHSE_ID combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> . | Y     | Packing Slip/ Warehouse combination does not exist in receipts for the purchase order associated with the voucher. |       |
| Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license | Voucher header input file has <b>Receipt ID</b> , but no <b>Warehouse</b> or <b>Packing Slip</b> , and there are no RECPT_HDR rows with matching RECPT_ID for the PO referenced in the voucher  | Y     | Receipt ID does not exist in receipts for the purchase order associated with the voucher.                          |       |

| Column  | Error Condition  | Fatal | Message  | Notes |
|---|--|-------|--|-------|
|   | (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .   |       |  |       |
| Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license | Voucher header input file has <b>Receipt ID</b> and <b>Warehouse</b> , but no <b>Packing Slip</b> , and there are no RECPT_HDR rows with matching RECPT_ID/WHSE_ID combination for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> . | Y     | Receipt ID/ Warehouse combination does not exist in receipts for the purchase order associated with the voucher. |       |
| Warehouse, Receipt ID, & Packing Slip - <b>with</b> Inventory license | Voucher header input file has <b>Warehouse</b> , but no <b>Receipt ID</b> or <b>Packing Slip</b> , and there are no RECPT_HDR rows for the PO referenced in the voucher  | Y     | Receipt ID and/or Packing Slip is required.  |       |

| Column   | Error Condition  | Fatal | Message   | Notes |
|--|--|-------|---|-------|
|  | (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .   |       |   |       |
| Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license | Voucher header input file has <b>Packing Slip</b> , but no <b>Receipt ID</b> or <b>Warehouse</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> . | Y     | Packing Slip does not exist in receipts for the purchase order associated with the voucher.                         |       |
| Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license | Voucher header input file has <b>Packing Slip</b> and <b>Receipt ID</b> but no <b>Warehouse</b> , but there are no RECPT_HDR rows with matching PS_ID/ RECPT_ID combination for the PO referenced in the   | Y     | Packing Slip/ Receipt ID combination does not exist in receipts for the purchase order associated with the voucher. |       |

| Column   | Error Condition   | Fatal | Message   | Notes                                    |
|--|---|-------|---|--|
|  | voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .  |       |   |  |
| Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license | Voucher header input file has <b>Packing Slip</b> , <b>Receipt ID</b> , and <b>Warehouse</b> , and there are no RECPT_HDR rows with matching RECPT_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> . | Y     | Packing Slip/ Receipt ID combination does not exist in receipts for the purchase order associated with the voucher. | Ignore <b>Warehouse</b> from input file. |
| Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license | Voucher header input file has <b>Packing Slip</b> and <b>Warehouse</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher   | Y     | Packing Slip does not exist in receipts for the purchase order associated with the voucher.                         | Ignore <b>Warehouse</b> from input file. |

| Column   | Error Condition   | Fatal | Message   | Notes                                    |
|--|---|-------|---|--|
|  | (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> .  |       |   |  |
| Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license | Voucher header input file has <b>Receipt ID</b> but not <b>Warehouse</b> or <b>Packing Slip</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO_ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> . | Y     | Receipt ID does not exist in receipts for the purchase order associated with the voucher. |  |
| Warehouse, Receipt ID, & Packing Slip - <b>without</b> Inventory license | Voucher header in put file has <b>Receipt ID</b> and <b>Warehouse</b> but no <b>Packing Slip</b> , and there are no RECPT_HDR rows with matching PS_ID for the PO referenced in the voucher (VCHR_HDR.PO  | Y     | Receipt ID does not exist in receipts for the purchase order associated with the voucher. | Ignore <b>Warehouse</b> from input file. |

| Column     | Error Condition  | Fatal | Message  | Notes |
|------------|--|-------|--|-------|
|            | _ID and VCHR_HDR.PO_RLSE_NO). At least one voucher line is associated with a PO line that has a match type of <b>3-way</b> and a match option of <b>Individual</b> . |       |  |       |
| Receipt ID | At least one receipt line has a discrepancy, and it is over the discrepancy quantity percent threshold for your company.   | N     | Warning: Discrepancy is greater than the discrepancy quantity percent threshold.                 |       |
| Receipt ID | At least one receipt line has a discrepancy, but all discrepancies are less than the discrepancy quantity percent threshold for your company.                        | N     | Warning: Discrepancy exists, but is not greater than the discrepancy quantity percent threshold. |       |
| Debit Memo | PO Voucher Header input file <b>Debit Memo</b> is not blank, <b>Y</b> , or <b>N</b> .  | N     | Debit Memo Flag must be either "Y" or "N", if entered.   |       |

**PO Voucher Line Input File**

| Column     | Error Condition  | Fatal | Message  | Notes                           |
|------------|--|-------|--|---------------------------------|
| Invoice ID | Does not match invoice ID of last header input record processed. | Y     | The voucher line's input file record's invoice number does not match the invoice number of the last header record processed. |                                 |
| PO Line    | PO line number is not null but does                              | Y     | This PO line does not exist for the  | Validate for user's company ID. |

| Column              | Error Condition   | Fatal | Message   | Notes                           |
|---------------------|---|-------|---|---------------------------------|
|                     | not exist for voucher header's PO/Release.  |       | designated PO ID/Release.   |                                 |
| PO Line             | PO line status is <b>V</b> (Void).  | Y     | The status of this PO line is Void.   |                                 |
| PO Line             | PO line status is <b>P</b> (Pending).   | Y     | The status of this PO line is Pending.  |                                 |
| PO Line/Line Charge | Both null/space.  | Y     | A purchase order voucher line input file must include a PO line number or a line charge code.   |                                 |
| Line Charge         | PO line number is null but is not a valid line charge type.   | Y     | This is not a valid line charge code.   | Validate for user's company ID. |
| Line Charge         | PO line number is null but does not have a proper default account.  | Y     | A default account must be set up for line charge codes in order to be processed into a voucher. |                                 |
| Line Charge         | PO line number is null but line charge account is not valid with selected PO project and org.                   | Y     | The default account for this line charge is not valid for the first PO line's proj/org.         |                                 |
| Qty/Extended Cost   | Quantity is zero/ null and extended cost is zero/null.  | Y     | Either a quantity or an extended cost must be entered on every voucher line input record.       |                                 |
| Quantity            | The PO line number is not null, the input file quantity is greater than zero, but the PO line quantity is zero. | Y     | Invoice quantities are not allowed for PO lines with no order quantities.                       |                                 |

| Column                 | Error Condition  | Fatal | Message   | Notes |
|------------------------|--|-------|---|-------|
| Quantity               | Quantity is negative. If this is added to PO_LN.VCHRD_QTY, the new quantity will be negative.  | Y     | This negative voucher quantity would cause the total vouchered quantity for this PO line to go negative.                          |       |
| Unit Cost              | PO line number is null, input file Qty is greater than zero, but <b>Unit Cost</b> is 0.  | Y     | A unit cost is required for invoice line records with a quantity but no PO line.  |       |
| Unit Cost              | <b>Unit Cost</b> is less than 0.   | Y     | Negative invoice unit costs are not allowed.  |       |
| Extended Cost          | Extended amount is negative. If this amount (in functional currency) is added to PO_LN.VCHRD_AMT, the new amount will be negative.   | Y     | This negative voucher amount would cause the total vouchered amount for this PO line to go negative.                              |       |
| Invalid PAO            | Perform standard validation on all derived voucher line account row combinations.  | Y     |   |       |
| Lien Waiver Validation | One or more projects for this voucher have a <b>Project Lien Waiver Document</b> not equal to space/null, and there is more than one project ID (PROJ_ID) in the voucher line account (VCHR_LN_ACC | Y     | Multiple projects cannot be charged on a voucher when one or more of the projects have been assigned a Lien Waiver Document code. |       |

