



Deltek

Deltek Costpoint®

8.0

Import Daily Exchange
Rates Preprocessor

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Contents

Import Daily Exchange Rates.....	1
Display the Import Daily Exchange Rates Screen.....	1
Contents of the Import Daily Exchange Rates Screen.....	1
Table Information for the Import Daily Exchange Rates Screen.....	4

Import Daily Exchange Rates

Use the Import Daily Exchange Rates screen to load currency exchange rates into Costpoint.

After downloading rates from an outside source (Wall Street Journal, Internet, and so on), use this utility to enter those rates into Costpoint without manually entering each rate. In addition to saving time, this utility helps you avoid entry errors.

Before running this utility, you must create an input file containing the exchange rates for the currencies in which your company conducts business. The input file must be either in text or comma-separated value (CSV) format. You can download exchange rates into your input file (from the Internet, for example) before loading them into Costpoint.

Run this utility before entering any multicurrency transactions to ensure that the most recent exchange rates are used.

There are two ways to work with input files in Costpoint:

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

If you decide to use the first option, click  in the **File Location** field to select an alternate file location. If you choose the second option, leave the **File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

Display the Import Daily Exchange Rates Screen

You access the Import Daily Exchange Rates screen from the Accounting domain.

Click **Accounting » Multicurrency » Exchange Rates » Import Daily Exchange Rates**.

Contents of the Import Daily Exchange Rates Screen

Use the fields and options to configure the Import Daily Exchange Rates screen.

Identification

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

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

Field	Description
Parameter ID	<p>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.</p> <p>When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.</p> <p>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.</p>
Description	<p>Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.</p>

Options

Select

Field	Description
File Location	<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"> ▪ In the File Location field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen. ▪ From the Global Menu, click Process » File Upload. On the File Upload Manager dialog box, click Browse and use the dialog box to select the file you are uploading. If you select the Overwrite? check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click Upload when you are finished. If you use this method, leave the File Location field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.
File Name	<p>Enter, or click  to select, the name of the exchange rates input file that you previously saved.</p>

Import File Type

Field	Description
Text	Select this option if your exchange rate data input file is a text file.
CSV	Select this option if your exchange rate data input file is a comma-separated file. Each record in the import file has three data elements:

Field	Description
	<ul style="list-style-type: none"> ▪ Currency code ▪ Rate from this currency to the currency entered in Currency From/To in the utility screen ▪ Rate to this currency from the currency entered in Currency From/To in the utility screen <p>Example: If you enter USD (U.S. Dollars) in Currency From/To, the import file might contain the following:</p> <p>Text format: GBP 1.64072 0.609487</p> <p>CSV format: "GBP", 1.64072, 0.609487</p> <p>where...</p> <p>1.64072 is the GBP-to-USD rate.</p> <p>0.609487 is the USD-to-GBP rate.</p>

Rate Identification

Field	Description
Rate Group	Enter, or click  to select, the identifier for the exchange rate group for which you are loading rates.
Currency From/To	Enter, or click  to select, the currency for which you are loading rates, or use lookup to select the currency. Currency pairings are saved on the Manage Exchange Rate Groups screen. <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Note: If you do not set up the currency pairings on the Manage Exchange Rate Groups screen before you run this utility, you receive an error message and your rates are not uploaded.</p> </div>
Start Date	Enter, or click  to select, the date that you want to start using the uploaded rates.
End Date	You can enter, or click  to select, the last date on which the uploaded rates can be used. However, this field is optional. The most common practice is to leave this field blank so the rate is effective until you enter or upload another rate with a later start date. When you establish a rate with a later start date, Costpoint automatically switches to that rate.
Notes	You can enter a note of up to 254 characters for the uploaded rates.

Generate the Upload Daily Exchange Rates Report

To generate the Upload Daily Exchange Rates report, enter all of the upload information on the screen and click  on the Costpoint toolbar.

Upload Daily Exchange Rates

To upload daily exchange rates, click   on the Costpoint toolbar, and click **Import Daily Exchange Rates** on the menu.

Table Information for the Import Daily Exchange Rates Screen

Changes to the Import Daily Exchange Rates screen update the RT_BY_DT table.

About Deltek

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