| Column                        | Error Condition   | Fatal | Message  | Notes                           |
|-------------------------------|---|-------|--|---------------------------------|
|                               | T) rows for this voucher.   |       |  |                                 |
| Lien Waiver Validation        | Project for this voucher line account has a <b>Project Lien Waiver Document</b> not equal to space/null, and there is no row on the Maintain Project Waiver Information screen for this project. Use Costpoint Accounts Payable to look up the <b>Waiver Type Code</b> and <b>Pay Vendor ID</b> to find the <b>Vendor ID</b> in the Customer table. | Y     | This voucher's project has been assigned a Lien Waiver Document code, but the pay vendor has not been linked to the project in the Maintain Project Waiver Information screen in Costpoint Accounts Payable. | Validate for user's company ID. |
| Qty/Unit Price/Extended Price | Quantity/Unit Price/Extended Price not zero or null, but quantity * unit price does not equal extended price.   | N     | Warning: the extended cost does not match the supplied invoice line quantity * unit price. Extended price is ignored.  |                                 |
| PO Line                       | Status is <b>C</b> (Closed), and 2-way matching is used.  | N     | Warning: this PO line has already been closed.   |                                 |
| Invoice Unit Price            | Creates PO Unit Price Percent discrepancy.  | N     | Warning: the invoice unit price exceeds the PO line unit price by a percentage more than the Unit Price Percentage Discrepancy limit.  | Validate for user's company ID. |

| Column             | Error Condition   | Fatal | Message   | Notes   |
|--------------------|---|-------|---|---|
| Invoice Unit Price | Creates PO Unit Price Percent discrepancy under PO Line Discrepancy Limit, but greater than zero. | N     | Warning: the invoice unit price exceeds the PO line unit price by a percentage less than the Unit Price Percentage Discrepancy limit. | Print only if the <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID. |
| Invoice Unit Price | Creates PO Unit Price Amount discrepancy.   | N     | Warning: the invoice unit price exceeds the PO line unit price by more than the Unit Price Discrepancy limit.                         | Validate for user's company ID.   |
| Invoice Unit Price | Creates PO Unit Price Amount discrepancy under PO Line Discrepancy Limit, but greater than zero.  | N     | Warning: the invoice unit price exceeds the PO line unit price by less than the Unit Price Discrepancy limit.                         | Print only if the <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID. |
| Invoice Quantity   | Creates Quantity discrepancy.   | N     | Warning: the invoice quantity exceeds the PO line quantity by more than the Quantity Discrepancy limit.                               | Validate for user's company ID.   |
| Invoice Quantity   | Creates Quantity discrepancy under PO Line Discrepancy Limit, but greater than zero.              | N     | Warning: the invoice quantity exceeds the PO line quantity by less than the Quantity Discrepancy limit.                               | Print only if the <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate                        |

| Column                    | Error Condition  | Fatal | Message   | Notes   |
|---------------------------|--|-------|---|---|
|                           |  |       |   | for user's company ID.  |
| Invoice Line Amount       | Creates PO Line discrepancy.   | N     | Warning: the total amount invoiced against this PO line exceeds the PO line amount by more than the PO Line Amount Discrepancy limit. | Validate for user's company ID.   |
| Invoice Line Amount       | Creates PO Line discrepancy under PO Line Discrepancy Limit, but greater than zero.        | N     | Warning: the total amount invoiced against this PO line exceeds the PO line amount by less than the PO Line Amount Discrepancy limit. | Print only if the <b>Print error messages for vouchers that are discrepant, but not over discrepancy limit</b> check box is selected. Validate for user's company ID. |
| Reference 1 & Reference 2 | The reference field contains a value that has not been defined.                            | Y     | Reference [#] value does not exist.   |   |
| Reference 1 & Reference 2 | The reference field contains a reference value that is not selected for use in data entry. | Y     | Reference [#] may not be used in data entry.  |   |
| Taxable Code              | <b>Taxable Code</b> is not blank, <b>N</b> , <b>S</b> , or <b>U</b> .                      | Y     | Taxable Code must be either <b>N</b> (Not Taxable), <b>S</b> (Sales Tax) or <b>U</b> (Use Tax).                                       |   |
| Tax Amount                | Voucher line is not taxable, but it has a non-zero tax amount.                             | Y     | Voucher Line cannot have a non-zero tax amount if non-taxable.  |   |

**Voucher Line Account Record Input File**

| Column                               | Error Condition  | Fatal | Message   | Notes |
|--------------------------------------|--|-------|---|-------|
| Invoice Number                       | <b>Invoice Number</b> does not match that of the last header input record processed.   | Y     | The input file record's invoice number does not match the invoice number of the voucher line account last header record.              |       |
| Invoice Number & Invoice Line Number | The <b>Invoice ID</b> and <b>Invoice Line Number</b> do not match those of the last line input record processed.   | Y     | The voucher line account input file record's invoice and line number does not match the last line record processed.                   |       |
| Account Line Number                  | More than one line account row exists in the input file with same combination of <b>Invoice ID</b> , <b>Invoice Line Number</b> , and <b>Account Line Number</b> .   | Y     | Account line numbers should be unique for a given Invoice ID / Invoice Line Number combination.                                       |       |
| Allocation                           | Allocation value $\leq 0.0000$ , or $> 1.0000$   | Y     | Allocation value must be greater than zero and not exceed 1 (100%).   |       |
| Allocation                           | If at least one allocation value is greater than zero for a given invoice line, the sum of allocation values for all account line rows associated with a particular <b>Invoice ID</b> and <b>Invoice Line Number</b> is not 1. | Y     | The total of Allocation values for all account lines associated with a particular Invoice ID/Invoice Line Number must equal 1 (100%). |       |

| Column              | Error Condition   | Fatal | Message   | Notes |
|---------------------|---|-------|---|-------|
| Allocation & Amount | Row does not have either an <b>Amount</b> or an <b>Allocation</b> value.  | Y     | Either Amount or Allocation value must be provided.   |       |
| Allocation & Amount | Multiple input file rows exist with the same <b>Invoice Number</b> and <b>Invoice Line</b> combination, but some rows have <b>Amount</b> values while others have <b>Allocation</b> values.   | Y     | Either Amount (only) or Allocation (only) must be used consistently in all the account lines associated with a particular voucher line.                 |       |
| Amount              | If at least one amount is greater than zero for a given invoice line, the sum of amounts for all account line rows associated with a particular <b>Invoice ID</b> and <b>Invoice Line Number</b> is not equal to the corresponding <b>Invoice Line Amount</b> . | Y     | The total of Amount values for all rows associated with a particular Invoice ID / Invoice Line Number must equal the total amount for the invoice line. |       |
| Account             | <b>Account</b> is not blank, but value is not defined, or it exists but ACTIVE_FL = N.  | Y     | This account does not exist or is inactive.   |       |
| Organization        | <b>Organization</b> is not blank, but value is not defined, or it exists but ACTIVE_FL = N.   | Y     | This organization does not exist or is inactive.  |       |
| Project             | <b>Project</b> is not blank, but value is not defined, or it  | Y     | This project does not exist or is inactive.   |       |

| Column                    | Error Condition   | Fatal | Message                                      | Notes |
|---------------------------|---|-------|--|-------|
|                           | exists but ACTIVE_FL = N.   |       |  |       |
| Project                   | Account requires <b>Project</b> (ACCT.PROJ_REQD_FL = Y, but <b>Project</b> is not in the same input file row. | Y     | This account requires a project.             |       |
| Reference 1 & Reference 2 | The reference field contains a value that has not been defined.   | Y     | Reference [#] does not exist.                |       |
| Reference 1 & Reference 2 | The reference field contains a reference value that is not selected for use in data entry.                    | Y     | Reference [#] may not be used in data entry. |       |

**PO Voucher Vendor Labor Input File**

| Column                   | Error Condition   | Fatal | Message  | Notes |
|--------------------------|---|-------|--|-------|
| Invoice ID               | Does not match <b>Invoice ID</b> of last header input record processed.           | Y     | The vendor labor's input file record's invoice number does not match the invoice number of the last header record processed. |       |
| Invoice ID / Line Number | Does not match <b>Invoice ID/Line No</b> of last line input record processed.     | Y     | The vendor labor's input file record's invoice and line number does not match the last line record processed.                |       |
| Subline Number           | Number must be sequential (starting with 1) or not sequential (beginning with 1). | Y     | The Vendor Subline Number field in the Input File is not sequential, starting with the                                       |       |

| Column                   | Error Condition   | Fatal | Message  | Notes                        |
|--------------------------|---|-------|--|------------------------------|
|                          |   |       | number "1," for each unique Invoice and Invoice Line Number.   |                              |
| GLC                      | <b>GLC</b> is not blank, but it does not exist in GENL_LAB_CAT for your company.  | Y     | Invalid General Labor Category Code.   |                              |
| GLC & Vendor Employee ID | Input file row does not have either a <b>GLC</b> or <b>Vendor Employee ID</b> .   | Y     | GLC or Vendor Employee ID is required.   |                              |
| GLC & Vendor Employee ID | Input file row has no <b>GLC</b> . It has a <b>Vendor Employee ID</b> , but there is no matching row in VEND_EMPL, or else a row exists in VEND_EMPL but without a value in VEND_EMPL.DF_GENL_LAB_CAT_CD. | Y     | A default Vendor Employee GLC does not exist for the vendor employee associated with this PO voucher line. |                              |
| PLC                      | Not null and does not exist in Billing Labor Category table.  | Y     | The PLC does not exist in the Billing Labor Category table.  | Validate for user's company. |
| PLC                      | Not null, but no project on the PO line (PO_LN_ACCT).   | Y     | A PLC was entered, but no Project is on the PO line.   |                              |
| PLC                      | Null, but project exists on the PO line (PO_LN_ACCT).   | Y     | A Project is referenced on the PO line, but a PLC was not entered.   |                              |

| Column              | Error Condition   | Fatal | Message  | Notes                        |
|---------------------|---|-------|--|------------------------------|
| PLC                 | <b>PLC</b> is not null, but <b>Proj/PLC</b> combination does not exist.   | Y     | The Project/PLC combination does not exist.  |                              |
| PLC                 | Project Workforce is required on <b>Project</b> , but <b>Proj/PLC/Vendor</b> combination does not exist.  | Y     | The work force project/Vendor/PLC combination does not exist.                                      |                              |
| PLC                 | More than one PO line account row exists for the selected PO line. Costpoint displays an error if there are multiple account distribution rows, whether the <b>PLC</b> is entered or not. | Y     | More than one P/A/O combination exists for this PO line.   |                              |
| Vendor/<br>Employee | <b>PO Vendor</b> and <b>Employee</b> do not exist in the Vendor Employee (VEND_EMPL) table.   | Y     | The combination of the Vendor and the Vendor Employee does not exist in the Vendor Employee table. | Validate for user's company. |
| Vendor Amount       | Not numeric.  | Y     | The Vendor Amount field is not numeric.  |                              |
| Vendor Hours        | Not numeric.  | Y     | The Vendor Hours field is not numeric.   |                              |
| Vendor Amount       | <b>Sales Tax Included in Vendor Labor Amounts</b> check box is selected; derived value of VCHR_LN.TAXABLE_FL = Y with VCHR_LN.S_SALES_TAX_CD = S; and the sum of                          | Y     | The sum of the Vendor Labor Amounts does not equal the invoice extended cost amount.               |                              |

| Column                    | Error Condition  | Fatal | Message  | Notes |
|---------------------------|--|-------|--|-------|
|                           | the vendor labor file rows' <b>Vendor Amount</b> is NOT equal to the associated voucher line row's extended cost (that is, VCHR_LAB_VEN.D.TRN_VEND_AMT is not equal to VCHR_LN.TRN_EXT_CST_AMT).                         |       |  |       |
| Transaction/ Pay Currency | Voucher header has a CIS code, but <b>Transaction</b> and/or <b>Pay Currency</b> is not <b>GBP</b> .   | Y     | Transaction and Pay Currencies must be GBP if a CIS code exists in the voucher header.   |       |
| Check Amount              | The <b>Check Amount</b> in the Payment Info subtask is not equal to the sum of all voucher lines' voucher line net amount processed in the batch.  | Y     | Check Amount (XXXXXX) is not equal to the Total Vouchered Net Amount for all the voucher lines processed in this batch (XXXXXX). |       |
| Check Number              | The input file has multiple vouchers, and not all vouchers are associated with the same <b>Pay Vendor</b> . The <b>Check Number</b> field on the Payment Info subtask is populated, but no <b>Pay Vendor</b> is entered. | Y     | If Check Number is entered on the input screen, all vouchers processed must be associated with the same Pay Vendor.              |       |
| Check Number              | The <b>Pay Vendor</b> is entered in the  | N     | Warning: The Pay Vendor information  |       |

| Column        | Error Condition  | Fatal | Message   | Notes |
|---------------|--|-------|---|-------|
|               | Payment Info subtask.  |       | entered applies to all the vouchers processed in this batch.  |       |
| Check Number  | The <b>Check Number</b> is entered in the Payment Info subtask.  | N     | Warning: The Check information entered applies to all the vouchers processed in this batch.   |       |
| PO ID/Release | On the Manage Vendor screen, the <b>On Hold</b> or <b>Inactive</b> option is selected in the <b>Pay Vendor</b> group box.  | Y     | WARNING: This pay vendor has a status of inactive on the Manage Vendors screen.   |       |
| PO ID/Release | The PO Vendor does not allow edits to the Pay Vendor on PO vouchers (the <b>Allow Different Pay Vendor</b> check box is not selected on the Configure Vendor Settings screen), and the <b>Pay Vendor</b> on the Payment Info subtask is different from the pay vendor associated with the PO vendor. | Y     | The Pay Vendor entered in the input screen is different from that associated with the PO Vendor, which has been set up to not allow changes to the associated Pay Vendor. |       |
| PO ID/Release | On the Manage Vendors screen, the <b>On Hold</b> or <b>Inactive</b> option is selected in the <b>Pay Vendor</b> group box.   | N     | WARNING: This PO vendor has a status of inactive on the Manage Vendors screen.  |       |

| Column              | Error Condition   | Fatal | Message  | Notes |
|---------------------|---|-------|--|-------|
| Vendor              | Vendor approvals are required in Configure Accounts Payable Settings and the PO vendor has an approval status of <b>Not Approved</b> or <b>Pending</b> (VEND.VEND_A PPRVL_CD = N or P). | Y     | The vendor on the PO voucher must be approved. |       |
| Effective Bill Date | Value is not blank, but it is not a valid date in YYYY-MM-DD format.  | Y     | Effective Billing Date is invalid.             |       |

## Detailed Table Specifications

This topic lists the Costpoint data elements that are affected by the PO Voucher preprocessor. Each section lists the Costpoint columns and source of data for each table.

### Voucher Header (VCHR\_HDR)

| Costpoint Column | Source Table | Source Column | Other Default or Processing Logic   |
|------------------|--------------|---------------|---|
| ANTIC_PAY_DT     |              |               |   |
| APPRVD_FL        |              |               | See the 'Approval Status' section in Processing Details for more information.                   |
| APPRVL_DTT       |              |               | If the approved flag is set to <b>Y</b> , set to Costpoint date/time.                           |
| APPRVR_USER_ID   |              |               | If the approved flag is set to <b>Y</b> , set to the user ID executing the process.             |
| AP_ACCTS_KEY     | VEND         | AP_ACCTS_KEY  | If available, use value from <b>Payment</b> block on the Import Purchase Order Vouchers screen. |
| AP_ACCT_ID       |              |               | Derived from AP_ACCTS_KEY.  |
| AP_ORG_ID        |              |               | Derived from AP_ACCTS_KEY.  |
| AP_REF1_ID       |              |               | Derived from AP_ACCTS_KEY.  |
| AP_REF2_ID       |              |               | Derived from AP_ACCTS_KEY.  |

| Costpoint Column | Source Table      | Source Column  | Other Default or Processing Logic  |
|------------------|-------------------|----------------|--|
| AUTO_CREATE_FL   |                   |                | Load <b>Y</b> .  |
| BATCH_ID         |                   |                | Load null.   |
| CASH_ACCTS_KEY   | VEND              | CASH_ACCTS_KEY | Use PAY_VEND_ID. If available, use value from <b>Payment</b> block on the main screen.                         |
| CASH_ACCT_ID     |                   |                | Derived from CASH_ACCTS_KEY.   |
| CASH_ORG_ID      |                   |                | Derived from CASH_ACCTS_KEY.   |
| CASH_REF1_ID     |                   |                | Derived from CASH_ACCTS_KEY.   |
| CASH_REF2_ID     |                   |                | Derived from CASH_ACCTS_KEY.   |
| CHK_AMT          |                   |                | Calculate sum of all voucher line net amounts (VCHR_LN.NET_AMT) for this voucher. If not available, load null. |
| CHK_DT           |                   |                | If available, use value from <b>Payment</b> block on the main screen. Otherwise, load null.                    |
| CHK_FY_CD        |                   |                | If available, use value from <b>Payment</b> block on the main screen. Otherwise, load null.                    |
| CHK_NO           |                   |                | If available, use value from <b>Payment</b> block on the main screen. Otherwise, load <b>0</b> .               |
| CHK_PD_NO        |                   |                | If available, use value from <b>Payment</b> block on the main screen. Otherwise, load null.                    |
| CHK_SUB_PD_NO    |                   |                | If available, use value from <b>Payment</b> block on the main screen. Otherwise, load null.                    |
| CIS_CD           | PO_HDR            | CIS_CD         |  |
| COMPANY_ID       | PO_HDR            | COMPANY_ID     |  |
| CST_AMT          |                   |                | Load <b>0</b> .  |
| DFLT_PS_ID       | Header input file | Packing Slip   | If not in input file, load space.  |
| DFLT_RECPT_ID    | Header input file | Receipt ID     | If not in input file, load null.   |
| DFLT_WHSE_ID     | Header input file | Warehouse      | If not in input file, load null.   |
| DISCR_CALC_DT    |                   |                | Load Costpoint date/time.  |
| DISC_AMT         |                   |                | Use standard PO voucher logic.   |
| DISC_DT          |                   |                | Use standard PO voucher logic.   |

| Costpoint Column  | Source Table      | Source Column  | Other Default or Processing Logic   |
|-------------------|-------------------|----------------|---|
| DISC_PCT_RT       |                   |                | Use standard PO voucher logic.  |
| DISC_TAKEN_AMT    |                   |                | Load <b>0</b> .   |
| DM_FL             | Header input file | Debit Memo     | If not in input file, load <b>N</b> .   |
| DM_PRNTD_FL       |                   |                | Load <b>N</b> .   |
| DOC_LOCATION      |                   |                | Load null.  |
| DUE_AMT           |                   |                | Use standard PO voucher logic.  |
| DUE_DT            |                   |                | Use standard PO voucher logic.  |
| END_FY_CD         |                   |                | Load null.  |
| END_PD_NO         |                   |                | Load null.  |
| END_SUB_PD_NO     |                   |                | Load null.  |
| ENTR_DTT          |                   |                | Load system date/time.  |
| ENTR_USER_ID      |                   |                | Load process user ID.   |
| EUR_TO_FUNC_RT    | PO_HDR            | EUR_TO_FUNC_RT |   |
| EUR_TO_PAY_RT     |                   |                | Load <b>1</b> .   |
| EXT_PO_ID         |                   |                | Load one space.   |
| EXT_PO_RLSE_NO    |                   |                | Load null.  |
| FUNC_TO_EUR_RT    |                   |                | Load <b>1</b> .   |
| FUNC_TO_EUR_RT_FL |                   |                | Load <b>N</b> .   |
| FY_CD             | Header input file | Fiscal Year    | If not in input file, use the default <b>Fiscal Year</b> entered on the screen.<br>If no default <b>Fiscal Year</b> was entered, derive from INVC_DT. |
| HOLD_VCHR_FL      |                   |                | Set the VCHR_HDR.HOLD_VCHR_FL = N if the Vendor's HOLD_PMT_FL = N.  |
| INVC_AMT          | VCHR_HDR          | TRN_INVC_AMT   | Convert to functional currency.   |
| INVC_DT           | Header input file | Invoice Date   |   |

| Costpoint Column   | Source Table      | Source Column    | Other Default or Processing Logic  |
|--------------------|-------------------|------------------|--|
| INVC_ID            | Header input file | Invoice ID       |  |
| INVC_POP_DT        |                   |                  | Load null.   |
| JNT_PAY_VEND_NAME  |                   |                  | Load null.   |
| LST_VCHR_FY_CD     |                   |                  | Load null.   |
| LST_VCHR_PD_NO     |                   |                  | Load null.   |
| LST_VCHR_SUB_PD_NO |                   |                  | Load null.   |
| MODIFIED_BY        |                   |                  | Load the process user ID.  |
| NOTES              | Header input file | Header Notes     | If not in input file, load one space.  |
| OVR_BUD_FL         |                   |                  | Load <b>N</b> .  |
| PAY_ADDR_DC        | VEND_ADDR         | ADDR_DC          | See the 'Pay Vendor and Payment Address' section in Processing Details for more information.   |
| PAY_VEND_ID        | VEND              | AP_CHK_VEND_ID   | Use PO_HDR.VEND_ID. If available, use value from <b>Payment</b> block on the main screen. See the 'Pay Vendor and Payment Address' section in Processing Details for more information. |
| PAY_WHEN_PAID_FL   | VEND              | PAY_WHEN_PAID_FL | Use PO_HDR.VEND_ID.  |
| PAYWPD_AMT         |                   |                  | Load <b>0</b> .  |
| PAY_CRNCY_CD       | PO_HDR            | TRN_CRNCY_CD     |  |
| PAY_CRNCY_DT       | PO_HDR            | TRN_CRNCY_DT     |  |
| PAY_FREEZE_RT_FL   | PO_HDR            | TRN_FREEZE_RT_FL |  |
| PD_NO              | Header input file | Period           | If not in input file, use the default <b>Period</b> entered on the screen.<br>If no default <b>Period</b> was entered, derive from INVC_DT.  |
| PO_ID              | Header input file | PO Number        |  |

| Costpoint Column       | Source Table      | Source Column        | Other Default or Processing Logic   |
|------------------------|-------------------|----------------------|---|
| PO_RLSE_NO             | Header input file | PO Release           |   |
| POST_SEQ_NO            |                   |                      | Load null.  |
| POSTED_AP_FL           |                   |                      | Load <b>N</b> .   |
| PRINT_NOTE_FL          |                   |                      | Load <b>N</b> .   |
| RATE_GRP_ID            | PO_HDR            | RATE_GRP_ID          |   |
| RECUR_FL               |                   |                      | Load <b>N</b> .   |
| RECUR_PAR_VC<br>HR_KEY |                   |                      | Load null.  |
| RECUR_PAR_VC<br>HR_NO  |                   |                      | Load <b>0</b> .   |
| RECUR_TMPLT_<br>FL     |                   |                      | Load <b>N</b> .   |
| RECUR_VCHR_<br>DC      |                   |                      | Load null.  |
| ROWVERSION             |                   |                      | Load <b>0</b> .   |
| RTN_NT                 |                   |                      | Load one space.   |
| RTN_RT                 | Header input file | Retainage Percentage | Load <b>0</b> if <b>Retainage Percent</b> is null/space.  |
| RVRS_VCHR_FL           |                   |                      | Load <b>N</b> .   |
| SALES_TAX_AM<br>T      |                   |                      | Calculate the sum of voucher line sales tax amounts (VCHR_LN.SALES_TAX_AMT).  |
| SALES_TAX_CD           |                   |                      | Load null.  |
| SEP_CHK_FL             |                   |                      | Load <b>N</b> .   |
| SHIP_AMT               |                   |                      | Load <b>0</b> .   |
| START_FY_CD            |                   |                      | Load null.  |
| START_PD_NO            |                   |                      | Load null.  |
| START_SUB_PD<br>_NO    |                   |                      | Load null.  |
| SUB_PD_NO              | Header input file | Subperiod            | If not in input file, use the default <b>Subperiod</b> entered on the screen.<br>If no default <b>Subperiod</b> was entered, derive from INVC_DT. |
| S_INV_CTYPE            |                   |                      | Load <b>N</b> .   |
| S_JNL_CD               |                   |                      | APV   |

| Costpoint Column   | Source Table      | Source Column      | Other Default or Processing Logic   |
|--------------------|-------------------|--------------------|---|
| S_PO_DISCR_CD      | VCHR_HDR          | S_PO_DISCR_CD      |   |
| S_RECPT_DISCR_CD   |                   |                    | See the 'Receipt Discrepancy Processing' section in Processing Details for more information.                              |
| S_SALES_TAX_SRC_CD | VCHR_SETTINGS     | DF_PO_S_TAX_SRC_CD |   |
| S_STATUS_CD        |                   |                    | Load <b>N</b> .   |
| S_SUBCTR_PAY_CD    |                   |                    | Load <b>N</b> .   |
| S_TAXABLE_CD       |                   |                    | Load <b>S</b> .   |
| S_VCHR_TYPE        |                   |                    | Load <b>P</b> .   |
| TAXABLE_FL         |                   |                    | Load <b>N</b> .   |
| TERMS_DC           | PO_HDR            | TERMS_DC           | If null, use pay vendor's VEND.TERMS_DC. See the 'Terms Calculations' section in Processing Details for more information. |
| TIME_STAMP         |                   |                    | Load system date/time.  |
| TRN_CRNCY_CD       | PO_HDR            | TRN_CRNCY_CD       |   |
| TRN_CRNCY_DT       | PO_HDR            | TRN_CRNCY_DT       |   |
| TRN_CST_AMT        |                   |                    | Load <b>0</b> .   |
| TRN_DISC_AMT       |                   |                    | Use standard PO voucher logic in transaction currency.  |
| TRN_DUE_AMT        |                   |                    | Use standard PO voucher logic in transaction currency.  |
| TRN_FREEZE_RT_FL   | PO_HDR            | TRN_FREEZE_RT_FL   |   |
| TRN_INVC_AMT       | Header input file | Invoice Amount     |   |
| TRN_SALES_TAX_AMT  |                   |                    | Calculate the sum of voucher line sales tax amounts (VCHR_LN.TRN_SALES_TAX_AMT).  |
| TRN_SHIP_AMT       |                   |                    | Load <b>0</b> .   |
| TRN_TO_EUR_RT      | PO_HDR            | TRN_TO_EUR_RT      |   |

| Costpoint Column | Source Table      | Source Column    | Other Default or Processing Logic   |
|------------------|-------------------|------------------|---|
| TRN_TO_EUR_RT_FL | PO_HDR            | TRN_TO_EUR_RT_FL |   |
| TRN_USE_TAX_AMT  |                   |                  | Load <b>0</b> .   |
| USE_TAX_AMT      |                   |                  | Load <b>0</b> .   |
| VAT_TAX_DT       |                   |                  | Load null.  |
| VAT_TAX_ID       |                   |                  | Load null.  |
| VCHR_KEY         |                   |                  | SEQ_GENERATOR determines the next VCHR_KEY.   |
| VCHR_NO          | Header input file | Voucher Number   | If not in input file, use <b>Starting Voucher Number</b> on input screen to assign voucher numbers in sequence. If that field is not populated, use auto-numbering for vouchers, if enabled. See the 'Voucher Number' section in Processing Details for more information. |
| VEND_ID          | VEND              | AP_CHK_VEND_ID   | Refer to <b>PO Vendor</b> in Processing Details.  |

**Voucher Line (VCHR\_LN)**

| Costpoint Column   | Source Table | Source Column | Other Default or Processing Logic  |
|--------------------|--------------|---------------|--|
| CIS_RPT_FL         |              |               | If PO_HDR.CIS_CD is not null, load <b>Y</b> . Otherwise, load <b>N</b> .                       |
| CIS_WH_FL          | PO_LN        | CIS_WH_FL     |  |
| DISCR_QTY_RT       |              |               | See the 'Processing Voucher Discrepancies' section in Processing Details for more information. |
| DISCR_TOT_AMT      |              |               | See the 'Processing Voucher Discrepancies' section in Processing Details for more information. |
| DISCR_UNIT_PRC_AMT |              |               | See the 'Processing Voucher Discrepancies' section in Processing Details for more information. |
| DISCR_UNIT_PRC_RT  |              |               | See the 'Processing Voucher Discrepancies' section in Processing Details for more information. |

| Costpoint Column   | Source Table      | Source Column    | Other Default or Processing Logic   |
|--------------------|-------------------|------------------|---|
| DISC_AMT           |                   |                  | Calculate VCHR_HDR.DISC_PCT_RT * TOT_BEF_DISC_AMT.  |
| EXT_CST_AMT        | VCHR_LN           | TRN_EXT_CST_AMT  | Convert to functional currency.   |
| LN_CHG_CST_AMT     |                   |                  | Load <b>0</b> .   |
| LN_CHG_TAX_AMT     |                   |                  | Load <b>0</b> .   |
| LN_CHG_USE_TAX_AMT |                   |                  | Load <b>0</b> .   |
| MISC_LN_CHG_TYPE   | PO_LN             | MISC_LN_CHG_TYPE |   |
| MODIFIED_BY        |                   |                  | Load the process user ID.   |
| NET_AMT            |                   |                  | TOT_BEF_DISC_AMT - DISC_AMT.  |
| NOTES              | Line input file   | Line Notes       | If not in input file, load one space.   |
| PO_ID              | Header input file | PO Number        |   |
| PO_LN_KEY          | PO_LN             | PO_LN_KEY        | Look up using PO, Release, Line Number. If no PO line number is on line input file, leave null.   |
| PO_LN_NO           | Line input file   | PO Line Number   |   |
| PO_RLSE_NO         | Header input file | PO Release       |   |
| QTY                | Line input file   | Invoice Quantity | If not in input file, load <b>0</b> .   |
| RECOVERY_AMT       |                   |                  | Load <b>0</b> .   |
| RECOVERY_RT        |                   |                  | Load <b>0</b> .   |
| RMA_NO_ID          |                   |                  | Load one space.   |
| ROWVERSION         |                   |                  | Load <b>0</b> .   |
| S_PO_LN_TYPE       | PO_LN             | S_PO_LN_TYPE     | If no PO line number is entered, load <b>M</b> .  |
| S_TAXABLE_CD       | Line input file   | Taxable Code     | If not in input file, load <b>S</b> if the voucher line is taxable. See the 'Sales/VAT Tax' section in Processing Details for more information. |

| Costpoint Column     | Source Table    | Source Column             | Other Default or Processing Logic  |
|----------------------|-----------------|---------------------------|--|
| SALES_TAX_AMT        | VCHR_LN         | TRN_SALES_TAX_AMT         | Convert to functional currency.  |
| SALES_TAX_CD         |                 |                           |  |
| SALES_TAX_NT         |                 |                           | Load one space.  |
| TAXABLE_FL           | Line input file | Derived from Taxable Code | If <b>Taxable Code</b> in the input file is <b>S</b> or <b>U</b> , load <b>Y</b> . If it is <b>N</b> , load <b>N</b> .<br>If <b>Taxable Code</b> in the input file is blank, see the 'Sales/VAT Tax' section in Processing Details for more information. |
| TIME_STAMP           |                 |                           | Load system date/time.   |
| TOT_BEF_DISC_AMT     |                 |                           | Calculate EXT_CST_AMT + LN_CHG_CST_AMT + SALES_TAX_AMT + LN_CHG_TAX_AMT.   |
| TRN_DISCR_TO T_AMT   |                 |                           |  |
| TRN_DISCR_UNIT_AMT   |                 |                           |  |
| TRN_DISC_AMT         |                 |                           | Calculate VCHR_HDR.DISC_PCT_RT * TRN_TOT_BEF_DC_AMT.   |
| TRN_EXT_CST_AMT      | Line input file | Extended Cost             | See the 'Extended Cost Amount' section in Processing Details for more information.   |
| TRN_LN_CHG_CST_AMT   |                 |                           | Load <b>0</b> .  |
| TRN_LN_CHG_TAX_AMT   |                 |                           | Load <b>0</b> .  |
| TRN_LN_CHG_USAGE_AMT |                 |                           | Load <b>0</b> .  |
| TRN_NET_AMT          |                 |                           | Calculate TRN_TOT_BEF_DC_AMT - TRN_DISC_AMT.   |
| TRN_RECOVER_Y_AMT    |                 |                           | Load <b>0</b> .  |
| TRN_SALES_TAX_AMT    | Line input file | Tax Amount                | If S_TAXABLE_CD= <b>S</b> , use amount from the input file. If not in input file, or if no input file is used, calculate using the tax rate from the PO (PO_LN.SALES_TAX_RT * TRN_TOT_BEF_DC_AMT).<br>If S_TAXABLE_CD is not <b>S</b> , load <b>0</b> .  |

| Costpoint Column   | Source Table    | Source Column    | Other Default or Processing Logic  |
|--------------------|-----------------|------------------|--|
| TRN_TOT_BEF_DC_AMT |                 |                  | Calculate TRN_EXT_CST_AMT + TRN_LN_CHG_CST_AMT + TRN_SALES_TAX_AMT + TRN_LN_CHG_TAX_AMT.   |
| TRN_UNIT_CST_AMT   | Line input file | Unit Cost        | Use PO_LN. TRN_NET_UN CST_ AMT if not loaded in input file.  |
| TRN_USE_TAX_AMT    | Line input file | Tax Amount       | If S_TAXABLE_CD=U, use amount from the input file. If not in input file, or if no input file is used, calculate using the tax rate from the PO (PO_LN.SALES_TAX_RT * TRN_TOT_BEF_DC_AMT).<br>If S_TAXABLE_CD is not U, load 0. |
| UM_CD              | PO_LN           | PO_LN_UM_CD      |  |
| UNIT_CST_AMT       | VCHR_LN         | TRN_UNIT_CST_AMT | Convert to functional currency.  |
| USE_TAX_AMT        | VCHR_LN         | TRN_USE_TAX_A MT | Convert to functional currency.  |
| VAT_SUPPLY_D C     |                 |                  | Load null.   |
| VAT_SUPPLY_DT      |                 |                  | Load null.   |
| VCHR_KEY           | VCHR_HD R       | VCHR_KEY         |  |
| VCHR_LN_DESC       | PO_LN           | PO_LN_DESC       | Load from LN_CHG_TYPE.LN_CHG_DESC if no line number is given.  |
| VCHR_LN_KEY        |                 |                  | SEQ_GENERATOR determines the next VCHR_LN_KEY.   |
| VCHR_LN_NO         | Line input file | Invoice Line No  |  |

**Voucher Line Account (VCHR\_LN\_ACCT)**

| Costpoint Column | Source Table            | Source Column | Other Default or Processing Logic   |
|------------------|-------------------------|---------------|---|
| ACCT_ID          | Line Account input file | Account       | This data is taken from the voucher line account input file.<br>If the voucher line account input file is not available, this data is taken from the voucher line input file. |

| Costpoint Column  | Source Table            | Source Column        | Other Default or Processing Logic  |
|-------------------|-------------------------|----------------------|--|
|                   |                         |                      | If the voucher line input file is not available, this data is taken from the PO_LN_ACCT.ACCT_ID table.<br>If PO line number is null or zero, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.                      |
| AP_1099_FL        |                         |                      | See the '1099 Flag and Type' section in Processing Details for more information.   |
| CST_AMT           |                         |                      | Load <b>0</b> .  |
| CST_AMT_PCT_RT    | Line Account input file | Amount or Allocation | Calculate input file <b>Amount</b> / VCHR_LN.TOT_BEF_DISC_AMT.<br>If <b>Amount</b> is not available in the input file, use <b>Allocation</b> (without calculation).<br>If no input file is used, use PO_LN_ACCT.CST_AMT_PCT_RT.<br>If PO line number is null, use <b>1</b> . |
| DISC_AMT          |                         |                      | Calculate VCHR_LN_ACCT.TOT_BEF_DISC_AMT * VCHR_HDR.DISC_PCT_RT.  |
| FA_TMPLT_ID       |                         |                      | Load null.   |
| FA_TMPLT_KEY      |                         |                      | Load null.   |
| FA_TMPLT_RVS N_ID |                         |                      | Load null.   |
| LN_CHG_CST_A MT   |                         |                      | Load <b>0</b> .  |
| MODIFIED_BY       |                         |                      | Load the process user ID.  |
| NET_AMT           |                         |                      | Calculate VCHR_LN_ACCT.TOT_BEF_DISC_AMT - DISC_AMT.  |
| ORG_ABBRV_C D     |                         |                      | If the Line Account input file is used, load ORG.ORG_ABBRV_CD associated with ORG_ID.<br>Otherwise, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.   |
| ORG_ID            | Line Account input file | Organization         | If no Line Account input file is used, see the 'Processing Details for Voucher Line  |

| Costpoint Column   | Source Table                               | Source Column | Other Default or Processing Logic  |
|--------------------|--|---------------|--|
|                    |  |               | Accounts' section in Processing Details for more information.  |
| PROJ_ABBRV_CD      |  |               | If the Line Account input file is used, load PROJ.PROJ_ABBRV_CD associated with PROJ_ID.<br>Otherwise, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.  |
| PROJ_ACCT_ABBRV_CD |  |               | Load null.   |
| PROJ_ID            | Line Account input file                    | Project       | If no Line Account input file is used, see the 'Processing Details for Voucher Line Accounts' section in Processing Details for more information.  |
| RECOVERY_AMT       |  |               | Load <b>0</b> .  |
| REF1_ID            | Line Account input file or Line input file | Reference 1   | If not available in Line Account input file, load from Line input file.<br>If not in input file, or if no input file is used, load PO_LN_ACCT.REF_STRUC_1_ID.  |
| REF2_ID            | Line Account input file or Line input file | Reference 2   | If not available in Line Account input file, load from Line input file.<br>If not in input file, or if no input file is used, load PO_LN_ACCT.REF_STRUC_2_ID.  |
| ROWVERSION         |  |               | Load <b>0</b> .  |
| S_AP_1099_TYPE_CD  |  |               |  |
| S_TAXABLE_CD       | Line input file                            | Taxable Code  | If not in input file, load <b>S</b> if the voucher line is taxable. See the 'Sales/VAT Tax' section in Processing Details for more information.  |
| SALES_TAX_AMT      |  |               | If an input file is used and S_TAXABLE_CD= <b>S</b> , calculate PO_LN.SALES_TAX_RT * TOT_BEF_DISC_AMT.<br>If S_TAXABLE_CD is not <b>S</b> , load <b>0</b> .<br>If no input file is used, see the 'Sales/VAT Tax' section in Processing Details for more information. |

| Costpoint Column   | Source Table    | Source Column             | Other Default or Processing Logic  |
|--------------------|-----------------|---------------------------|--|
| TAXABLE_FL         | Line input file | Derived from Taxable Code | If <b>Taxable Code</b> in the input file is <b>S</b> or <b>U</b> , load <b>Y</b> . If it is <b>N</b> , load <b>N</b> .<br>If <b>Taxable Code</b> in the input file is blank, see the 'Sales/VAT Tax' section in Processing Details for more information.                         |
| TIME_STAMP         |                 |                           | Load system date/time.   |
| TOT_BEF_DISC_AMT   |                 |                           | Calculate $CST\_AMT\_PCT\_RT * VCHR\_LN.TOT\_BEF\_DISC\_AMT$ .   |
| TRN_CST_AMT        |                 |                           | Load <b>0</b> .  |
| TRN_DISC_AMT       |                 |                           | Calculate $TRN\_TOT\_BEF\_DC\_AMT * VCHR\_HDR.DISC\_PCT\_RT$ .   |
| TRN_LN_CHG_CST_AMT |                 |                           | Load <b>0</b> .  |
| TRN_NET_AMT        |                 |                           | Calculate $TRN\_TOT\_BEF\_DC\_AMT - TRN\_DISC\_AMT$ .  |
| TRN_RECOVER_Y_AMT  |                 |                           | Load <b>0</b> .  |
| TRN_SALES_TAX_AMT  |                 |                           | If an input file is used and $S\_TAXABLE\_CD=S$ , calculate $PO\_LN.SALES\_TAX\_RT * TRN\_TOT\_BEF\_DC\_AMT$ .<br>If $S\_TAXABLE\_CD$ is not <b>S</b> , load <b>0</b> .<br>If no input file is used, see the 'Sales/VAT Tax' section in Processing Details for more information. |
| TRN_TOT_BEF_DC_AMT |                 |                           | Calculate $CST\_AMT\_PCT\_RT * VCHR\_LN.TRN\_TOT\_BEF\_DC\_AMT$ .  |
| TRN_USE_TAX_AMT    |                 |                           | If an input file is used and $S\_TAXABLE\_CD=U$ , calculate $PO\_LN.SALES\_TAX\_RT * TRN\_TOT\_BEF\_DC\_AMT$ .<br>Otherwise, load <b>0</b> .   |
| USE_TAX_AMT        |                 |                           | If an input file is used and $S\_TAXABLE\_CD=U$ , calculate $PO\_LN.SALES\_TAX\_RT * TOT\_BEF\_DISC\_AMT$ .<br>Otherwise, load <b>0</b> .  |
| VCHR_KEY           | VCHR_LN         | VCHR_KEY                  |  |

| Costpoint Column | Source Table | Source Column | Other Default or Processing Logic                   |
|------------------|--------------|---------------|---|
| VCHR_LN_ACCT_KEY |              |               | SEQ_GENERATOR determines the next VCHR_LN_ACCT_KEY. |
| VCHR_LN_KEY      | VCHR_LN      | VCHR_LN_KEY   |   |

### Voucher Line Receipt Line (VCHR\_LN\_RECPT\_LN)

When a voucher line is saved, the preprocessor creates a new VCHR\_LN\_RECPT\_LN record for any voucher lines saved against a PO line that requires 3-way individual matching.

| Costpoint Column | Source Table | Source Column | Other Default or Processing Logic |
|------------------|--------------|---------------|-----------------------------------|
| MODIFIED_BY      |              |               | Load the process user ID.         |
| PO_LN_KEY        | RECPT_LN     | PO_LN_KEY     |                                   |
| RECPT_KEY        | RECPT_LN     | RECPT_KEY     |                                   |
| ROWVERSION       |              |               | Load <b>0</b> .                   |
| TIME_STAMP       |              |               | Load system date/time.            |
| VCHR_KEY         | VCHR_LN      | VCHR_KEY      |                                   |
| VCHR_LN_KEY      | VCHR_LN      | VCHR_LN_KEY   |                                   |
| VCHRD_QTY        | VCHR_LN      | QTY           |                                   |

### Voucher Vendor Labor (VCHR\_LAB\_VEND)

| Costpoint Column | Source Table               | Source Column          | Other Default or Processing Logic  |
|------------------|----------------------------|------------------------|--|
| BILL_LAB_CAT_CD  | Vendor Labor input file    | Project Labor Category | See the 'Project Labor Category' section in Processing Details for more information.   |
| EFFECT_BILL_DT   | Vendor Labor input file    | Effective Bill Date    | If not in input file, load subperiod end date of the FY/PD/SPD in the Voucher Header.  |
| GENL_LAB_CAT_CD  | Vendor Labor input file    | General Labor Category | If not in input file, load the VEND_EMPL.DF_GENL_LAB_CAT_CD from row with VEND_ID corresponding to the vendor on the voucher PO. |
| LAST_VCHRD_DT    | VCHR_HDR (used with PO_LN) | ENTR_DTT               | Load date only. Update for new voucher created for a PO line.  |

| Costpoint Column | Source Table            | Source Column               | Other Default or Processing Logic   |
|------------------|-------------------------|-----------------------------|---|
| MODIFIED_BY      |                         |                             | Load the process user ID.   |
| RECOVERY_AMT     |                         |                             | Load <b>0</b> .   |
| ROWVERSION       |                         |                             | Load <b>0</b> .   |
| SUB_LN_NO        | Vendor Labor input file | Vendor Labor Subline Number |   |
| TIME_STAMP       |                         |                             | Load system date/time.  |
| TRN_RECOVERY_AMT |                         |                             | Load <b>0</b> .   |
| TRN_VEND_AMT     | Vendor Labor input file | Vendor Amount               | If screen option <b>Sales Tax Included in Vendor Labor Amounts</b> is selected, and VCHR_LN.S_SALES_TAX_CD= <b>S</b> , calculate input file <b>Vendor Amount</b> / (1 + PO_LN.SALES_TAX_RT).<br>Otherwise, use input file <b>Vendor Amount</b> without the calculation. |
| VCHR_KEY         | VCHR_LN                 | VCHR_KEY                    |   |
| VCHR_LN_KEY      | VCHR_LN                 | VCHR_LN_KEY                 |   |
| VCHR_LN_VEND_KEY |                         |                             | SEQ_GENERATOR determines the next VCHR_LN_VEND_KEY.   |
| VEND_AMT         | VCHR_LAB_VEND           | TRN_VEND_AMT                | Convert to functional currency.   |
| VEND_EMPL_ID     | Vendor Labor input file | Vendor Empl ID              | If not in input file, use null. See the 'Vendor Employee ID' section in Processing Details for more information.  |
| VEND_HRS         | Vendor Labor input file | Vendor Hours                |   |

## Additional Information About the Import PO Vouchers Screen

Use this section to view supplementary information for the Import Purchase Order Vouchers screen.

### Multicompany

If you selected the **Separate Items by Company** check box on the Corporate Settings block of the Configure Product Definition Settings screen, Costpoint filters field validations by the user's company ID. The company ID of the user executing the process triggers the validation of all company tables. When you save a new purchase order voucher record in Costpoint, it is automatically assigned the user's company ID and search parameters. All company-related

tables and lookup-related valid values (or search parameters in **Find** or **Query**) are validated using the user's company ID. Uploads can be processed for only one company at a time (the user's company).

- Account Entry Rules (ACCT\_ENTRY\_RULES)
- Account Group Setup (ACCT\_GRP\_SETUP)
- Billing Labor Category (BILL\_LAB\_CAT)
- Default Accounts Payable Accounts (DFLT\_AP\_ACCTS)
- Default Cash Accounts (DFLT\_CASH\_ACCTS)
- Employee (EMPL)
- General Labor Category (GLC) (GENL\_LAB\_CAT)
- Inventory Abbreviation Code (INVT\_ABBRV\_CD)
- Line Charge Type (LN\_CHG\_TYPE)
- Organization (ORG)
- Purchase Order Header (PO\_HDR)
- Project (PROJ)
- Project Billing Info (PROJ\_BILL\_INFO)
- Receiving Settings (RECV\_SETTINGS)
- Reference Structure (REF\_STRUC)
- Reason Code (RSN\_CD)
- SUB\_PD\_JNL\_STATUS
- Sales Tax (SALES\_TAX)
- Voucher Approval User (VCHR\_APPRVR\_USER)
- Voucher Header (VCHR\_HDR)
- Voucher Settings (VCHR\_SETTINGS)
- Vendor (VEND)
- Vendor Address (VEND\_ADDR)
- Vendor Employee (VEND\_EMPL)
- Vendor Settings (VEND\_SETTINGS)
- Warehouse (WHSE)

### **Multicurrency**

When you use multicurrency data, all amount fields in the input file are listed in the transactional currency (which may or may not be the same as the functional currency). When processing, Costpoint calculates the corresponding value in terms of the functional currency using exchange rate information from the associated purchase order (such as **Transaction Currency**, **Rate Group**, and **Rate Date**), and Costpoint calculates subsequent, corresponding amounts for the

related functional currency fields in accordance with the exchange rate information in other tables. Data is stored in both currencies in Costpoint.

If exchange rate information does not exist, Costpoint assumes that the transactional and functional currencies are the same (1:1). All currency-related columns are still populated with default values, Costpoint exchange rate is 1, and amount columns therefore have the same values for transactional and functional currencies.

### Construction Industry Scheme (CIS)

For Great Britain only: The application updates columns requiring CIS data, including **Voucher Header CIS Code** (VCHR\_HDR. CIS\_CD), **Voucher Line CIS Withholding Flag** (VCHR\_LN. CIS\_WH\_FL), and **Voucher Line CIS Reporting Flag** (VCHR\_LN. CIS\_RPT\_FL). If the voucher header has a CIS code, Costpoint performs a validation to ensure that the transaction and pay currency codes are both in Great British Pounds (GBP).

### Files Necessary to Run PO Vouchers Preprocessor

The following custom files and stored procedures files must be accessible to run the Import Purchase Order Vouchers screen.

| PATCH 994 (5.0 only) | Description  |
|----------------------|--|
| CSTPOINT.EXE         | Costpoint executable   |
| AOPPOVCH.EXE         | Purchase Order Vouchers preprocessor application executable                        |
| AOPPOVCH.QRP         | Purchase Order Vouchers preprocessor report file                                   |
| AOPPOVCH.MSS         | Microsoft SQLServer stored procedures for the Purchase Order Vouchers preprocessor |
| AOPPOVCH.ORA         | Oracle stored procedures for the Purchase Order Vouchers preprocessor              |

### Costpoint Data Setup

After you copy the new files and execute the script file (see installation instructions), perform the following setup actions before running the application for the first time.

1. Establish default values on the Configure Purchase Order Voucher Settings screen.
2. Make sure that the patches have been applied to the database.
3. Make sure the AOPPOVCH.ORA (Oracle) or AOPPOVCH.MSS (Microsoft SQLServer) stored procedures are applied to the database.

## Appendix

The following terms and general functions apply to the Import Purchase Order Vouchers application:

- You must enter invoices not corresponding to a Costpoint-generated purchase order on the Manage Accounts Payable Vouchers screen.

- This process handles only new purchase order vouchers. The application does not accept changes and deletions to existing vouchers.
- This application does not create or track voucher batches.
- This application does not create labor hours.
- Overshipments for 3-way matches are valid for invoicing if they have been accepted.
- Line charges are handled only as separate invoice lines.
- Manual check information is not loaded.
- Invoice lines that do not reference purchase order lines are assumed to be non-taxable.
- All vouchers created by this process have their **Over Budget** check box selected on the Header Info tab of the Manage Purchase Order Vouchers screen.

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## About Deltek

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